

COUPLE AND FAMILY PSYCHOANALYSIS

AUTHOR CHECKLIST

Procedure for submissions: Submissions can include original papers, debate, articles, reports, reviews, commendations and obituaries. All contributions should be submitted via email to the journal's Editors-in-Chief (Lorna Robinson, Kate Thompson, James Poulton). Please see detailed instructions below.

Confidentiality and consent: In keeping with PEP guidelines, C&FP require all contributors to implement reliable anonymisation of any and all case material. Authors whose papers include accounts of clinical work are required to take all necessary measures to ensure that none of the individuals written about can be identified by any third party and to fully minimise the likelihood that the patient(s) will recognise him/her/themself. Authors are expected to keep careful, discrete records about their specific and detailed undertakings to anonymise case material. This can be done through thorough disguise or the use of composites or by following relevant guidelines given by professional bodies in the field.

The anonymisation policy should not hide what might be important features of a patient's life and experience in a way detrimental to future understanding, and the removal (or insertion) of details to achieve anonymisation should be carefully thought through in the light of unconscious assumptions that may be being made and their effect on any potential conclusions to be drawn from a paper. If requiring further advice, authors are invited to discuss these matters with a member of the Journal's International Advisory Board in their country.

Authors: Please verify that you have anonymised all case material, and describe in your own words the steps you have taken to do so:

☐ I verify that I have anonymised the identity of patient(s) to be unrecognisable by others and as unrecognisable to him/her/themself as possible and to render all other individuals unrecognisable to third parties following the guidelines given in the Instructions to Contributors.

I have anonymised case material in the following ways:

Author's signature (if more than one author, only the lead author needs to sign)

Date

Originality: Papers submitted for publication should not have been published elsewhere or be currently submitted to other publications.

Copy Dates: Whilst the Editor will welcome contributions at any time, authors should note that final copy dates for forthcoming issues will normally be on 1st January and 1st July of each year.

The New Writer Prize (details available at <https://firingthemind.com/wp-content/uploads/2021/03/NWP-1.pdf>).

Enquiries may be sent to the editor in chief at cfpeditor@tavistockrelationships.ac.uk

Authors: Please answer each question below.

1. Would you like, and are you eligible, for your submission to be entered for the New Writer Prize (details available above)

☐ Yes

☐ No

2. I confirm that this submission has not been published before (unless it is made clear that it is a reprint and appropriate permissions have been obtained), nor has it been submitted elsewhere for publication.

☐ Yes

☐ No

3. I will not post the submission on any public site or public forum without first seeking the written permission of the editor.

☐ Yes

☐ No

4. If I become aware the submission has been posted publicly, I will immediately notify the editor of this breach.

☐ Yes

☐ No

5. This is an original work that is all my own work, with the exception of reprinted or quoted material, or where the work of others has been referred to and these are clearly attributed to the original author(s).

☐ Yes

☐ No

6. I have read the 'Instructions to Contributors' and complied with the 'Confidentiality and consent' guidance contained there.

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7. I agree that copyright remains with me, but I grant to the publisher sole and exclusive publication rights and confirm I will not reproduce the material without written permission from the publisher.

☐ Yes

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8. I accept full responsibility for any action that might be taken in connection with the submission, and indemnify the journal and its publisher from any related liability or claim.

☐ Yes

☐ No

9. For co-authored work I am making these statements on behalf of my co-authors.

☐ Yes

☐ No

10. For Blinded Review, confirm that you have prepared a complete text, including the title page, abstract and keywords, but (in order to allow blinded review) excluding acknowledgments, references to your published work and any other indications of your identity, and have not compromised your anonymity in any supporting information or additional files uploaded for review. The journal requires this box to be ticked, even if your submission is not part of a peer-reviewed process.

☐ Yes

☐ No

11. I have prepared this manuscript in accordance with the Instructions for Contributors.

☐ Yes

☐ No

Checklist for Submissions

1. Have you reviewed the Final Checklist for Phoenix journal articles to ensure your submission follows house style? You can find the checklist at:
<https://firingthemind.com/wp-content/uploads/2025/01/Karnac-Journals-Checklist.pdf>.

Full referencing instructions for Phoenix journal articles can be found at:
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2. Have you selected 2-6 keywords that describe the primary topics of your submission? Find a list of possible keywords at <https://firingthemind.com/wp-content/uploads/2025/01/CAFP-KeyWord-Directory-2024.pdf>. You may add a keyword that isn't on the list if it is particularly relevant to your submission.
3. Does your submission contain the following?
 - a. This form – “Author Checklist” – with all questions answered and your signature attesting that all clinical material in your submission (if any) has been fully anonymised. Either scan the form into a pdf file, or photograph all pages with a smart phone.
 - b. A Title Page with (i) title of the submission, (ii) name(s) of the author(s), and (iii) contact information for the author(s).
 - c. An abstract up to 200 words in length on a separate page. Include Keywords with the abstract.
 - d. Your paper, excluding any indications of your identity (see #10 above).
4. Send your submission, with all of the above documents to the journal's Editors-in-Chief (Lorna Robinson, Kate Thompson, and James Poulton) at cfpeditor@tavistockrelationships.ac.uk.

You will receive confirmation via return email that your submission has been received.

Additional enquiries about contributing to the journal may be addressed to the Editors-in-Chief at cfpeditor@tavistockrelationships.ac.uk.