



In the service of personal transformation™

## *The International Journal of Zero Balancing and Transformative Touch*

### **Submission Guidelines for Authors**

The IJZBTT is an open-access, peer-reviewed journal with the purpose of advancing scholarly thought and creative exploration concerning Zero Balancing and other 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. IJZBTT is seeking high quality submissions on the subject, or informed or inspired by the topic, of transformational touch. Submissions may have been previously published, so long as authors obtain permission from the original publisher. All submissions will be carefully reviewed by the editorial board and panel of reviewers, 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 field of study that is broad with endless possibilities for research and exploration. The IJZBTT 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, and those connected to the field of transformative touch. Typical manuscripts that are published in this journal are reviewed teaching practices, empirical quantitative and qualitative research, case studies, literature reviews, editorials, writings on therapeutic touch, personal transformational experiences, presentations, and submissions based on personal and group artistic expression related to touch. All research manuscripts and literature reviews should follow the requirements of the *Publication of the American Psychological Association (APA), 7<sup>th</sup> edition*. For further information concerning APA please consult <https://apastyle.apa.org/instructional-aids/tutorials-webinars>

### **Manuscript Categories**

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 8.5x11 and have 1-inch (3.8cm) margins and be submitted in English. Please see descriptions of each category section below and under the **Aims and Scopes** section for this journal. (<https://thekeep.eiu.edu/ijzbtt/aimsandscope.html>)

#### **1. The Heart of It All**

How is touch transformative? This journal will include writings on therapeutic touch as a catalyst or support for physical and emotional transformation, expanded states of awareness, spiritual journeys, and how touch therapy changes lives. This may take the form of personal stories and case studies and can be submitted by both practitioners and clients. Manuscripts are formatted at the author's discretion but must have a 1-inch margin, be double-spaced, with no more than 2,000 words.

**The author is responsible for having a signed release form from clients referenced within their submissions.**

## 2. Research and Case Studies

### 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 12-15 double-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 should follow the format and style requirements of *Publication of the American Psychological Association (APA) (7<sup>th</sup> edition)*. For further information on formatting, citation, and referencing please refer to the APA tutorial cited above.

**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 tables and figures need to appear at the end of the manuscript and before the reference section. Tables and figures should be editable. 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 15-20 double-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 should follow the format and style requirements of *Publication of the American Psychological Association (APA) (7<sup>th</sup> edition)*. For further information on formatting, citation, and referencing please refer to the APA tutorial cited above.

**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 tables and figures need to appear at the end of the manuscript and before the reference section. Tables and figures should be editable. 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. Practitioner-Based Case Studies

Practitioner-based case studies share a client's and/or practitioner's experiences while giving or receiving transformational touch. The case manuscript should be no more than 3500 words and use the following format:

#### Case Study Format

**Title:**

**Author(s) name(s), qualifications, and location(s):**

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

**Session description:** State what modality or modalities were used in the session(s), evaluation notes, number of sessions, significant information about the session(s), any reactions from the client, outcomes of the session(s), and an ending summary of the case.

**The IJZBTT Editorial Board assumes the author has obtained a release form signed by the client before submitting any practitioner-based case study.**

#### **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 15-20 double-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 should follow the format and style requirements of *Publication of the American Psychological Association (APA), 7<sup>th</sup> edition*. For further information on formatting, citation, and referencing please refer to the APA tutorial cited above.

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

### **3. From the Field**

From the Field includes reports on the impact transformative touch is having in diverse settings and situations. Topics may include outreach, community service, volunteer work, conference presentations, or other areas where touch plays a part in wellness and transformation. This section may also include editorials and book reviews. Manuscripts are formatted at the author's discretion but must have a 1-inch margin, be double-spaced, with no more than 2,000 words.

### **4. Teaching and Philosophy**

Teaching methodologies, concepts, and theories along with new ideas and philosophies in the field of transformational touch are highlighted in this section. Manuscripts are formatted at the author's discretion but must have a 1-inch margin, be double-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 transformational 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 a 1-inch margin.

