



In the service of personal transformation™

Journal of Transformative Touch (JTT)

Author Guidelines

The JTT is an open-access, peer-reviewed journal with the purpose of advancing inquiry and creative exploration concerning transformative touch practices. The primary aim of this journal is to investigate the role of skilled, conscious touch in the development of overall physical and emotional health, mental clarity, and the experience of expanded states of awareness and higher consciousness. JTT is seeking high-quality submissions on transformative touch, including personal, clinical, and creative reflections. Submissions may have been previously published so long as authors obtain permission from the original publisher. All submissions will be carefully reviewed by JTT reviewers (3 reviewers for research articles and 2 reviewers for all other submissions), and authors will receive notification of acceptance or non-acceptance within 30 days. Note that submissions will not be accepted if they are unrelated to the topic of therapeutic touch, are poorly written, or if they demonstrate discriminatory or defamatory statements or ideas.

Transformative touch is a broad field of study with endless possibilities for research and exploration. The JTT is aware that an evolving field will require different approaches and support for conducting research. Being an international journal, we are following the guidelines for various types of studies as outlined at <http://www.equator-network.org>.

The journal audience consists primarily of practitioners, educators, researchers, those connected to the field of transformative touch, and others wanting to learn more about these modalities. Browse through the journal to get a sense of the type of articles we seek and look at the manuscript categories below. All research manuscripts and literature reviews should follow the requirements of the *Publication of the American Psychological Association (APA), 7th edition*. For further information concerning APA please consult <https://apastyle.apa.org/instructional-aids/tutorials-webinars>

Manuscript Categories

You can also find the information below on the **Aims and Scopes** page. (<https://thekeep.eiu.edu/ijzbt/aimsandscope.html>)

1. The Heart of It All

How does touch therapy change lives? This section includes contributions on touch as a catalyst or support for physical and emotional transformation, expanded states of awareness, and spiritual awakening. Submissions may

take the form of personal stories or ethnographic writings, editorials, and book reviews. Submissions can be offered by both practitioners and clients. Manuscripts are formatted at the author's discretion but must have 1-inch margins, be single-spaced, with no more than 2,000 words.

If referencing client stories, the author is responsible for having a signed consent form from client(s).

If you do not have your own Consent Form, you may use the example located here:

https://thekeep.eiu.edu/ijzbtt/client_consent_form.docx.

2. Research

a. Quantitative Research

Abstract: An abstract of 250 words or less is required. The abstract should include the following information: Purpose, Design, Sample, Instrument/Intervention, Measures, Analysis, Results, and Main Conclusion. At the bottom of the abstract please place key indexing words.

Body: The body of the manuscript should be no more than 5-7 single-spaced pages or about 2500-3500 words. Exceptions for longer manuscripts will be made on a case-by-case basis. Please include an introduction, methods, results, and discussion or implications for the field.

In-Text Citations and References: All citations and references should follow the format and style requirements of *Publication of the American Psychological Association (APA), 7th edition*.

Tables and Figures: All tables and figures should be included and cited (if required) sequentially in the text and numbered and formatted according to APA guidelines. All figures, pictures, tables, and illustrations should be of the highest resolution quality for electronic formats.

Appendices: If you wish to share your instrument, questionnaire, or other supplemental materials, please include these after the reference page.

b. Qualitative Research

Abstract: An abstract of 250 words or less is required. The abstract should include the following information: Purpose, Design, Sample, Instrument/Intervention, Measures, Analysis, Results, and Main Conclusion. At the bottom of the abstract please place key indexing words.

Body: The body of the manuscript should be no more than 7-9 single-spaced pages or about 3500-4500 words. Exceptions for longer manuscripts will be made on a case-by-case basis. Please include an introduction, theory, methods, results, and discussion or implications for the field.

In-Text Citations and References: All citations and references should follow the format and style requirements of *Publication of the American Psychological Association (APA), 7th edition*.

Tables and Figures: All tables and figures should be included and cited (if required) sequentially in the text and numbered and formatted according to APA guidelines. All figures, pictures, tables, and illustrations should be of the highest resolution quality for electronic formats.

Appendices: If you wish to share your instrument, questionnaire, or other supplemental materials, please include these after the reference page.

c. Case Studies

Follow the guidelines for Quantitative and Qualitative Research above.

The JTT Editorial Board assumes the author has obtained a consent form signed by the client(s) before submitting any practitioner-based case study.

If you do not have your own Consent Form, you may use the example located here:

https://thekeep.eiu.edu/ijzbt/consent_form.docx.

d. Literature Reviews

Abstract: An abstract of 250 words or less is required. The abstract should include the purpose, impact on the field of transformative touch, and main themes of the literature review.

Body: The body of the manuscript should be no more than 7-9 single-spaced pages or about 3500-4500 words. Exceptions for longer manuscripts will be made on a case-by-case basis. Literature reviews are designed to connect pertinent information within a field or are constructed to link various fields of transformative touch with other areas of study. Literature reviews might include research from various fields, information relevant to transformative touch, emerging trends in healing modalities, or a wide range of other topics.

