Author Guidelines

Iranian Journal of Cognition and Education (IJCE) is an international scientific journal with a focus on the cognition and education in fields of behavioral sciences (especially psychology), clinical neuropsychology, neurology and medical sciences. We welcome submissions from mental health and medical professionals and researchers from all relevant professional backgrounds. The Journal welcomes submissions of original high quality empirical research and rigorous theoretical papers of any theoretical provenance provided they have a bearing upon vulnerability to, adjustment to, assessment of, and recovery (assisted or otherwise) from cognitive and educational disorders. Also, Studies about normal processes of cognition and education are admirable. Submission of systematic reviews and other research reports which support evidence-based practice in cognition and education are also welcomed, as are relevant high quality analogue studies. The Journal thus aims to promote theoretical and research developments in the understanding of cognitive and educational factors in neuropsychological disorders, psychiatric pathologies, behavior and relationships, and rehabilitative and psychological therapies (including both process and outcome research) where clinicians is concerned. Clinical or case studies will not normally be considered except where they illustrate particularly unusual forms of neuropsychological disorders or innovative forms of neurocognitive or educational interventions and meet scientific criteria through appropriate use of single case experimental designs.

۱. General Document Guidelines

Circulation: The circulation of the Journal is worldwide. Papers are invited and encouraged from authors throughout the world.

Margins: One inch on all sides (top, bottom, left, right). Leave uniform **margins of at least ۱ inch** at the top, bottom, left, and right of every page.

Font Size and Type: ۱۲-pt. font (Times Roman or Courier are acceptable typefaces). All papers must be typed/computer-produced using a readable font such as **Times New Roman, font size ۱۲**. Do not use bold print or more than one font style.

Line Spacing: Double-space throughout the paper, including the title page, abstract, body of the document, references, appendixes, footnotes, tables, and figure captions. Contributions must be typed in double spacing with wide margins. All sheets must be numbered.

Spacing after Punctuation: Space *once* after all punctuation. This includes using one space (not two!) following punctuation marks at the ends of sentences.

Alignment: Flush left (creating uneven right margin)

Paragraph Indentation: ۵-۷ spaces

Pagination: The page number appears one inch from the right edge of the paper on the first line of every page (except Figures), beginning with the title page

Manuscript Page Header: The first two or three words of the paper title appear five spaces to the left of the page number on every page (except Figures), beginning with the title page. Manuscript page headers are used to identify manuscript pages during the editorial process. Using most word processors, the manuscript page header and page number can be inserted into a header, which then automatically appears on all pages.

Active voice: As a general rule, use the active voice rather than the passive voice. For example, use "We predicted that ..." rather than "It was predicted that ..."

Order of Pages: Title Page, Abstract, Body, References, Appendixes, Footnotes, Tables, Figure Captions, Figures

Length: All articles submitted to IJCE must adhere to the stated word limit for the particular article type. The journal operates a policy of returning any papers that are over this word limit to the authors. The word limit does not include the abstract, reference list, figures and tables. Appendices however are included in the word limit. The Editors retain discretion to publish papers beyond this length in cases where the clear and concise expression of the scientific content requires greater length (e.g., a new theory or a new method). The authors should contact the Editors first in such a case.

Word limits for specific article types are as follows:

- Research articles: ٥٠٠٠ words
- Qualitative papers: ٦٠٠٠ words
- Review papers: ٦٠٠٠ words
- Special Issue papers: ٥٠٠٠ words

The brief reports should be limited to ١٠٠٠ words and may include research studies and theoretical, critical or review comments whose essential contribution can be made briefly. A summary of not more than ٥٠ words should be provided.

٢. Submission and reviewing

All manuscripts must be submitted via http://ijce.semnan.ac.ir/ submit paper/. The Journal operates a policy of anonymous peer review. Before submitting, please read the terms and conditions of submission and the declaration of competing interests.

