

TAJ Submission and Review Requirements

[Authors] should regard the reputable publication of an article as an honor…. [Their] obligations are the same as those of all writers. The first is integrity, whether it be scientific or artistic, and the second is craftsmanship. Craftsmanship here is almost synonymous with literacy. … By maintaining ruthlessly high literary standards … [authors] are forced to express themselves gracefully.

Berne, E. (1966). *Principles of Group Treatment,* Oxford University Press, p. 194

The Transactional Analysis Journal (*TAJ*) welcomes submissions from all theoretical perspectives and fields of application, including theoretically based articles, quantitative and qualitative research, case studies, literature surveys, book reviews, reflective essays, commentaries on previously published articles, and letters to the coeditors.

Only original material—not previously published in English and not under review by another English-language publication—is eligible for consideration and inclusion in the *TAJ*. As an exception, any paper previously published in a language other than English will be considered if it has been translated into English at professional standards prior to submission.

Since the *TAJ* is a refereed journal, all suitable submissions undergo anonymous peer review. Authors are expected to familiarize themselves with the criteria used by the peer reviewers, summarized below, and to adhere to the technical requirements for submission. Manuscripts that do not meet these requirements will be returned for correction and resubmission.

Toward Integrity, Craftsmanship, and Grace

At least one of the *TAJ*'s coeditors and two anonymous peer reviewers evaluate each submission in terms of its ideas and their contributions to the evolution of transactional analysis theory, principles, and practice:

- How is the paper relevant to organizational, educational, counseling, and/or psychotherapy applications?
- Is there an adequate review of the relevant transactional analysis literature as well as the literature of other related fields, such as cognitive research, neuroscience studies, organizational behavior and consultation, mother/infant research, systems theory, educational theory and practice, psychoanalytic perspectives, ethics, anthropology, social/political literature, etc.?

The editors and reviewers also consider whether the author's writing is professional and clear:

- Is the title both engaging and reflective of the paper's content and will it be useful for search purposes? Will the keywords help those searching for topics covered in the article?
- Does the abstract conform to the standards and functions outlined in the *Publication Manual of the American Psychological Association*, 7th Edition (parts of which are available online at https://apastyle.apa.org/style-grammar-guidelines)? Is it accurate, concise, quickly comprehensible, and informative?
- Does the overall structure of the paper help to represent the author's ideas and facilitate the reader's understanding?
- Does the text include subheadings that help organize the material for readers?
- Is the author's writing style easy to read and lively? Is it professional, for example, taking care to use inclusive plural pronouns such as "their" instead of just the male pronoun or "he and she" when referring to people in general?

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- If the paper includes figures, tables, or other graphic images, are they necessary, easily understood, and integrated well into the main text and with the ideas of the paper? (See page 3 of this document for instructions on preparing figures and tables for submission.)
- Does the author end the article with a conclusion (rather than a summary), one that engages the reader in thinking about further questions the article might raise, how others might build on or further develop the ideas presented, creative uses of the material, etc.?

The editors and reviewers also check to see that the paper has been prepared with care, especially with regard to proper grammar, correct (American English) spelling, and an absence of typographical errors:

- Are all quotations and publications referenced correctly in the main text of the paper, giving author name, year of publication, and page number(s)?
- Is the reference list at the end of the paper formatted according to the guidelines offered in the *APA Publication Manual*? (Additional guidelines for formatting references can be found later in this document.) Are all end references in the text and vice versa?
- Does the author preserve anonymity by referring to their previous publications in the third person, for example, "Smith (2001) has argued…" instead of "In an earlier paper, I (Smith, 2001) argued…"?

Submission Requirements for Authors

If you are an author considering a submission to the *TAJ*, the first step is to determine that your paper is well written in terms of content, structure, and style. The second step is to prepare your manuscript according to the following technical requirements and then to submit it by email to *TAJ* Managing Editor Robin Fryer at robinfryer@aol.com.

Please make sure that:

- Your manuscript is no longer than 7,000 words (which should include the abstract, keywords, all text, the reference list, author biography, and the equivalent of the word space taken up by tables/figures), and your abstract is not longer than 150 words.
- All text—including references, quotes, and tables—is single-spaced.
- Any material in footnotes has been integrated into the main text of your paper (since the *TAJ* does not use footnoting).
- Your manuscript is free of any information that would identify you as its author.
- Your paragraphs do not start with indents but instead are separated with a line space.
- All quoted text is indicated with quote marks, and quotes of 40 words or more are presented as indented block quotes that are set off as separate paragraphs. Check all quotes for accuracy of wording, spelling, punctuation, etc. Indicate anything left out with ellipses (three-point ellipses for omissions within the same sentence; four-point ellipses for omissions beyond one sentence). Indicate anything changed or added with brackets. If the quote contains any bold or italics emphasis, indicate if that emphasis was the original author's or yours. Indicate author, year, and page number(s) for each quote. If quoting from an online source and the material is not paginated online, indicate the paragraph(s) where the quote can be found.
- When describing ego states, write out each one at least the first time it is used with its abbreviation in parentheses following if you wish. For example, "Parent ego state (P_2)." If using subscripts for P_1, P_2, A_1, A_2, etc., please format with the numbers sitting to the right and below the P, A, or C (as shown here). Make sure to always use subscripts for other than simple P, A, or C.
- If using figures, tables, or other graphic images, please indicate in the text where they go. However, be aware that if your article is published, they will be located based on where they fit best in terms of page breaks, etc.

