Guidelines for Submission of Honours Abstracts

Journal Overview & Aims

The Griffith University Undergraduate Student Psychology Journal aims to exhibit high-quality research being conducted by all members of the School of Psychology, Griffith University, including academic staff and undergraduate, honours, and postgraduate students. Specifically, the journal aims to engage undergraduate and honours students in the scholarly activity of submitting their work for publication. In addition, it aims to provide postgraduate students with the opportunity to participate in peer-review and editorial processes involved in producing an academic publication.

The content of the journal is broad, encompassing many aspects of psychological science including but not limited to:

- Biological psychology
- Clinical and counselling psychology
- Cognitive psychology
- Developmental psychology
- Experimental psychology
- Personality and individual differences
- Social psychology
- Forensic psychology
- Health psychology
- Industrial and organisational psychology

Two issues of the journal are produced in an online format each year. Each issue contains three main sections:
1. Undergraduate student papers.
2. Abstracts from honours research.
3. Profiles of research being conducted by staff and postgraduate students.

Guidelines for the submission of undergraduate student essays and abstracts from honours research are included in this document.
Abstracts from Honours Research

Scope

The Abstracts from Honours Research portion of the journal publishes extended abstracts of research projects conducted by honours students as a fulfilment of the requirements of a Bachelor of Psychology. Submission of honours abstracts is only open to researchers who completed their honours research within the School of Psychology at Griffith University.

Submission Process

Recruitment of abstracts.

The Editorial Team will invite honours researchers to submit their abstracts to the journal. There are two avenues through which this may occur:

1. Direct contact. The editorial team may directly approach honours researchers to ask them to submit their abstracts, either personally or via mass communication (e.g., email).

2. Indirect contact. The editorial team may contact honours researchers by first contacting their supervisors and asking them to provide contact details of honours researchers they have supervised who may be interested in submitting their work.

Preparing an abstract for submission.

Ethical considerations. In order to prepare an abstract for submission to the journal, there are a number of issues to address, particularly ethical considerations:

- The journal will only publish brief summaries of the honours research to ensure that honours researchers are able to publish full papers reporting their work in external, peer reviewed publications. The APA style guide addresses problems associated with the duplication of data:
  
  “An author must not submit...a manuscript describing work that has been published in whole or in substantial part elsewhere. This policy does not necessarily exclude from consideration manuscripts previously published in abstracted form (e.g., in the proceedings of an annual meeting) or in a periodical with limited circulation or availability (e.g., in a report by a university department or by a government agency)”. (p. 351).

- All manuscripts submitted should not have been previously published, or be published elsewhere in the future, in the same form as the submitted work.

- The APA style guide suggests that authorship of manuscripts should include not only those individuals who are responsible for the actual
writing of the manuscript, but also should include those who have made a substantial scientific or professional contribution to the work.

- Further to the last point, honours researchers submitting their work to the journal should seek their supervisors’ approval prior to submitting the work.
- All research conducted with human or animal participants should have ethical clearance. Authors will be required to sign a form that certifies that they received the necessary ethical clearance to conduct their research and that ethical standards were followed throughout the conduct of the research (Statement of Authorship Form).
- Confidentiality of research participants should be maintained in the summary of the research.
- It is the responsibility of all authors to obtain permission to quote from copyrighted material.
- If the project the abstract was based on received funding/support, the source of the funding/support should be acknowledged at the end of the abstract.
- Acceptance of the manuscript is contingent upon its strict adherence to ethical research practices. Authors are required to sign a statement of Authorship and Waiver Form to ascertain that they have:
  1. Submitted work that is original and is their own. Plagiarised material will not be accepted – it is essential that authors do not present another person’s work as if it were their own. It is the author’s responsibility to use direct quotation marks to signify places where they have used the exact words of another person and that the source of those words is provided. In addition, in each instance where material has been paraphrased from another source, it is essential that the source of the information is cited. For more information about plagiarism, see the university’s Policy on Academic Misconduct or the University’s policy on Good Research Practice, which are both available from the Griffith University website (www.griffith.edu.au).
  2. Have conducted their research ethically, having obtained the necessary ethical clearances and adhering to ethical standards;
  3. Have obtained approval from their supervisors.

**Paper structure.**

- Each submission should contain a title (no more than 25 words), and a complete reference list. A brief statement of the aims of the research, which does not exceed more than 75 words, should also be included. The honours abstract should be approximately 300 to 500 words and should be arranged under the following headings:
  
  Title  
  Author  
  Brief Statement of Aims  
  Introduction  
  Method
Discussion
Conclusion
References

- All submissions should be formatted in APA style, should be double-spaced, and printed in a clear 12-point font (e.g., Arial or Times New Roman). Submissions should be concise and written in English.
- Tables and figures are allowed, as long as they are formatted according to APA style and are referred to in the text of the paper.
- Manuscripts should be submitted in .doc or .rtf format.
- All submissions should contain a title page that contains the title of the manuscript and the author’s name/s. However, please ensure that your name does not appear anywhere else in the manuscript (including headers and footers). This is to facilitate a ‘blind review’ process, whereby the author of the paper is anonymous to the reviewers. The title page will be removed by the editorial team before it is sent out for review.

Submitting the manuscript.

- All submissions must include the following:
  1. Completed submission application
  2. One electronic copy of the manuscript (either emailed or CD)
- Please email electronic copies to: A.Biggs@griffith.edu.au

The review process.

- When the editorial team receive the submission, it will be checked to ensure that it has been formatted correctly. It will then be sent to an independent reviewer. A double-blind review process is used by this journal; therefore, the identity of the author is not known by the reviewer and the identity of the reviewer is not known by the author. The reviewer will provide feedback and will make a decision about the manuscript. The possible decisions will include:
  o Accept as is, with no changes required.
  o Accept, although the manuscript requires more proof reading.
  o Accept, although the manuscript needs to be revised according to APA style.
  o Accept with minor revisions.
  o Resubmit with major revisions.
- The author will receive the review and will have the opportunity to address the reviewer’s comments (if necessary). If revisions are requested it is a requirement that they are addressed. Failure to address the issues raised will result in the manuscript being returned to the author.
- The final decision about the manuscript is made by the editorial committee, which reserves the right to accept or reject submitted papers at their discretion.
- Authors may withdraw their submissions at any stage prior to the review process. The editorial team may withdraw the submission at any stage prior to publication of the article.
The publishing process.

- When a manuscript has been formally accepted (after any necessary revisions have been made), the manuscript will need to be formatted according to the journal template. When you receive formal acceptance of the paper, you will also be sent an electronic copy of the template. All you have to do then is read the information on the template and copy and paste your article into the template, maintaining the template’s formatting. When this has been completed, simply email it back to the Editorial Team.

- The final responsibility of the author is to complete, sign, and return a Statement of Authorship and Waiver form. The article will not be published without it.