Submissions to PAIJ - Guidelines for authors

1. Policy/procedures

Articles can be submitted at any time for review via the online submission system.

Each article is reviewed by (usually) two independent reviewers, appointed by the Editors. Independent reviews will not know the names of the submitting authors, nor the authors the name of the reviewers. Based on the recommendations and comments of the two independent reviewers a decision about rejection, acceptance with minor or major amends will be made by the Editors. The final decision lies with the Editors.

We aim to provide feedback to authors within 8 weeks of initial submission.

If the recommendation from the initial review is for major or minor revisions, authors have 30 days to upload a revised submission. Revisions will not be considered after this time. Revisions must clearly explain and highlight how each point of the reviewers’ feedback has been addressed in the revised submission.

Articles will be published online as soon as they have been accepted by the Editors and the copy-writing and type-setting processes are complete.

2. How to submit an article

All submissions must be made via the online submission process, at this link. Before uploading your submission, please ensure you have read the ‘instructions for authors’ below, which advises on formatting and content.

3. Instructions for authors
a. **Length and formatting requirements**

- Write your article in **English**
- Maximum length of **8000 words**, including abstract, appendixes, tables, figures and references
- An **abstract of 250-300** words maximum must be submitted separately (online) from the article/manuscript
- **Keywords** – a maximum of six keywords must be included
- **Line numbers must** be inserted.
- Do **not** include a title page, abstract or author details in your article. These should be submitted separate from your article as part of the online submission process. Begin the document with the introduction. A title page, including the abstract, will be added to your paper by the editors
- Do **not** include page numbers, headers, or footers. These will be added by the editors
- Submit your manuscript, including tables, figures, appendixes, etc., as a **single** file (Word, RTF, or PDF files are accepted).
- **Single** space your text.
- Page size should be 8.5 x 11-inches.
- All margins (left, right, top and bottom) should be 1.5 inches (3.8 cm), including your tables and figures.
- Use a single column layout with both left and right margins justified.
  - **Font**:
    1. Main Body—12 pt. **Times** or the closest comparable font available
    2. Footnotes—10 pt. **Times** or the closest comparable font available
- If figures are included, use high-resolution figures, preferably encoded as encapsulated PostScript (eps).
- **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.
- **Titles**: Whenever possible, titles of books, movies etc. should be set in **italics** rather than underlined
• Tables and figures: These should appear in the document near where they are referenced in the text and not in a separate document or file. All tables and figures must fit within 1.5” margins on all sides in both portrait and landscape view.
• Indenting, line space and justification: Indent all paragraphs except those following a section heading. Do not insert extra space between paragraphs of text with the exception of long quotations, special remarks etc. All text should be left-justified (except where indented) and where possible, also be right-justified
• Referencing: Use APA style referencing. Here is a link that you may find helpful.

b. Content guidelines

We welcome both Research and Practice manuscripts.

Research manuscripts

For original research articles (this may include quantitative and qualitative research, mixed methods, observational and evaluative research), please include the following sections:

Abstract plus max 6 keywords (submitted separate from the article)
Introduction/Scientific Background
Research Question
Methods (including sample, sample size for both participant and animals and instruments, including statistical tests where appropriate)
Results
Discussion
*Summary for Practitioners
Ethical permissions/Informed consent
Acknowledgements
References

*The summary for HAI and AAI practitioners is a mandatory section. It should summarize the most important information from all sections, elaborating on the abstract to comment on the relevance of the information, especially the results, for the practice of AAI,
companion animal ownership or human-animal interactions in general. If possible and feasible from your research findings, in your summary please consider the perspectives of both the animals and humans involved.

**Practice manuscripts**

These can take the form of:

**Program descriptions**

Articles in this category can describe innovative programs delivering AAI or promoting the human-animal bond and human-animal interactions. Focus on relevant aspects of the program for both humans and animals involved and include the following sections:

- Introduction
- Program description
- Implementation (Number of participants, Risks, Problems etc.)
- Financial aspects
- Outcomes (including any outcome or evaluation measures applied)
- Conclusion
- References
- Acknowledgements (e.g. funding grants, foundations, etc.)

**Best practices**

Articles in this category can describe best practices in AAI and companion animal ownership or promoting the human-animal bond and human-animal interactions. This can include certain protocols or procedures to ensure the well-being of humans and animals in a specific setting, practical approaches to increase the benefits for the humans and animals in this interaction, implementation of handbooks, regulations or codes of practice, training methods, evaluation/quality assurance, or similar topics.

**Education**

Articles in this category can describe or review education, training programs and accreditation protocols for AAI practitioners/those involved in the delivery of AAI. Should include details on scope (target group, education level e.g. postgraduate or CPD), format
(e.g. online or practical or mixed etc.), content overview, accreditation or certification process if applicable and any follow-up evaluation of the training.

Other articles
We encourage authors to submit articles on topics such as ethics, law, hygiene, zoonoses/allergies, policies, politics, animal welfare, or other aspects as long as they are relevant for animal-assisted interventions, companion animal ownership or human-animal interactions. Articles should focus on benefits or risks for either the human, the animal, or both or advance the understanding of issues affecting the human-animal bond. The structure of the article depends on the topic and is up to the author/s.

Please note that we will only consider literature reviews if they have a clear research question, clear methodology, strong conclusions and are current.

For both research and practice articles – language and ethics
Language: Use language that is respectful to animals and people (e.g., don’t refer to animal as “it” but rather, e.g. the animal (the cat(s); “guardian/caregiver” for an animal, instead of “owner”) so as to not objectify the animal. Do not use the word “use”(of animal), but rather participate or involve.

Also, the use of ‘person first language’ which is standard language etiquette in Psychology and education in the USA. “By using such a sentence structure the speaker articulates the idea of a disability as a secondary attribute, not a characteristic of a person’s identity. Critics of this rationale point out that separating the “person” from the “trait” implies that the trait is inherently bad or “less than”, and thus dehumanizes people with disabilities.” U.Kansas, p 3

• Statement of any conflict of interest (if applicable)
• Statement of good animal welfare practices (and no animal harmed or welfare compromised during research) – if applicable
• All submissions must reflect the principles of the IAHAIO White Paper on animal-assisted definitions.