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If a figure or table has been published before, reference with author/date/page. Also consider if permission should be obtained from the copyright holder.

- Provide each table as a separate, editable Word document. Tables will be reformatted by the printer using their standard font/formatting, so make sure what you send is clear and easy to read. Always provide a title for your table at the bottom of it, not in the text.
- Each figure or other graphic image (including photos) must be submitted as a separate JPG, TIFF, or PDF image of 300 dpi resolution or higher. Although the online version of images can be in color, in the hard copy all images and photos will be in black and white, so take that into consideration. Images with clear, dark, simple lines work best. Use Arial font and American English spelling/punctuation for all wording in figures and images. Proof everything carefully for accuracy. As the author, you will be charged for any additional work required to prepare figures or other graphic images for printing. Keep in mind the size and shape of a *TAJ* page when creating figures/tables so that you use lettering/fonts that can be read clearly when reproduced. Although figures/tables can be enlarged in the online version, when they are printed in the bound volume, they will be whatever size fits on a *TAJ* page.
- Include the figure number and title underneath the image. Also list each title in the text at the point where you indicate the figure should be placed and on the file name of the separate file of the figure or table.
- Submit a separate, short biographical statement that can eventually be used at the end of your article. It should include your name as you would like it to appear in the publication, your professional degree(s), your TA certification (if any, including applicable fields of specialization), a brief description of your current professional work, and your postal and email addresses where readers can contact you if they wish.
- Include a professional affiliation that will appear next to your name at the beginning of the typeset article. It can be a university, institute, organization, or private practice.

Guidelines for Formatting References

The *Transactional Analysis Journal* (*TAJ*) follows the APA (American Psychological Association) format for references and citations. Authors unfamiliar with this format are encouraged to consult the *Publication Manual of the American Psychological Association*, 7th Edition (parts of which are available online at https://apastyle.apa.org/style-grammar-guidelines). These formatting requirements must be followed carefully when preparing a manuscript for submission to the *TAJ*.

In-Text Quotations and References

- All in-text references must be in author/date format (e.g., Smith, 2001) with specific page numbers shown for quotes (e.g., Smith, 2001, p. 23; or Smith & Jones, 2001, pp. 4-5). If quoting from an online source and the material is not paginated, indicate the section and/or paragraph(s) where the quote can be found. Include the long-form DOI (digital object identifier) number for all journal articles (those begin with https://doi.org/).
- When quoting from references, do so accurately and indicate anything left out with ellipses (three dots for missing text within a sentence, four dots between sentences). Indicate anything changed or added with brackets. If the quote contains any bold or italic emphasis, indicate if that emphasis was the original author's or yours.
- Every reference cited in the text must be in the end reference list (see below), and all references in the end list must be cited in the text. Please make sure the name spellings and publication dates are consistent for both locations.

End Reference List

- In the reference list, give last names and initials for all authors; do not use et al.

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- When referencing journal articles, write out the full name of the journal; do not abbreviate any words; use either "and" or "&" as used in the actual journal title.
- When referencing books, include name of publisher but not the city/state/country.
- For articles and chapters from edited books, please include: the name/initials of the article/chapter author(s); the book publication date; the title of article/chapter (along with an English translation, in brackets, if in another language); the word "In" followed by the name/initials of the editor(s) or author(s) of the book; the title of the book in its original language; the article/chapter inclusive page numbers; the name of the publisher; and the original publication date of the article/chapter if it is different from the book's publication date.
- If a reference is not in English, give the title of the article, chapter, or book in the original language followed by an English translation in brackets. Give all journal names in their original language. If a translation is used as a reference, give the name and initials of the translator. If the reference is either a translation or a later edition, be sure to include the original date of publication of the book or journal article.
- For online references, include the name/initials of the author(s), the title of the specific article (not the Website name), the name/initials of any translator if applicable, and the complete URL.

Next Steps

Once you have submitted your manuscript via email to *TAJ* Managing Editor Robin Fryer at robinfryer@aol.com, one of the coeditors will review it for suitability and whether it is ready for the formal review process. You may hear from the coeditor with some requests for revisions prior to it being sent for review. Once the article is ready, it will be sent out for review, after which the reviewer feedback will be sent to you for consideration and possible additional revisions.

After your article has been revised as needed and accepted for publication, it will undergo a comprehensive copyedit, during which you will work with *TAJ* Managing Editor Robin Fryer to prepare a final version. It will then be submitted to Routledge/Taylor & Francis for typesetting. At that point you will receive an Author Agreement from them assigning copyright to the ITAA and indicating that Routledge/Taylor & Francis and the ITAA "will be indemnified against all loss, damages, injury, costs, and expenses . . . [resulting from] your breach of the warranties given in this agreement."

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