



## **HETI Journal: International Research and Practice**

A publication of

THE FEDERATION OF HORSES IN EDUCATION AND THERAPY INTERNATIONAL

### **Manuscript Guidelines and Requirements**

The Federation of Horses in Education and Therapy International (HETI) publishes the HETI Journal: International Research and Practice. The focus of this journal is to advance knowledge about equine interactions in human services, such as equine-assisted therapies, equine-assisted activities, and therapeutic riding.

This document serves to familiarize you with guidelines necessary to follow for your manuscript to be considered for publication in the HETI Journal. An accompanying checklist for manuscript submission and an overview of the submission process can be found at: <http://www.hetifederation.org/journal.html>.

Questions to consider:

- Is your manuscript appropriate for one the HETI Journal submission categories?
- Is your manuscript length a maximum of 5,000 words?
- Is your manuscript written in English language and are you able to communicate in English with the Editorial team?
- Is your manuscript formatted according to APA 6<sup>th</sup> edition style and format?

### **SUBMISSION CATEGORY REQUIREMENTS**

The HETI Journal has several submission categories and each category has its own requirements. Please make sure that your manuscript follows the guidelines for the appropriate category.

#### **Original Research (an original research study conducted by the author)**

The following outline is required for manuscripts in the Original Research category:

- Title Page
- Abstract
- Introduction/Literature review
- Methods (including Participants, Setting, Measures, Procedure, and Data Analysis)
- Results
- Discussion

Chief Journal Editor  
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- References
- *If applicable: Appendix*

Please note that the journal is printed in black-and-white. Your tables and figures must be submitted in black-and-white and, thus, created in a way that allows interpretation by readers when in a black-and-white format.

### ***Title Page***

Your title page needs to contain the following items:

- Title (no more than 12 words without abbreviations).
- Author name(s), institutional affiliations and highest academic degree(s).
- The name of the departments and institutions to which the work should be attributed.
- Corresponding author name, mailing address, and email address.
- Sources of support (grants, equipment, etc.) and any conflict of interest.

If the focus of the Original Research manuscript is a clinical trial, then the Consolidated Standards of Reporting Trials (CONSORT) 2010 statement should be adhered to.

### ***Abstract and Keywords***

Your abstract should consist of no more than 250 words. Please keep in mind that an abstract may be read separately from the main article and will need to contain concise information about the contents of the text. Use of sources should be avoided, but if needed, use correct in-text citation format (author last name, year). If abbreviations are used in the abstract they must be written out and defined at first mention. Keywords are presented at the end of your abstract. The word 'Keywords:' is indented and italicized immediately below the last line of the abstract. You may list a maximum of 10 keywords in alphabetical order. Keywords are used for indexing and searches, your keywords should be specific to the main topic of your article.

### ***Introduction/Literature Review***

The introduction serves to introduce the reader to the text and give context for its purpose. Please provide background for the study (the nature of the problem and its significance) and a brief review of relevant literature. State the specific purpose or research objective, or, hypothesis tested by the study or observation. Provide only directly pertinent references and do not include data or conclusions from the work being reported. This section helps the reader understand the importance of the research



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topic and sets the tone for the article at large.

### ***Methods (including Participants, Setting, Measures, Procedure, and Data Analysis)***

Explain the methods used to conduct your research. Include only information that was available at the time the plan or protocol for the study was being written (information obtained during the study belongs in the Results section) with the following subheadings:

- **Participants:** selection and description of participants – both human and equine (breed, training, relevance)
- **Setting:** describe the setting in which the study took place. Be sure to include the training of those administering the intervention.
- **Measures:** identify the measures and apparatus (give the manufacturer's name and address in parentheses) in sufficient detail to allow others to reproduce the results.
- **Procedure:** identify the procedures in sufficient detail to allow others to reproduce the results and describe new or substantially modified procedures, give the reasons for using them, and evaluate their limitations
- **Data Analysis:** describe methods used for location, selecting, extracting and synthesizing data. Describe statistical methods with enough detail to enable a knowledgeable reader with access to the original data to verify the reported results. When possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Avoid relying solely on statistical hypothesis testing, such as *P* values, which fail to convey important information about effect size. References for the design of the study and statistical methods should be to standard works when possible (with pages stated). Define statistical terms, abbreviations, and symbols used. Specify the computer software used.