٣. Title page

Manuscripts should be preceded by a title page which includes a full list of authors and their affiliations, as well as the corresponding author's contact details. A template can be downloaded here. Your title page should include five elements: a running head, a page header, the title, your name, and your university affiliation. A title page should be typed using the following format centered on the page. Use a running head. A running head appears on each page of the paper five spaces before the page number. The running head is an abbreviated title. It should be no more than ٥٠ characters. It is either a part of the title or the entire paper title. On the title page a statement alerting reader to the running head appears in the upper left-hand corner of the page. Title of the paper, your name, and university are centered on the page. Do not use bold or large font. Do not submit papers in plastic covers or folders.

The page header appears in the upper-right hand corner, and it should appear on every page in your document. It contains both a page number and the running head.

According to the APA handbook, the title "should summarize the main idea of the paper simply and, if possible, with style." Only include words that help clarify the document's main idea—for example, avoid vague words, such as "methods" and "results." Center the title vertically and horizontally, and follow it with your name and university affiliation.

The page header should be five spaces (tab) from the page number.

Number the pages of the paper in the upper right hand corner beginning with the title page.

Pagination: The Title Page is page ١.

Key Elements: Paper title, author(s), author affiliation(s), and running head.

Paper Title: Uppercase and lowercase letters, centered on the page.

Author(s): Uppercase and lowercase letters, centered on the line following the title.

Institutional affiliation: Uppercase and lowercase letters, centered on the line following the author(s).

Running head: The running head is typed flush left (all uppercase) following the words "Running head:" on the line below the manuscript page header. It should not exceed ٥٠ characters, including punctuation and spacing. The running head is a short title that appears at the top of pages of published articles.

Example   of   APA-formatted   Title Page: http://www.vanguard.edu/uploadedFiles/psychology/titlepage.pdf

٤. Abstract

An abstract is a brief summary of your essay. For articles containing original scientific research, a structured abstract of up to ٢٥٠ words should be included with the headings: Objectives, Design, Methods, Results, and Conclusions. It appears as the second page of the paper after the title page. It is headed by the title: Abstract. The first sentence of the abstract is *not* indented. Review articles should use these headings: Purpose, Methods, Results, and Conclusions. Conclusions must include Practitioner Points and should briefly and clearly outline the relevance of your research to professional practice.

The abstract is a one-paragraph, self-contained summary of the most important elements of the paper.

Pagination: The abstract begins on a new page (page ٢).

Heading: Abstract (centered on the first line below the manuscript page header)

Format: The abstract (in block format) begins on the line following the Abstract heading. The abstract should not exceed ٢٥٠ words. All numbers in the abstract (except those beginning a sentence) should be typed as digits rather than words.

Example   of   APA-formatted Abstract: http://www.vanguard.edu/uploadedFiles/psychology/abstract.pdf

٥. Text Body

Pagination: The body of the paper begins on a new page (page ٣). Subsections of the body of the paper do *not* begin on new pages.

Title: The title of the paper (in uppercase and lowercase letters) is centered on the first line below the manuscript page header.

Introduction: The introduction (which is not labeled) begins on the line following the paper title.

Headings: Headings are used to organize the document and reflect the relative importance of sections. For example, many empirical research articles utilize Method, Results, Discussion, and References headings. In turn, the Method section often has subheadings of *Participants*, *Apparatus*, and *Procedure*. For an example of APA-formatted headings, go to http://www.vanguard.edu/uploadedFiles/psychology/headings.pdf

-            Main headings (when the paper has either one or two levels of headings) use centered uppercase and lowercase letters (e.g., Method, Results, Discussion, and References).

-         Subheadings (when the paper has two levels of headings) are italicized and use flush left, uppercase and lowercase letters (e.g., *Participants*, *Apparatus*, and *Procedure* as subsections of the Method section).

٦. References

For reference citations, please use APA style as was noted below. Particular care should be taken to ensure that references are accurate and complete. Give all journal titles in full and provide DOI numbers where possible for journal articles. For a comprehensive guide on referencing and APA document formatting guidelines please refer to the publication manual available in the NIE Library: Reference Collection at BF ٧٦,٧ Pub ٢٠١٠:

American Psychological Association. (٢٠١٠). *Publication manual of the American Psychological Association* (٦th ed.). Washington, DC: American Psychological Association.