In-Text Citations and References: All citations and references should follow the format and style requirements of *Publication of the American Psychological Association (APA), 7th edition*.

Tables and Figures: No tables or figures should be included in the literature review.

3. Practitioner Case Reports

Practitioner case reports offer a practitioner's experiences of giving transformative touch sessions to clients. Client testimonials may be included. The case report should be no more than 1500 words, single-spaced, and use the following format:

Case Report Format

Title: Should include the essence of the experience and the modality used.

Author(s) name(s) and qualification(s):

Background of the client: Remove any identifying information about the client. This section describes the client's background, reason for treatment, and any other pertinent information.

Session description: State which modality or modalities were used in the session(s); pertinent findings on evaluation; number of sessions; significant information about the session(s), including most important areas treated and client responses; important client experiences and outcomes based on client reports and written testimonials.

Concluding remarks: How the client was transformed through touch.

Optional but recommended:

- Brief abstract
- Short author bio with location of practice and contact information at end of article.

The JTT Editorial Board assumes the author has obtained a consent form signed by the client(s) before submitting any practitioner-based case report.

If you do not have your own Consent Form, you may use the example located here:

https://thekeep.eiu.edu/ijzbtt/client_consent_form.docx.

4. Teaching and Philosophy

Teaching methodologies, concepts, and theories along with new ideas and philosophies in the field of transformative touch are highlighted in this section. Manuscripts are formatted at the author's discretion but must have 1-inch margins, be single-spaced, with no more than 3,500 words. Citations and references are required when referring to the work of others.

5. The Arts

For many, the experience of receiving skilled touch leads to a rich deepening of the creative process. This area will highlight personal and group artistic expression related to touch in a multitude of forms, from visual arts to poetry, dance, music, and more. Submissions are at the discretion of the artist. All pictures, artwork, and illustrations should be of the highest resolution quality for electronic formats (example: jpeg). Manuscripts and poetry are formatted at the author's discretion but must have 1-inch margins.

Submission of Videos and Pictures

We do offer native streaming, where the video or audio is uploaded as the primary document in the full text field. Find more information about this uploading process here:

https://www.bepress.com/reference_guide_dc/streaming-media-digital-commons/

We also support third-party streaming, such as YouTube or Vimeo. The author will need to input the URL of their media and the media format type into the designated fields. These fields are called Streaming Media and Media Format.

There's no file size limit in terms of storage on the journal storage site, but we generally recommend that uploads don't exceed 20 GB per file. If a file larger than 20 GB needs to be uploaded, we will need to get assistance from BEPRESS. (Feel free to contact an editor if you need help).

The author is responsible for keeping a signed legal photo and video release on file.

Revised Manuscripts

Our editors may request revisions before accepting your submission for publication. (See video on main menu on How to Resubmit an Article with Requested Revisions: <https://www.youtube.com/watch?v=deeEryTTFeo>)

When returning a revised manuscript to the Journal:

- **Research Articles:** Please **return two files:** 1) a manuscript with the revised changes noted within the document through tracking changes in the manuscript or by highlighting changes with a different color font AND 2) a clean copy of the changes with no editing marks.
If an author chooses not to make certain changes or has questions or comments about editorial requests, these can be addressed at the end of the revised manuscript that includes the marked changes.
- **All other submissions:** Return a clean copy which includes revisions and no editing marks.

Please be aware that when you submit a clean copy of your manuscript for publication purposes, the Journal will automatically convert it to PDF format. To ensure formatting of your choice, you are encouraged to submit your article as a PDF file.

Before Submitting

The word count applies only to the body of a manuscript and does not include the abstract, tables, figures, or references. All manuscripts must be 8.5 x 11 (US Letter), single-spaced, have 1-inch (3.8 cm) margins, and be submitted in English. We ask that you thoroughly check spelling and grammar before submitting. Open AI resources, such as Grammarly.com can assist in this process.

Authorship

All contributing authors need to have given consent before the manuscript is turned in for consideration. A contributing author is someone who has made substantial contributions to the study and/or manuscript. Authors should be identified in the order of contribution to the work. Any use of AI must be documented when submitting, and authors must be responsible for all manuscript content.

Acknowledgements

Anyone who contributed to the manuscript but did not make substantial contributions may be listed under an acknowledgements section.

Disclosures

All authors must acknowledge funding or state that no funding was received for the research conducted at the end of the manuscript. All authors must state a “Declaration of Conflicting Interests” or state that all authors have no conflict of interest at the end of the manuscript.

Research Ethics

All research should be conducted and reported in an ethical manner. Any work conducted with an Institutional Review Board (IRB) or ethics committee must be reported and provide the full name of the IRB and approval number. Participant informed consent is always required and should also be noted as written or verbal in the methods section. Refer to the at <http://www.equator-network.org> for further questions.

Any research conducted involving human subjects requires the National Institute of Health’s (NIH) completion of the Protecting Human Research Participants web-based training www.phrptraining.com to ensure research ethics are thoroughly understood, including consent forms, responsibilities of documentation and privacy protection for the participants.