### ***Results***

Present your results in logical sequence including tables and illustrations, with the main or most important findings first. Do not repeat all the data in the tables or illustrations in the text; emphasize or summarize only the most important observations. Extra or supplementary materials and technical detail can be placed in an appendix where they will be accessible but will not interrupt the flow of the text.

### ***Discussion***

Emphasize the new and important aspects of the study and the conclusions that follow in the context of the totality of the best available evidence. Do not repeat in detail data or other information given in the introduction or the results sections. For experimental studies it is useful to begin the discussion by



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briefly summarizing the main findings, then explore possible mechanisms or explanations for these findings, compare and contrast the results with other relevant studies, state the limitations of the study, and explore the implications of the findings for future research and for clinical practice.

### ***References***

All sources indicated in the list of references must be found in the text.

### **Review (a comprehensive or systematic review of research on a specific topic)**

The following outline is required for manuscripts in the Review category:

- Title page
- Abstract
- Introduction
- Main text (with multiple sections separated by headings)
- Discussion and/or Conclusion
- References
- *If applicable: Appendix*

### ***Title Page***

Your title page needs to contain the following items:

- Title (no more than 12 words without abbreviations).
- Author name(s), institutional affiliations and highest academic degree(s).
- The name of the departments and institutions to which the work should be attributed.
- Corresponding author name, mailing address, and email address.
- Sources of support (grants, equipment, etc.) and any conflict of interest.

If the review is a systematic review or meta-analysis then the guidelines set out in the Preferred Reporting Items for Systematic Reviews and Meta Analyses (PRISMA) statement should be adhered to.

### ***Abstract and Keywords***

Your abstract should consist of no more than 250 words Please keep in mind that an abstract may be



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read separately from the main article and will need to contain concise information about the contents of the text. Use of sources should be avoided, but if needed, use correct in-text citation format (author last name, year). If abbreviations are used in the abstract they must be written out and defined at first mention. Keywords are presented at the end of your abstract. The word 'Keywords:' is indented and italicized immediately below the last line of the abstract. You may list a maximum of 10 keywords in alphabetical order. Keywords are used for indexing and searches, your keywords should be specific to the main topic of your article.

### ***Introduction***

The introduction serves to introduce the reader to the text and give context for its purpose. Please provide background and relevance of the review. This section helps the reader understand the importance of the research topic and sets the tone for the article at large.

### ***Methods***

The methods should adhere to the criteria set up on in the PRISMA statement. For example, there should be clear description of the study's eligibility criteria and information sources (i.e., databases searched). The process for selecting studies should be highlighted. Methods of data extraction should also be documented. Also describe methods of assessing the risk of bias in individual studies. Describe the methods that were used in the synthesis of results.

### ***Results***

Present your results in logical sequence including tables and illustrations, with the main or most important findings first. Do not repeat all the data in the tables or illustrations in the text; emphasize or summarize only the most important observations. Extra or supplementary materials and technical detail can be placed in an appendix where they will be accessible but will not interrupt the flow of the text.

### ***Discussion***

Emphasize the new and important aspects of the study and the conclusions that follow in the context of the totality of the best available evidence. Do not repeat in detail data or other information given in the introduction or the results sections. For experimental studies it is useful to begin the discussion by briefly summarizing the main findings, then explore possible mechanisms or explanations for these findings, compare and contrast the results with other relevant studies, state the limitations of the study, and explore the implications of the findings for future research and for clinical practice.



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### ***References***

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### **Case Study (a presentation of a single comprehensive case study or multiple case studies)**

The following outline is required for manuscripts in the Case Study category:

- Title page
- Abstract
- Introduction
- Main text (with multiple sections separated by headings)
- Discussion and/or Conclusion
- References
- *If applicable: Appendices*

### ***Title Page***

Your title page needs to contain the following items:

- Title (no more than 12 words without abbreviations).
- Author name(s), institutional affiliations and highest academic degree(s).
- The name of the departments and institutions to which the work should be attributed.
- Corresponding author name, mailing address, and email address.
- Sources of support (grants, equipment, etc.) and any conflict of interest.

### ***Abstract and Keywords***

Your abstract should consist of no more than 250 words. Please keep in mind that an abstract may be read separately from the main article and will need to contain concise information about the contents of the text. Use of sources should be avoided, but if needed, use correct in-text citation format (author last name, year). If abbreviations are used in the abstract they must be written out and defined at first mention. Keywords are presented at the end of your abstract. The word 'Keywords:' is indented and italicized immediately below the last line of the abstract. You may list a maximum of 10 keywords in alphabetical order. Keywords are used for indexing and searches, your keywords should be specific to the main topic of your article.

