

Editorial Policy and Notes for Contributors

Journal of Intellectual & Developmental Disability

Purpose

The *Journal of Intellectual & Developmental Disability* (JIDD) is the official journal of the *Australasian Society for the Study of Intellectual Disability* (ASSID). JIDD is an international, multidisciplinary journal in the field of intellectual and developmental disability. The Journal publishes original qualitative and quantitative *Research Articles*, *Literature Reviews*, *Conceptual Papers*, *Policy Analysis Papers*, *Brief Reports*, *Case Reports*, *Data Briefs*, and *Opinions & Perspectives*. JIDD also publishes *Book Reviews* written at the invitation of the Book Review Editor.

Submission

All submissions should be made online at the *Journal of Intellectual & Developmental Disability* Manuscript Central site: <http://mc.manuscriptcentral.com/cjid>. New users should first create an account. Once a user is logged onto the site submissions should be made via the Author Centre. Authors should prepare and upload two versions of their manuscript. One should be a complete non-anonymous version of the text, while the second should be an anonymous version that has all information identifying the author(s) (including acknowledgements and any source of funding) removed from the files so it can be sent anonymously to referees. When uploading files authors should designate the non-anonymous version as "File not for review" and the anonymous version as "Main Document."

Form

Authors should prepare manuscripts according to the *Publication Manual of the American Psychological Association* (6th ed.). Text should be double-spaced. Instructions for preparing tables, figures and references appear in the *Manual*. All manuscripts (except *Data Briefs* and *Opinions & Perspectives*) must include a Structured Abstract of no more than 150 words typed on a separate page with appropriate subheadings: Background, Method, Results, Conclusions. These should outline the questions investigated, the design, essential findings and main conclusions of the study. A cover sheet should be uploaded separately and must include title, running head (not exceeding 40 characters), author(s), affiliation(s), Author Note (see below under Ethical Standards), and address (including an e-mail address) for correspondence. As manuscripts are reviewed anonymously, the running head (rather than the author's name), should appear as a header on each page and other identifying material should be omitted from the anonymous version of the manuscript.

Length

The suggested maximum length (double-spaced pages) for each type of submission is as follows: *Full-length articles* – 20 pages (including references, tables and figures); *Brief Reports* and *Case Reports* – 8 pages; *Data Briefs* and *Opinions & Perspectives* – 5 pages. Manuscripts exceeding these limits may be accepted depending on the importance and complexity of the content.

Terminology

JIDD uses *people first* language. The general form *person with a disability* is used rather than *disabled person*, so descriptions such as *a boy with Down syndrome* and *adults with spina bifida* are acceptable. As *normal* has multiple meanings, more precise terms such as *children without a hearing impairment* should be used. Generic descriptions such as *students*, *participants*, and *adults* are preferred to the term *subjects*. JIDD uses the term *intellectual disability* rather than *mental retardation* or *learning disability*.

Tables and Illustrations

Professional quality tables and figures should be presented on separate pages and their approximate location in the text indicated. A signed release form must accompany any photographs of people. Care should be taken to conceal the identity of persons in photographs. Images should be submitted as TIF, EPS, PDF, or JPG (preferred) files. Scanned images should be of a sufficient resolution, i.e., 300 dpi for halftones/color, 500 dpi for combination halftones, and 1000–1200 dpi for line art.

Ethical Standards

Authors should disclose in an Author Note (on a separate cover sheet):

- (a) A request that the manuscript be considered for publication.
- (b) A statement that the manuscript has not been published elsewhere, is not currently submitted elsewhere, and is significantly different from other manuscripts that the author has submitted elsewhere.
- (c) A statement that the ethics procedures have been followed and the standards governing research involving human participants in force in the country in which the research has been conducted have been met (note that The Code of Ethics of the World Medical Association [Declaration of Helsinki] represents a minimal requirement).
- (d) The source of all research funding, whether the funding body has imposed any restrictions on free access to or publication of the research data, and authors' financial and non-financial conflicts of interest, such as direct or indirect financial benefit. Please include the subheader, "Conflict of Interest," in the Acknowledgement section at the end of your manuscript. If no such conflict exists, simply respond "None."

Please note that details on ethics procedures and informed consent must also appear in the *Method* section of the paper.

Peer Review

All manuscripts are peer reviewed, with the exception of submissions to *Opinions & Perspectives*. The Editor (or the Associate Editor responsible for a manuscript) selects several reviewers from the JIDD Editorial Panel to review each paper. If appropriate, a guest reviewer with specific expertise may be consulted. The process is anonymous in that the identity of authors and reviewers is not known to the other party. The Editor (or Associate Editor) then makes the final decision about acceptance for publication. The review process normally takes at least several months—longer when revision is necessary (revisions are often requested).

Data Sharing

Authors of data-based articles in JIDD should have their research data available for at least 5 years after publication. On request, these data should be shared with other competent professionals for reanalysis, solely for the purpose of verifying the published findings, provided that participants' confidentiality is protected and unless legal rights concerning proprietary data prevent their release. Where relevant, the specific computer program used for data analysis should be identified.

Data Briefs

This section contains succinct summaries of significant current data (often national data) on trends in demographics, service provision, expenditure, and other issues. Submissions are subject to peer review. No abstract is required.

Opinions & Perspectives

This section provides a forum for discussion and debate about important current issues, innovations and policy perspectives in the form of short, well-reasoned, clearly written commentaries. No abstract is required. Submissions undergo editorial review (rather than peer review). Detailed editorial comments may not be provided on submissions that are not accepted.

Final Copy and Proofs

A copy of the accepted version of the manuscript should be retained by the author for proofreading purposes. A pdf proof of the copy-edited article will be available to the corresponding author for correction prior to publication.

Submitting a paper to Journal of Intellectual & Developmental Disability

Before preparing your submission, please consult the information below and in JIDD's *Editorial Policy and Notes for Contributors*. This information may also be found via JIDD's website: <http://www.informahealthcare.com/jidd>.

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