Some general rules for APA reference pages:

- Begin the reference list on a new page. The page begins with the word References (Reference if there is only one), centered in the top, middle of the page, using both upper and lower case, bold typeface. If the references take up more than one page, do not re-type the word References on sequential pages, simply continue your list.
- References cited in text must appear in the reference list; conversely, each entry in the reference list must be cited in text.
- The first line of the reference is flush left. Lines thereafter are indented as a group five or so spaces, to create a hanging indention.
- The reference list is double-spaced.
- Arrange entries in alphabetical order.
- Give the year the work was published in parentheses. If no date is available, write (n.d.).
- Use italics for titles of books, newspapers, magazines, and journals.
- Capitalize the first word of the title of the article or book, and the first word following a colon. Also capitalize all proper nouns, including names of instruments or agencies that appear in the title.
- Always use an ampersand (&) before the last author in the reference page. Do not use *and*.
- Use one space after all punctuation.

Book

Books—One author/editor

Author's last name, Initials. (Year). *Title of book in italics with capital letter for first word and proper nouns*. Place Published: Publisher.

Beaty, J. (١٩٩٥). *Converting conflicts in preschool.* **Ft. Worth, TX: Harcourt-Brace.**

Morrison, T. (Ed.). (٢٠٠٩). *Burn this book: PEN writers speak out on the power of the word etc.* **New York: Harper Studio.**

Books—Two or more authors/editors

Dreikurs, R., Grunwald, B., & Pepper, F. (١٩٨٢). *Maintaining sanity in the classroom.* **New York: Harper & Brothers.**

Article or chapter in book

Chapter/Essay in an edited work

Chapter author's last name, Initials. (Year). Chapter title. In editor's name (Ed.), *Book title* (pages). Placed Published: Publisher.

Shantz, C. V. (١٩٩٣). Children's conflicts: Representations & lessons. In R. R. Cocking & K. A. Renninger (Eds.), *The development & meaning of psychological distance* **(pp. ١٨٥-٢٠٢). Hillsdale, NJ: Lawrence Erlbaum.**

Journal article

Author's last name, Initials. (Year). Title of article. *Title of Journal/Magazine, volume number*(issue number), page numbers.

Wittmer, D. S. & Honig, A. S. (١٩٩٤). Encouraging positive social development in young children. *Young Children,* **٤٩(٥), ٦١-٧٥.**

Zakaria, F. (٢٠٠٨). End of the Line for Islamabad. *Newsweek,* **١٥٢(٢٤), ٤٧.**

Newspaper Article

Author's last name, Initials. (Year, Month day). Title of article. *Title of Newspaper,* page numbers.

Hurst, M. (٢٠٠٤, September ٢٤). Cash Machines Find Revenue Niche in High Schools. *Education Week*, **p. ٨.**

Schwartz, J. (١٩٩٣, September ٣٠). Obesity affects economic, social status. *Washington Post*, **pp. A١, A٤.**

Full-Text Journal/Magazine Article in Online Database or on Web

Author's last name, Initials. (Year). Title of article. *Title of Journal/Magazine in Italics, volume number*(issue number), page numbers. DOI or URL (include 'Retrieved from' before URL if using)

King, K. (٢٠٠٤). Growth, survival, and body composition of juvenile Atlantic sturgeon fed five commercial diets under hatchery conditions. *North American Journal of Aquaculture*, **٦٦, ٥٣-٦٠. doi: ١٠.١٥٧٧/A٠٣-٠٠٩**

Sillick, T. J., & Schutte, N. S. (٢٠٠٦). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, **٢(٢), ٣٨–٤٨. Retrieved from http://ojs.lib.swin.edu.au/index.php/ejap/article/view/٧١/١٠٠**

Full-Text Newspaper Article in Online Database or on Web

Author's last name, Initials. (Year, Month day). Title of article. *Title of Newspaper,* page numbers if given. DOI or URL (include 'Retrieved from' before URL if using)

Hilts, P. J. (١٩٩٩, February ١٦). In forecasting their emotions, most people flunk out. *The New York Times*. **Retrieved from http://www.nytimes.com**

Electronic information

Electronic references (on-line references) can be used, but caution must be exercised to assure that the resource is a legitimate one and that retrieval information is accurate. Here are some guidelines for use of electronic references:

- To direct readers to an entire Web site (but not a specific document on the site), it is sufficient to give the address of the site in the text.