### **6. What's New**

Share news, upcoming events, conferences, classes, and emerging research studies. Submissions should be double-spaced with a 1-inch margin and have no more than 800 words.

## 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/](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/video release on file.**

## Revised Manuscripts

On occasion, our editors may request revisions before accepting your submission for publication. When returning a revised manuscript to the journal, 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 colored font and 2) a clean copy of the changes and no editing marks.

Authors will also want to respond to any reviewer's questions or comments at the end of the revised manuscript that includes the marked changes.

**When authors submit a clean copy of the manuscript with no editing marks left for publication purposes, this manuscript needs to be in a .PDF format.**

## Before Submitting

### 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.

### 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 or ethics committee must be reported and provide the full name of the institutional review board

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](http://www.phrptraining.com) to ensure research ethics are thoroughly understood, including consent forms, responsibilities of documentation and privacy protection for the participants.

### **Plagiarism**

*The International Journal of Zero Balancing and 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.

### **Copyright**

It is the author's responsibility to obtain written permission for quotes over 300 words that were previously published and any material that is not original (tables, figures, photographs, songs, etc). No submission will be published without signed release forms included with the submission. The author of the published manuscript retains copyright of their work but the *International Journal of Zero Balancing and Transformative Touch* reserves the rights to publish for the full legal term of the copyright agreed upon with BEPRESS.

## **ADDITIONAL RECOMMENDATIONS**

### **Indenting, Line Spacing, and Justification**

Indent all paragraphs except those following a section heading.

Please indent all new paragraphs with one tab spacing.

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.

Don't "widow" or "orphan" text (i.e., ending a page with the first line of a paragraph or beginning a page with the last line of a paragraph).

All text should be **left-justified** (i.e., flush with the left margin—except where indented). Where possible, it should also be right-justified (i.e., flush with the right margin). "Where possible" refers to the quality of the justification. Word does a reasonable job. But some word processors do a poor job (e.g., they achieve right justification by inserting too much white space within and between words). We prefer flush right margins. However, it is better to have jagged right margins than to have flush right margins with awkward intra- and inter-word spacing. Make your decision on whichever looks best.

### **Language and 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 a standard guide, but other excellent guides (e.g., *The American Psychological Association*) exist as well.

## Article Length

Article length for each Journal section is described in the Author Guidelines.

## 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 on a black and white printer. 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. (You may need to "accept all changes" in track changes or set your document to "normal" in final markup.)

## 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

Except, possibly, where special symbols are needed, use Times or the closest comparable font available. 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 12pt. Avoid the use of fonts smaller than 6pt.

## Foreign Terms

Whenever possible, foreign terms should be set in *italics* rather than underlined.

## Headings

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

## 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.

## Mathematics

**Roman letters** used in mathematical expressions as variables should be *italicized*. Roman letters used as part of multi-letter function names should not be italicized. Whenever possible, subscripts and superscripts should be a smaller font size than the main text.

**Short mathematical expressions** should be typed inline. **Longer expressions** should appear as display math. Also, expressions using many different levels (e.g., such as the fractions) should be set as display math. Important definitions or concepts can also be set off as display math.

**Equations** should be numbered sequentially. Whether equation numbers are on the right or left is the choice of the author(s). However, you are expected to be consistent in this.

**Symbols and notation** in unusual fonts should be avoided. This will not only enhance the clarity of the manuscript, but it will also help ensure that it displays correctly on the reader's screen and prints correctly on her printer. When proofing your document under PDF pay particular attention to the rendering of the mathematics, especially symbols and notation drawn from other than standard fonts.

## References

Please follow APA guidelines <https://apastyle.apa.org/instructional-aids/tutorials-webinars> .

