AMERICAN JOURNAL OF CLINICAL HYPNOSIS

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Submitting Your Manuscript

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- NOTE: Your manuscript **MUST** be in APA (Version 6 Style). Please note it will be returned to you immediately if it is not in APA style format.

- At minimum you will upload at least **TWO (2) separate** files:

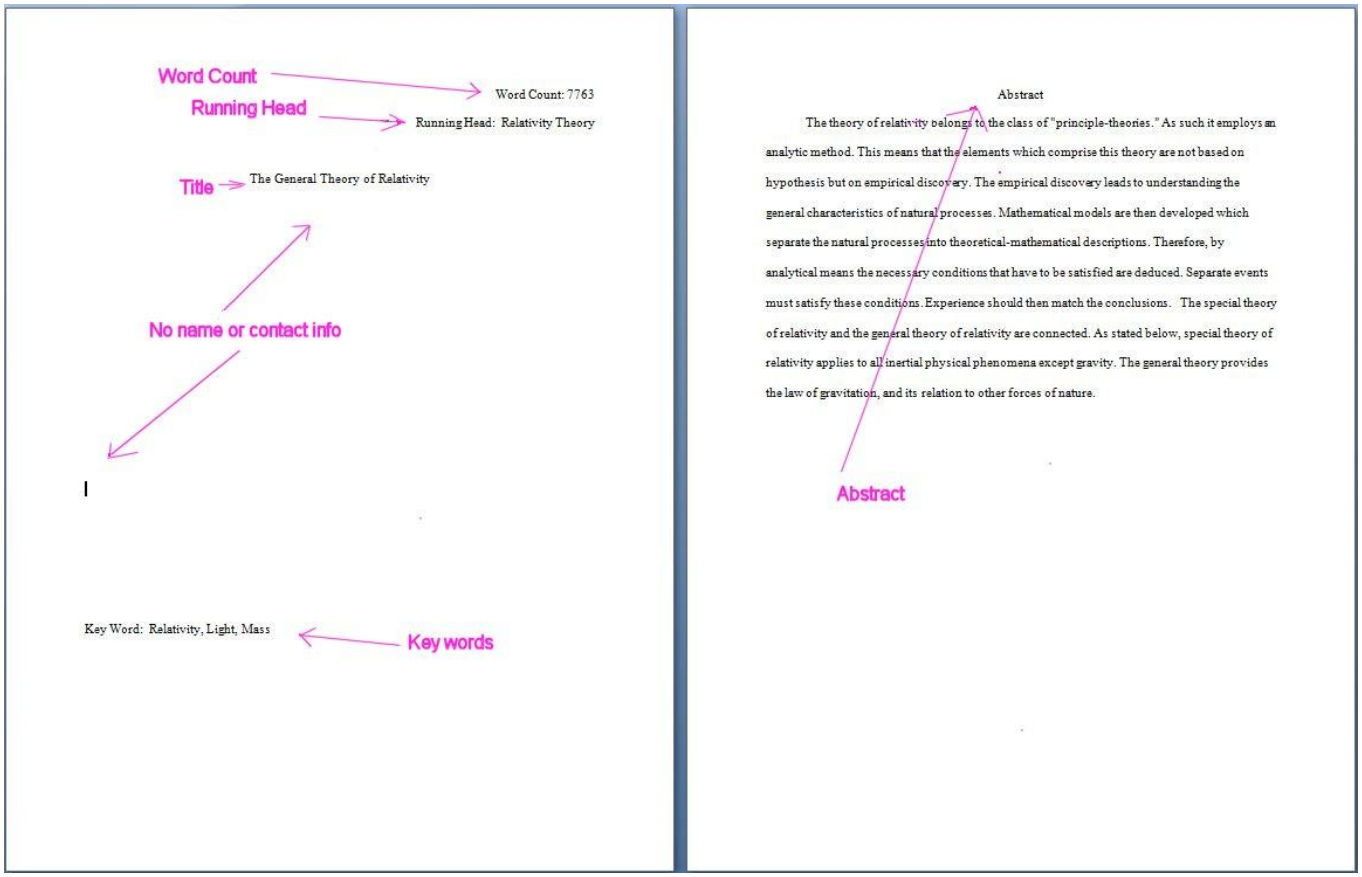
    1. Main document containing your name removed for blind reviewing, and,
    2. Title page, **not for review**, that contains your name.