Example:

Kidspsych is a wonderful interactive Web site for children (http://www.kidspsych.org). No reference at the end of the paper is needed.

- Web documents share many of the same elements found in a print document (e.g., authors, titles, dates). Therefore, the citation for a Web document often follows a

format similar to that for print, with some information omitted and some added. The basic retrieval statement for on-line databases is: Retrieved [month, day, year,] from [source] on-line database [name of database], [item no.-if applicable]

E-Journal (use doi if available, if no doi use the URL of the journal)

Author, A. A., Author, B.B., & Author, C.C. (٢٠٠٠, June ٢٦). Title of article. *Title of periodical*, *xx*, xxx-xxx. Retrieved October ٣٠, ٢٠٠٣, from http://webaddress

Panza, F., Capurso, C., D'Introno, A., Colacicco, A. M., Frisardi, V., Lorusso, M. et al. (٢٠١٠). Alcohol drinking, cognitive functions in older age, predementia, and dementia syndromes. *Journal of Alzheimer's Disease*, ١٧(١), ٧-٣١. doi:١٠,٣٢٣٣/JAD-٢٠٠٩-١٠٠٩

Doran, K. M., & Kirley, K. R. (٢٠٠٨). Developing a novel poverty in healthcare curriculum for medical students. *Academic Medicine: Journal of the Association of Medical Colleges*, ٨٣(١), ٥-١٣. Retrieved from http://www.aamc.org/

Author, A. (٢٠٠٣). Title. *Title of journal*, xx, xxx-xxx. Retrieved August ١١, ٢٠٠٣, from PsycARTICLES database.

Jacobseon, J. W., Mulick, J. A., & Scwartz, A. A. (١٩٩٥). A history of facilitated communication: Scientific, pseudoscience, and antiscience: Science working group on facilitated communication. *American Psychologist,* ٥٠, ٧٥٠-٧٦٥. Retrieved January ٢٥, ١٩٩٦, from http://www.apa.or/journals/jacobson.html

E-Book

Author's last name, Initials. (Year). *Title of book in italics with capital letter for first word and proper nouns* [Specific version if necessary]. DOI or URL (include 'Retrieved from' before URL if using) (additional information as needed)

Korstad, R. R. (٢٠٠١). *Civil rights unionism: Tobacco workers and the struggle for democracy in the mid-twentieth-century South* **[NetLibrary version]. Retrieved from http://www.netlibrary.com**

Bronte, C. (١٩٢٢). *Jane Eyre***. Retrieved from http://books.google.com/books (Original ed. published ١٩٠٨)**

Online Document/Report

Author/Editor/Responsible organization. (Year). *Title of document*. Retrieved from URL of document or website

Virginia Department of Education. (٢٠٠١). *Virginia standards of learning: Grade three, health.* **Retrieved from http://www.pen.k١٢.va.us/VDOE/Superintendent/Sols/health٣.pdf**

Dvoretsky, D. P. (n.d.). *History: Pavlov Institute of Physiology of the Russian Academy of Sciences.* **Retrieved from http://www.infran.ru/history_eng.htm**

Government Document

Author's last name, Initials. (Year). *Title of document* (Report No.). Place Published: Publisher.

National Institute of Mental Health. (١٩٩٠). *Clinical training in serious mental illness* **(DHHS Publication No. ADM ٩٠-١٦٧٩). Washington, DC: U.S. Government Printing Office.**

Videorecording

Producer/Responsible organization. (Producer), & Director. (Director). (Year). *Title of video* [format]. Location: Studio/Company.