It is the author's obligation to provide complete references with the necessary information. Please start your references on a new page. References should appear right after the end of the document, beginning on the last page if possible. References should have margins that are both left and right- justified. You may choose not to right-justify the margin of one or more references if the spacing looks too awkward. Each reference should give the last names of all the authors, first initials, and, optionally, their middle initials. The hierarchy for ordering the references is:

1. Last name of first author
2. First initial of first author
3. Last name of second author (if any). Co-authored work is listed after solo-authored work by the same first author (e.g., Edlin, Aaron S. would precede Edlin, Aaron S. and Stefan Reichelstein).
4. Last name of second author followed by first initial and complete this same format for all authors listed.  
Edlin, A., Kehoe, B., Cap, R., & Smith, V.
5. Publication date
6. Order cited in text

The information to be given with each citation in the references is as follows:

### Articles in Traditional Journals

**Required:** Author's (authors') name(s), title of article, name of journal, year of publication (or "n.d." if no date), volume number, page numbers.

*Optional (but desirable):* issue number and month/season of publication. For forthcoming (in press) articles, put expected year of publication and substitute "forthcoming" for the volume and page numbers.

*Optional (but desirable):* A hyperlink to the article.

### Books

**Required:** Author's (authors') name(s), title of book, year of publication (or "n.d." if no date), publisher, publisher's address, edition (if not first). For forthcoming (in press) books, put expected year of publication and add "forthcoming."

## Chapters in Collections or Anthologies

**Required:** Name(s) of author(s) of chapter, name(s) of editor(s) of book, title of chapter, title of book, year of publication (or "n.d." if no date), publisher, publisher's address, and edition (if not first). For forthcoming (in press) books, put expected year of publication and add "forthcoming."

## Working Papers

**Required:** Author's (authors') name(s), title of working paper, year (or "n.d." if no date), location (e.g., "Department of Economics Working Paper, University of California, Berkeley" or "Author's web site: <http://www.someurl.edu/author>." If the working paper is part of series, then the series name and the number of the working paper within the series must also be given.

## Other Works

**Required:** Author's (authors') name(s), title of work, year (or "n.d." if no date), and information about how the reader could obtain a copy.

Within the references section, the citations can be formatted as you like, provided (i) the formatting is consistent and (ii) each citation begins with the last name of the first author. That is, the following would all be acceptable:

Smith, Adam (1776) *The Wealth of Nations*, . . .

Smith, A., *The Wealth of Nations*, . . . , 1776.

Smith, Adam: *The Wealth of Nations*, 1776, . . .

Use hanging indents for citations (i.e., the first line of the citation should be flush with the left margin and all other lines should be indented from the left margin by a set amount). Citations should be single-spaced with extra space between citations.

When works by the same author are listed in a row, use — instead of writing the name again. Hence, one might have

Smith, Adam: *The Wealth of Nations*, . . .

—: *The Theory of Moral Sentiments*, . . .

Similarly, instead of repeating two names use

"— and —."

For instance,

Edlin, A. and S. Reichelstein (1995) . . .

— and — (1996) . . .

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

"As noted by Smith (1776)."

When there are two authors, use both last names. For instance,

"Edlin and Reichelstein (1996) claim . . ."

If there are three or more authors give the last name of the first author and append et al. For instance, a 1987 work by Abel, Baker, and Charley, would be cited as

"Abel et al. (1987)."

If two or more cited works share the same authors and dates, use "a," "b," and so on to distinguish among them.

For instance,

"Jones (1994b) provides a more general analysis of the model introduced in Example 3 of Jones (1994a)."

After the first cite in the text using the author-date method, subsequent cites can use just the last names if that would be unambiguous. For example, Edlin and Reichelstein (1996) can be followed by just Edlin and Reichelstein provided no other Edlin & Reichelstein article is referenced; if one is, then the date must always be attached.

When citations appear within parentheses, use commas—rather than parentheses or brackets—to separate the date from the surrounding text. For instance,

"...(see Smith, 1776, for an early discussion of this)."