### ***Main Text***

Case studies should include client background and clear delineation of the interventions and outcome



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measures. Pseudonyms should be used throughout.

### ***Discussion***

Emphasize the new and important aspects of the study and the conclusions that follow in the context of the totality of the best available evidence. Do not repeat in detail data or other information given in the introduction or the main text sections. Emphasize the important aspects of your study and the conclusions that follow in the context of the totality of the best available evidence. Do not repeat in detail information given in the introduction or the main text sections. Explore the implications of your conclusions for future research and for clinical practice.

### ***References***

All sources indicated in the list of references must be found in the text.

### **Theory and Practice (a discussion of a specific topic in the field)**

The following outline is required for manuscripts in the Theory and Practice category:

- Title page
- Abstract
- Introduction
- Main text (with multiple sections separated by headings)
- Discussion and/or Conclusion
- References
- *If applicable: Appendices*

### ***Title Page***

Your title page needs to contain the following items:

- Title (no more than 12 words without abbreviations).
- Author name(s), institutional affiliations and highest academic degree(s).
- The name of the departments and institutions to which the work should be attributed.
- Corresponding author name, mailing address, and email address.
- Sources of support (grants, equipment, etc.) and any conflict of interest.

### ***Abstract and Keywords***

Your abstract should consist of no more than 250 words Please keep in mind that an abstract may be



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read separately from the main article and will need to contain concise information about the contents of the text. Use of sources should be avoided, but if needed, use correct in-text citation format (author last name, year). If abbreviations are used in the abstract they must be written out and defined at first mention. Keywords are presented at the end of your abstract. The word 'Keywords:' is indented and italicized immediately below the last line of the abstract. You may list a maximum of 10 keywords in alphabetical order. Keywords are used for indexing and searches, your keywords should be specific to the main topic of your article.

### ***Main Text***

The main text should have multiple sections separated by headings.

### ***Discussion***

Emphasize the important aspects of your text and the conclusions that follow in the context of the totality of the best available evidence. Do not repeat in detail information given in the introduction or the main text sections. Explore the implications of your conclusions for future research and for clinical practice.

### ***References***

All sources indicated in the list of references must be found in the text.

### **Letter to the Editor (*comments on articles published in the HETI Journal or in other journals on topics related to equine interactions*)**

Letters to the Editors must be no more than 1000 words in length.

### ***Title Page***

Your title page needs to contain the following items:

- Title (no more than 12 words without abbreviations).
- Author name(s), institutional affiliations and highest academic degree(s).
- Corresponding author name, mailing address, and email address.

### ***References***

- All sources indicated in the list of references must be found in the text.



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### **LENGTH REQUIREMENTS**

Manuscript submissions in categories of Original Research, Review, Case Study, and Theory and Practice are not to exceed 5,000 words. Letters to the Editor are not to exceed 1000 words.

### **LANGUAGE REQUIREMENTS**

Manuscripts need to be submitted in correct English (either American or British English accepted with consistency in spelling throughout the text). All authors should have their texts spellchecked prior to submission. If your native language is not English and you do not use English consistently in your work you need to have your manuscript reviewed by an English-speaking colleague or editor.

### **FORMAT AND STYLE REQUIREMENTS**

The HETI Journal follows the style guidelines outlined by the American Psychological Association (APA). The current publication manual is in its 6<sup>th</sup> edition.

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Your manuscript should be submitted as a Microsoft Office Word file (Word 2007 or later versions are accepted) or comparable.

Please use the following general formatting for your manuscript:

- 2.54 cm (1") margins on all sides
- 12 point Times New Roman font
- Double-spaced throughout (including quotes and reference list)
- Page number in upper right corner starting with title page as number 1

Chief Journal Editor  
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**PLEASE NOTE:** When using a term (even common ones such as 'therapeutic riding' or 'equine-assisted therapy') please make sure to provide a definition based on your understanding or provide the definition your association or country commonly uses. The HETI Journal is an international journal and it is important to not make assumptions regarding terms. Further, please make sure that you provide clear definitions and explanations each time you refer to a professional title, training, or program in your text.