Sims, T. D. (Producer). (٢٠٠٩). *The ethics of biotechnology* **[DVD]. Hamilton, NJ: Films for the Humanities & Sciences.**

Pal, G. (Producer), & Haskin, B. (Director). (١٩٥٣). *The war of the worlds* **[VHS]. Hollywood, CA: Paramount Pictures.**

ERIC documents

Author's last name, Initials. (Year). *Title of chapter/document* (Report No.). Place Published: Publisher.

Author, A. A., & Author, B. B. (١٩٩٠). Title of chapter. In *Title of report* [Microfiche]. (ERIC Document Reproduction Service No. ED١٢٣٤٥٦).

Gottfredson, L. S. (١٩٨٠). *How valid are occupational reinforcer pattern scores?* (Report No. CSOS-R-٢٩٢). Baltimore, MD: Johns Hopkins University, Center for Social Organization of Schools. (ERIC Document Reproduction Service No. ED١٨٢٤٦٥).

Conference paper

Author, A. A., & Author, B.B. (١٩٩١). Title of paper. In A. Editor (Ed.), *Title of conference: Sub-title*, (pp. xx-xx). Location: Publisher.

Doctoral dissertation (unpublished)

Author, A. A. (١٩٩٠). *Title of dissertation*. Unpublished doctoral dissertation, University name, City, State, Country.

Swinton, M. A. (١٩٨٤). *Family stress in phenylketonuria*. Unpublished master's thesis, University of Auckland, N.Z.

Personal communications

Personal communications are non-recoverable from the reader's perspective and are not to be included in the reference list, but should be cited in text in this format (N. Archer, personal interview, October ١١, ١٩٩٣)

Unpublished raw data from study

Author, A. A. (٢٠٠٣). [Auditory response latencies in rat auditory cortex]. Unpublished raw data.

Tips for referencing

- Begin reference list on a new page
- Reference lists should be flush left, with hanging indent and a double-space between each reference
- All references cited in the text must be cited in the reference list, and all titles cited in the reference list must be cited in the text
- Entries are arranged in alphabetical order of author
- Multiple works by the same author should be listed chronologically with the earliest date first
- Alphabetise name prefixes M', Mc and Mac literally, not as if they are spelled Mac
- If no author, list the title first
- If more than ٦ authors, after the ٦th author's name and initial, use et al. to indicate the remaining authors
- Capitalise proper nouns and only the first word of the title and subtitle
- Italicise the titles of books, newspapers, reports, journals and the volume number of journals
- Use n.d. (no date) when a publication date is not available

- Only give issue number of a journal if every issue begins at page ١
- If a URL goes over a line break it after a slash or before a full stop
- Do not use a full stop at the end of a URL

Abbreviations for referencing

chap.	chapter	Vol.	Volume (as in Vol. ٤)
ed.	edition	vols.	volumes (as in ٤ volumes)
Rev. ed.	Revised edition	No.	Number
٢nd ed.	second edition	Pt.	Part
Trans.	Translator(s)	Tech. Rep.	Technical Report
n.d.	no date	Suppl.	Supplement
p. (pp.)	page (pages)		

Useful websites for APA format in referencing

American Psychological Association. (٢٠٠٣). *APA style*. Retrieved August ١٣, ٢٠٠٣, from http://www.apastyle.org

Online Writing Lab at Purdue University. (٢٠٠٣). *Using APA format*, Retrieved August ١٣, ٢٠٠٣, from http://owl.english.purdue.edu/handouts/research/r_apa.html

University of Southern Queensland. (٢٠٠٣). *Guide to referencing using the APA style: Library guide no. ٣٩*, Retrieved August ١٤, ٢٠٠٣, from http://www.usq.edu.au/library/resources/pathfind/lg-٣٩.htm Katrina Keith, CRPP, August ٢٠٠٣

٧. Appendixes

A common use of appendixes is to present unpublished tests or to describe complex equipment or stimulus materials.