Plagiarism

The Journal of Transformative Touch seeks to protect all contributors of a manuscript. This includes intellectual property of other authors that may be used in the writing or formation of any part of a manuscript. Submitted articles will be checked by software to ensure protection against plagiarism. Should plagiarism or insufficient acknowledgement be discovered, or the manuscript be contested, the manuscript will be removed from the publication and appropriate legal action may be taken.

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FINAL MANUSCRIPT GUIDELINES

Please see Final Manuscript Preparation Guidelines under How to Submit:

<https://thekeep.eiu.edu/ijbtt/styleguide.html>

This provides details on layout requirements pertaining to final manuscript submission to *Journal of Transformative Touch*.

Formatting Requirements

For more information on formatting requirements for each Journal section, please see **Manuscript Categories** above.

Include an abstract. (Abstracts are only required for quantitative, qualitative and case studies research submissions but are recommended for other submissions when appropriate.)

Submit your manuscript, including tables, figures, appendices, etc., as a single file (Microsoft Word .DOCX or .RTF files are accepted).

Please copy edit your manuscript.

Indenting, Line Spacing, and Justification

Page size should be 8.5 x 11-inches. The main text of the document should be single-spaced. All margins (left, right, top and bottom) should be 1 inch (3.8 cm), including your tables and figures. Use a single column layout with margins left justified. (i.e., flush with the left margin—except where indented). Either indent all new paragraphs or leave a space between paragraphs. An indent should be one tab or four spaces. Do not insert extra space between paragraphs of text with the exception of long quotations, theorems, propositions, special remarks, etc. These should be set off from the surrounding text by additional space above and below. Do not “widow” or “orphan” text (i.e., ending a page with the first line of a new paragraph or beginning a page with the last line of a paragraph). Try to avoid large empty spaces on pages.

Language & Grammar

All submissions must be in English. Except for common foreign words and phrases, the use of foreign words and phrases should be avoided.

Authors should use proper, standard English grammar. The *Elements of Style* by William Strunk, Jr. and E. B. White (now in its fourth edition) is the “standard” guide, but other excellent guides (e.g., *The American Psychological Association*) exist as well. We ask that you thoroughly check spelling and grammar before submitting. Resources, such as Grammarly.com can assist in this process.

Article Length

See **Manuscript Categories** above.

Colored Text

Set the font color to black for the majority of the text. We encourage authors to take advantage of the ability to use color in the production of figures, maps, etc., however, you need to appreciate that this will cause some of your readers problems when they print the document in black & white. For this reason, you are advised to avoid the use of colors in situations where their translation to black and white would render the material illegible or incomprehensible. Please ensure that there are no colored mark-ups or comments in the final version, unless they are meant to be part of the final text.

Emphasized Text

Whenever possible use *italics* to indicate text you wish to emphasize rather than underlining it. The use of color to emphasize text is discouraged.

Fonts

Use Times or the closest comparable font available, except where special symbols are needed. If you desire a second font, for instance for headings, use a sans serif font (e.g., Arial or Computer Modern Sans Serif).

Font Size

The main body of text should be set in 12 pt. Footnotes should be 10 pt. Avoid the use of fonts smaller than 6 pt.

Foreign Terms

Whenever possible, foreign language terms should be set in *italics* rather than underlined. For example, *al fresco*.

Headings

Headings (e.g., start of sections) should be distinguished from the main body text by their fonts or by using caps.

Use the same font face for all headings and indicate the hierarchy by reducing the font size. There should be space above and below headings.

Main Text

The font for the main body of text must be black and, if at all possible, in Times or closest comparable font available.

Titles

Whenever possible, titles of books, movies, etc., should be set in *italics* rather than underlined.

Footnotes

Footnotes should appear at the bottom of the page on which they are referenced rather than at the end of the paper. Footnotes should be in 10 pt. Times or closest comparable font available, they should be single spaced, and there should be a footnote separator rule (line). Footnote numbers or symbols in the text must follow, rather than precede, punctuation. Excessively long footnotes are probably better handled in an appendix. All footnotes should be left-justified.

Tables and Figures

To the extent possible, tables and figures should appear in the document near where they are referenced in the text. Large tables or figures should be put on pages by themselves. Avoid the use of overly small type in tables. In no case should tables or figures be in a separate document or file. All tables and figures must fit within 1.5 inch margins on all sides (top, bottom, left and right) in both portrait and landscape view.

If figures are included, use high-resolution figures, preferably encoded as encapsulated PostScript (EPS).

References

It is the author's obligation to provide complete references with the necessary information.

Please follow APA guidelines, 7th edition.

Within the text of your manuscript, use the **author-date** method of citation.

After the last sentence of your submission, please insert a page break and begin your references on the next page.

References should have margins that are left justified.

References are listed in alphabetical order.

For more information, please contact the Editor of the Journal of Transformative Touch: ijbtteditor@gmail.com