### **Basic APA 6<sup>th</sup> Edition Guidelines for Headings and Referencing**

It is recommended that authors familiarize themselves with the APA Publication Manual (6<sup>th</sup> edition) guidelines for mechanics of style and scholarly tone. A brief overview of headings and referencing follows. Some of the examples below can be found at Purdue OWL APA, a free online resource for APA format and style: <http://owl.english.purdue.edu/owl/section/2/10/>

#### ***Headings***

Distinct heading levels are used to appropriately separate your text. Headings progress in order within each section, starting from level 1.

Level 1:

**Centered, Boldface, Uppercase and Lowercase Headings**

Level 2:

**Left-aligned, Boldface, Uppercase and Lowercase Headings**

Level 3:

**Indented, boldface, lowercase heading with a period.** Begin text after the period

Level 4:

***Indented, boldface, italicized, lowercase heading with a period.*** Begin text after the period.

Example:

**Method** (Level 1)

**Site of Study** (Level 2)

**Participant Population** (Level 2)

**Teachers.** (Level 3)

**Students.** (Level 3)



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**Results** (Level 1)

**Spatial Ability** (Level 2)

**Test one.** (Level 3)

***Teachers with experience.*** (Level 4)

***Teachers in training.*** (Level 4)

**Test two.** (Level 3)

**Kinesthetic Ability** (Level 2)

### ***In-text Citation***

The general format for in-text citation (indicating a source for your statement) is author last name and year.

Davis (2010) states...  
(Davis, 2010)

In the case of two authors, note that the ampersand is only used when the source is indicated within parenthesis:

Research by Kern and Stark (2011) supports...  
(Kern & Stark, 2010)

For three to seven authors, indicate all authors' names at the first mention and first author followed by "et al." and year subsequent times. When six or more authors are cited, always use first author followed by "et al."

Bergman, Lindberg, Bro and Sten (2005) argue...  
(Bergman et al., 2005)

Please see the APA publication manual or <http://owl.english.purdue.edu/owl/resource/560/03/> for more examples, including guidelines for citing electronic resources.

### ***Quotations***

When directly quoting a source you will need to provide a page number in the citation:

"...is an indication of the new system" (Hall, 2009, p. 315).

When a quote is over 40 words long it is indented and referred to as a free-standing block quote. The



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parenthetical citation (most often the page number) should come *after* the closing punctuation mark.

Hall states,

A block quote is, in fact, an extended quote, its word count exceeding forty, and serves to convey a longer passage, word-by-word, from another author. It is always important to provide correct reference when reproducing text from another author in this way. (2009, p. 203)

### **References**

Your references should be listed in alphabetical order by first author's last name. Please use the following format for your references:

**Periodicals (journals)** (note the use of upper and lower case in the article title and periodical name):

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number*(issue number), pages.

Petr, K. L., Foreman, C. F., & Lin, Y. W. (2009). Made up article. *Fictional Periodical, 8*(32), 789-822

### **Books**

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Bell, K. (2008). *My book: The long story*. London: Busy Publisher

### **Chapter in edited book**

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

Olam, K. L., & Pharm, L. (2007). Night and day. In K. Jinnal & F. Kork (Eds.), *Time flies* (pp. 34-89). New York, NY: Father and Sons Publishing Company

**Please retrieve and insert digital object identifiers (DOIs) for all references where available.** Example:

Krueger, R. F., Markon, K. E., Patrick, C. J., & Iacono, W. G. (2005). Externalizing psychopathology in adulthood: A dimensional-spectrum conceptualization and its implications for DSM-V. *Journal of Abnormal Psychology, 114*, 537-550. doi:10.1037/0021-843X.114.4.537



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### **Article in an Internet-only journal:**

McDonald, C., & Chenoweth, L. (2009). Leadership: A crucial ingredient in unstable times. *Social Work & Society*, 7. Retrieved from <http://www.socwork.net/2009/1/articles/mcdonaldchenoweth>

### **Article with no author identified (the title moves to the "author" position):**

Britain launches new space agency. (2010, March 24). Retrieved from <http://news.ninemsn.com.au/technology/1031221/britain-launches-new-space-agency>

### **Entry in an online dictionary or reference work, no date and no author identified:**

Verisimilitude. (n.d.). In *Merriam-Webster's online dictionary* (11th ed.). Retrieved from <http://www.merriam-webster.com/dictionary/verisimilitude>

***As you are preparing your manuscript for submission, please complete the Manuscript Submission Checklist located at [www.hetifederation.org/journal.html](http://www.hetifederation.org/journal.html).***