Pagination: Each Appendix begins on a separate page.

Heading:If there is only one appendix, Appendix is centered on the first line below the manuscript page header. If there is more than one appendix, use Appendix A (or B or C, etc.). Double-space and type the appendix title (centered in uppercase and lowercase letters).

Format: Indent the first line ٥-٧ spaces.

Example *of* *APA-formatted*
Appendix: http://www.vanguard.edu/uploadedFiles/psychology/appendix.pdf

٨. Footnotes

Content footnotes are occasionally used to support substantive information in the text.

Pagination: Footnotes begin on a separate page.

Heading: Footnotes is centered on the first line below the manuscript page header.

Format: Indent the first line of each footnote ٥-٧ spaces and number the footnotes (slightly above the line) as they are identified in the text.

Example *of* *APA-formatted*
Footnotes: http://www.vanguard.edu/uploadedFiles/psychology/footnote.pdf

٩. Tables

Tables should be typed in double spacing, each on a separate page with a self-explanatory title. Tables should be comprehensible without reference to the text. They should be placed at the end of the manuscript with their approximate locations indicated in the text. A common use of tables is to present quantitative data or the results of statistical analyses (such as ANOVA). See the *Publication Manual* (٢٠٠١, pp. ١٤٧-١٧٦) for detailed examples. Tables must be referred to in the text.

Pagination: Each Table begins on a separate page.

Heading:Table ١ (or ٢ or ٣, etc.) is typed flush left on the first line below the manuscript page header. Double-space and type the table title flush left (italicized in uppercase and lowercase letters).

Example *of* *APA-formatted*
Tables: http://www.vanguard.edu/uploadedFiles/psychology/table٢.pdf

١٠. Figure Captions and Figures

Figures can be included at the end of the document or attached as separate files, carefully labelled in initial capital/lower case lettering with symbols in a form consistent with text use. Unnecessary background patterns, lines and shading should be avoided. Captions should be listed on a separate sheet. The resolution of digital images must be at least ٣٠٠ dpi. A common use of Figures is to present graphs, photographs, or other illustrations (other than tables). See the *Publication Manual* (٢٠٠١, pp. ١٧٦-٢٠١) for detailed examples. Figure Captions provide, on a single page, captions for the figures that follow.

Pagination: The Figure Captions page is the final numbered page of the paper. The Figures that follow the Figure Captions page do NOT have page numbers or manuscript page headers.

Heading for Figure Captions: Figure Caption(s) is centered on the first line below the manuscript page header. Double-space and type *Figure ١*. (or ٢ or ٣, etc.) italicized and flush left, followed by the caption for the figure (not italicized), capitalizing only the first letter of the first word and any proper nouns.

Example of APA-formatted Figure Caption and Figure: http://www.vanguard.edu/uploadedFiles/Faculty/DDegelman/psychfigure.pdf

١١. Important hints

- Use the Tab to indent space for a new paragraph.
- Note: There is only *one* space after most punctuation marks.
- Use headings to organize your paper. There are five levels of headings. Be sure to check the *Publications Manual of the American Psychological Association*, ٥th ed., for specific directions for using headings (pp. ١١١-١١٥). The headings are italicized but the title is not.
- SI units must be used for all measurements, rounded off to practical values if appropriate, with the imperial equivalent in parentheses.
- In normal circumstances, effect size should be incorporated.
- Authors are requested to avoid the use of jargon and bizarre language.
- Authors are responsible for acquiring written permission to publish lengthy quotations, illustrations, etc. for which they do not own copyright.
- Use headings to organize your paper. There are five levels of headings. Be sure to check the *Publications Manual of the American Psychological Association*, ٦th ed., for specific directions for using headings (pp. ١١١-١١٥). The headings are italicized but the title is not.
- Every paper should include an introductory paragraph. This paragraph should tell the reader what the purpose of the paper is and how the purpose will be accomplished. The body of the paper should follow the 'plan' described in the introductory paragraph. The conclusion should be a summary of the points discussed, a restatement of the purpose, and concluding remarks.