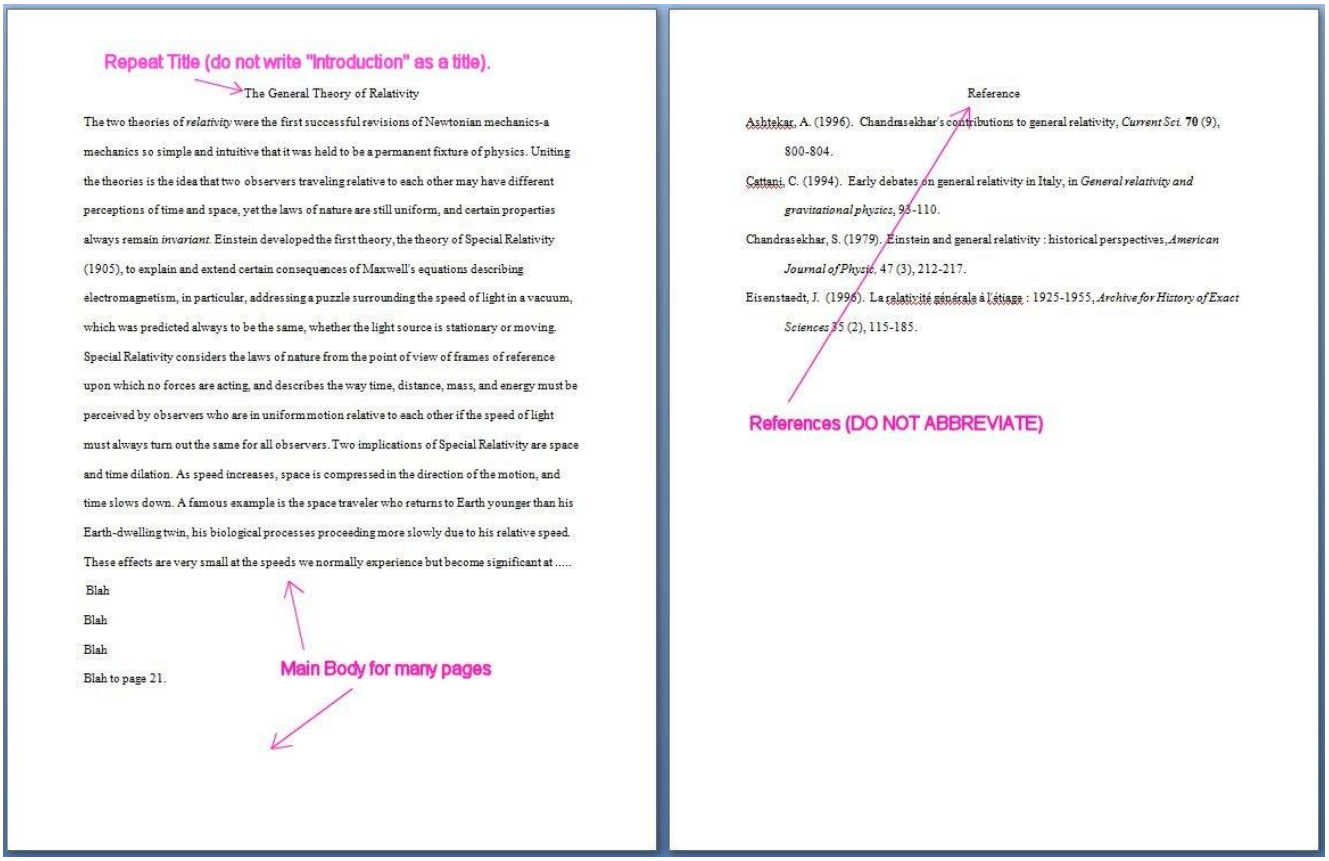
The following images should make this clear:

Parts of the **(1.)** Main Document.....Page 4-5
Parts of the **(2.)** Title Page (not for review).....Page 6-7

1. Parts of the Main Document

Parts of the 1st file, the Main Document (the pages of the main document illustrated in the next four images are all parts of one file):





About the previous images: Represent "Parts of Main Document" it shows the parts of the main document which are:

1) a proper title page without ID info but with Word Count, Running Head, Title, Key Words;

