



CJPC Author Guidelines

Guidelines for Authors

The Colombo Journal of Psychology and Counselling encourages authors to submit high quality, scholarly papers that are directly related to psychology, counselling, sociology. Papers are accepted across a range of paradigms and perspectives.

The Criteria for Assessing Manuscript Quality:

- Abstract needs to be formatted according to the journal's guidelines
- The relevant literature needs to be sufficiently covered and critically evaluated
 - Usage of sentence and paragraph structure, grammar, and spelling should be consistent in its expression
- A logical overarching framework should be in place
- The discussion and analysis should be clear and concise
- The conclusion should be in line with the paper's objectives and content
- The references should be formatted according to the journal's guidelines

The Review process of the CJPC:

1. The Preliminary Review Process
2. Double-Blind Peer Review Process
3. Editing the accepted final manuscript that was revised based on reviewer comments and feedback

Each paper submitted to the CJPC will be given an initial check by the Managing Editor to

ensure that it conforms to the submission criteria based on a preliminary review process as listed below.

The Preliminary Review Process

Preliminary Screening Checklist

- a. Title - The title must be transparent, and convey information that accurately represents the content of the manuscript.
- b. Author Declaration Form - Must be completed and submitted along with the manuscript
- c. Abstract word count - The accepted Abstract Word Limit is 250 words
- d. Three to six keywords can be included which represent the content of the article.
- e. Manuscript word count - Manuscript word count should be between 2000 - 3000 words excluding the abstract and bibliography.
- de. Similarity index - The level of text matching must be **below 25% percent**
- f. The authors will be notified if any revisions are to be made based on the results of the preliminary screening, along with a deadline for the resubmission of their manuscript and necessary documents.

Queries

If you require any support with the application process or have any questions regarding the editorial process, feel free to email CJPCpublications@gmail.com.

Submissions

You have the option of submitting your work as a single file for refereeing purposes. This can be a PDF or Word document in any format or layout that referees can use to assess your article. It should have enough high-quality figures to allow for refereeing. You can still supply all or any of the source files at the time of submission if you prefer. Individual figure files greater than ten megabytes must be uploaded separately.

References

References can be in any format or type during the initial submission as long as it is consistent. Author(s) name(s), journal title/book title, chapter title/article title, year of publication, volume number/book chapter, and article number or pagination must all be included if applicable.

CJPC will apply the journal's reference style (Harvard) to the accepted article during the proofing step. At the proofing step, data that is missing will be indicated to be updated by the author.

Requirements When Formatting Your Paper

The paper should use the font Times New Roman, at 11-pt, and 1.15 line-spaces, according to the journal's requirements.

There are no extra rigorous formatting criteria; however, all manuscripts must include the necessary parts to communicate your manuscript, such as an abstract, keywords, introduction, materials and methods, results, conclusions, artwork, and tables with captions. Separate the article into distinct sections.

Tables: The manuscript's tables should be clear, free of gridlines, and accompanied by descriptive captions. Sequential numbering (e.g., Table 1, Table 2, etc.) is required, and tables should be self-contained, avoiding lay-off with the text.

Figures: Ensure figures, whether photographs, drawings, diagrams, graphs, or charts, are presented clearly. Include relevant figure captions to explain content, and define symbols, abbreviations, and units of measurement. Follow consecutive numbering (Figure 1, Figure 2, etc.) and adhere to a maximum of four (04) allowed figures.

Peer Review

The review process for this journal is double-anonymized. The editor will evaluate all submissions to see if they are appropriate for the journal. Papers that are considered eligible are normally sent to at least two independent professional reviewers who assess the paper's scientific

quality. The Editor is in charge of making the final decision on whether or not to approve or reject an article. The decision of the Editor is final. Editors are not involved in choices about papers that they have authored or that have been written for them by family members or colleagues, or that are related to items or services wherein the editor has a financial interest. Any such submission is subject to all of the journal's standard procedures, with peer review conducted separately from the relevant editor and their research groups.

Double Anonymized Review Process

The writers' identities are kept hidden from the reviewers, and the reviewers' identities are kept hidden from the authors. Please separate the following information to help allow the functioning of this process:

Title Page (with author information): The title, authors' names, affiliations, acknowledgements, and any Declaration of Interest declaration should all be included, as should the **corresponding author's complete address, including an email address**. The main body of the work (including the references, figures, tables, and any acknowledgements) should not contain any identifiable information, such as that of the authors' names or affiliations.

Plagiarism Policy

Before the submission manuscripts should be checked for plagiarism. It should not contain more than 25% of plagiarized matters.

Submission of Manuscripts

Manuscripts should be submitted online at CJPCpublications@gmail.com. The cover letter, proof of approval from an ethics committee (where relevant) and the main manuscript should be attached as separate files. The author declaration form and proof of payment of the article processing fees should also be attached with the submission.

Publication Fees

A processing fee Rs, 3000 will be charged by CJPC. If your article is accepted for publication in the journal, there will be no publication fees. All submissions should be emailed, along with proof of payment of the article processing fees. This fee is not refundable if your article is not being accepted by the journal.

Account Name : COLOMBO PSYCHOLOGICAL SERVICES (PVT) LTDr -

Account Number: 100520013853 (Current Account)- LKR

Nations Trust Bank PLC

(NTB) Branch -Mount Lavinia