- Generally, the papers you will write for graduate courses will require you to integrate the references you have found in a way that supports the thesis of your paper. Avoid using a book report format where you discuss each reference source separately. You will use the authors as the authorities you cite and rarely will name the book or article they have written, their title, or their professional association in the text of your paper.
- Subtitles or headings are unnecessary for short papers. When you do need to use headings be sure to refer to the *APA Publications Manual* (٦th Ed.) for specific guidelines.
- **Read and reread your paper**. Becoming a good writer is a life-long pursuit. Quality papers are produced through careful editing and attention to detail. Correct spelling, punctuation, and grammar are important. Check for run-on sentences, agreement, tense, proper use of words like *there*, *their,* and *they're*, *affect,* and *effect*.
- Manuscripts describing clinical trials must be recorded in http://www.irct.ir/ and submitted in accordance with the CONSORT statement on reporting randomized controlled trials (http://www.consort-statement.org).
- Manuscripts describing systematic reviews and meta-analyses must be submitted in accordance with the PRISMA statement on reporting systematic reviews and meta-analyses (http://www.prisma-statement.org).
- For guidelines on editorial style, please consult the APA Publication Manual published by the American Psychological Association at http://www.apa.org/.
- **Multiple authors in texts:** For works with three, four, or five authors, cite all authors the first time the reference occurs. In subsequent citations, include only the last name of the first author followed by et al. (not italicized and followed by a period). If the work has six or more authors, cite only the surname of the first author followed by et al.

Gilbert, Terrell, and Specht (١٩٨٥) have stated . . .

Social policies in the United States do not provide equity for marginalized populations (Gilbert, Terrell, & Specht, ١٩٨٥).

US social policies are driven by dominant class interest groups (Gilbert et al., ١٩٨٥). Typically, when citing more than two authors in text, use the first author's name followed by *and associates*, or *and colleagues.*

In a study by Jones and associates (٢٠٠٠), social workers . . .

Within a paragraph, you need not include the year in subsequent references to a study as long as the study cannot be confused with other studies cited in the article:

In a recent study of social work attitudes, Hanson (٢٠٠٤) stated that students . . .. . Hanson also found that . .

Groups as authors

When groups (e.g., organizations, government agencies) are cited, write out the full name in the initial citation and abbreviate in subsequent citations.

First citation: Twenty-two percent of all adults in the US have a substance abuse problem (Substance Abuse and Mental Health Services Administration [SAMHSA], ٢٠٠٤).

Next citation: Less than ١٠ % of adults are alcohol dependent (SAMHSA, ٢٠٠٤).

Multiple works, same authors

Arrange two or more works by the same author(s) by year of publication.

Child abuse is a major problem in the United States (Berrick & Barth, ١٩٩٥, ٢٠٠١).

Multiple works, same authors, same year

Identify works by the same author(s) with the same publication date by the suffixes a, b, c, and so forth after the year. The suffixes are assigned in the reference list, where these kinds of references are ordered alphabetically by title.

Child neglect is the most common type of child abuse (Berrick, ٢٠٠١a, ٢٠٠١b).

Multiple works, multiple authors

When citing multiple works by different authors, place the citations in alphabetical by the first author's surname. Separate the citations with semicolons.

Substance abuse is a phenomenon that few policymakers appreciate or understand (Albert, ٢٠٠١; Johnson, ١٩٩٦, ٢٠٠٣; Zimmerman, ١٩٩٩).

Quoted Material

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McCafrey (٢٠٠٢) asserts "criminals should not be given the right to vote upon release from prison" (p.٢٥).

The best intervention for violent criminals is "harsh and severe punishment" (McCafrey, ٢٠٠٢, p.١٢٦).

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J. Burnitz (personal communications, September ٢٠, ٢٠٠٠) indicated that . ..

In a recent interview (J. Burnitz, personal communication, September ۲۰, ۲۰۰۰) I learned that . . . .

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