2) an Abstract;

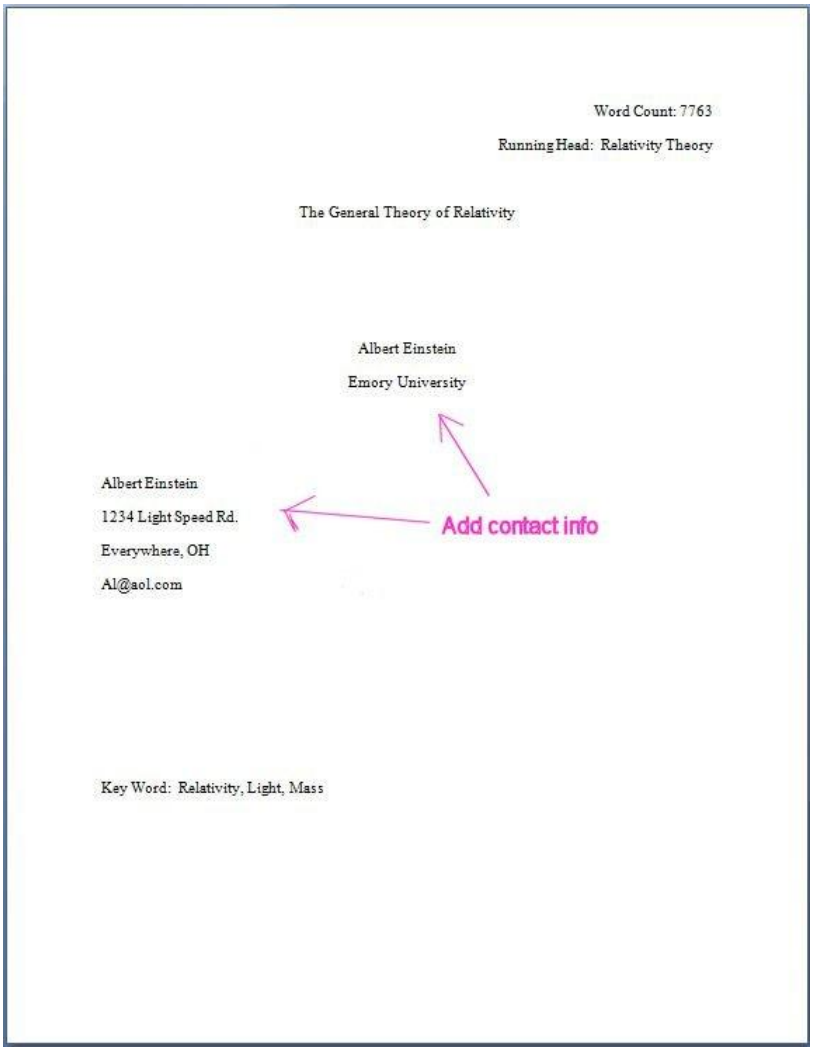
3) the main doc with the title repeated (do not use the word "introduction" as a heading);

4) References (without abbreviations). All these parts must be present.

These must all be present. Tables, Graphs, and Illustrations are not a part of the main document and must be uploaded independently of the main document.

2. Title Page (not for review)

Parts of the 2nd upload: the Title page with identifying information (categorized as "title page not for review").



The second image called “Title Page (not for review)” depicts the additional parts of the additional title page that is to be uploaded and designated “title page not for review” during upload. It’s parts are all the same as what is present in the main document plus the inclusion of identifying information

1) the author's(s') name(s) and affiliation, and
2) the contact information for reaching the main author.

- If you need to upload more than 3 files because you have Tables, Graphs, or Images, you will be returned to the upload page until you click on the "Next" button.

- If you have Tables, Images, or Graphs, they **MUST** be uploaded separately from the main doc.

9. Review your submission (in either PDF or HTML format) by clicking on the review button before sending it. Note the Tables or Images will appear at the bottom of the doc at this phase (they will appear in the correct location when the article goes to print). Click the "Submit" button when you are done reviewing.

You may stop a submission at any phase and "Save" it to complete and submit later. After submission, you will receive a confirmation via e-mail. You can also log-on to ScholarOne Manuscripts any time to check the status of your manuscript. The Editor-in-Chief will inform you via e-mail once a decision has been made.