

The Alexander Journal

Author Guidelines

Editors

UK: Jamie McDowell and Paul Marsh

US: Genoa Davidson and Joe Alberti

Published articles generally fall within a set of recognized categories:

- Alexander Technique Community
- Alexander Technique Practice, Performance, and Education
- Alexander Technique History
- Alexander Technique Quantitative Research
- Alexander Technique Qualitative Research
- Summaries and reviews of research already published in academic and other journals.

Irrespective of the category, all articles will be held to the same standards of professionalism, scholarship, and originality.

The Alexander Journal aims to furnish readers with the following:

- Insight
- Information
- Knowledge
- Skill enhancement
- Guidance
- Inspiration

Experts review articles in the appropriate field who are members of the International Peer Review Board. Articles are assessed for quality of content, level of writing, research methodology when applicable, and conclusions drawn.

- *The Alexander Journal* uses a double-blind peer review process in which both the reviewer and the writer are anonymous
- All authors are expected to complete their article following the *Alexander Journal* Style Guide rules found below before submitting their article.
- The final decision to pass a peer-reviewed article lies with the Editors

Note: Book reviews are not peer reviewed. Their inclusion is at the discretion of the Editors and is informed by their:

- international appeal
- relevance to current events

- contribution of knowledge to the field

Ethical Authorship

- Although there is no universal definition, authorship creates a record of attribution and establishes accountability and responsibility concerning the work. Therefore, authorship should be limited to and should not exclude those who have made a significant contribution to the concept, design, and execution of the paper.
- For multiple authors, please choose one author to be designated as the “Corresponding Author.” This individual will be listed first and will be the primary point of contact with the Editors.
- To avoid disputes over attribution of authorship, it is helpful to decide at the start who will be credited as authors and who as contributors. In the case of multiple authors, each should be able to identify their specific contribution to the work. The award of authorship should reflect the amount of intellectual contribution. Those who have made limited contributions should be named in the acknowledgments section.
- All authors must agree to the publication of the article and take public responsibility for the full content of their paper.
- The Corresponding Author should ensure that all co-authors of the work have approved the content of articles and presentations.

(Adapted from COPE: COPE Discussion Document: Authorship. September 2019
Version 1: Published June 9, 2014)

Timeline of the Peer Review Process

- *The Alexander Journal* receives an article.
- The Editors check the article against the aims, scope, and Mission Statement.
- The Editors select two to three appropriate reviewers and submit the article to them.
- The Reviewers read the article and provide comments and a recommendation to accept, accept with revisions, or reject within 30 days.
- The Editors review the comments and send them to the Corresponding Author, who then reviews the comments with any co-authors. The author(s) decides to incorporate or reject the comments and re-submits the article.
- If the edits are extensive, the Editors may re-submit the article to the original or different reviewers.
- The article is accepted and published or rejected and returned to the author.

Ethical Oversight

The Ethical Oversight section is based on material from the Committee on Publication Ethics (COPE) website at <http://publicationethics.org/>.

The Alexander Journal requires authors and researchers to conform to the Declaration of Helsinki, The Nuremberg Code, and the Ethical Oversight Guidelines set forth by COPE:

“Ethical oversight should include but is not limited to policies on consent to publication, research on vulnerable populations, ethical conduct of research using animals, ethical conduct of research

using human subjects, handling confidential data, and ethical business/marketing practices.”
<https://publicationethics.org/oversight>

To conform to these standards, authors must obtain signatory forms signed by all participants, author(s), and researchers, and have said forms available upon request.

If you have further questions on research and peer review ethics, please consult the COPE website or contact the Editors.

Technical Guidelines and Disclosures

- 1) A submitted article must contain between 6,000 and 10,000 words, excluding abstract, footnotes, and references. If the article exceeds 10,000 words, please contact the Editors.
- 2) Please include the following:
 - a) An abstract of no more than 200 words
 - b) Three to six key words
- 3) Your article must be free of any information identifying you as its author until it passes peer review.
- 4) All text—including references, quotes, and tables—must be in Times New Roman 12-point type, single-spaced. A Word document is preferred. Please do not send a PDF.
- 5) For layout reasons, please keep footnotes to a minimum. Follow the guideline of keeping as much commentary as possible in the text itself. (See the Style Guide below for details on all text notations to determine whether your entry should be an in-text reference or a footnote).
- 6) Regular margin paragraphs are indicated with a separating blank line space rather than indents. However, block quotes are to be set off by indented paragraphs.
- 7) Use beginning and ending double quotation marks for all quoted text. Blocked quotes do not use beginning and ending quotation marks. Check all quotes for accuracy of wording, spelling, punctuation, etc. Indicate anything left out with ellipses. Indicate anything changed or added with brackets. If the quote contains any bold or italic emphasis, indicate if that emphasis was the original author’s or yours (emphasis added by the author) or (original author’s emphasis). Indicate the author, year, and page number(s) for each quote (Author year, number). If quoting from an online source and the material is not paginated online, indicate the paragraph(s) where the quote can be found.
- 8) Include a separate file for any article images (minimum resolution 300 DPI) with notations within the text for the placement of the images. ***Images other than original drawings and the author headshot(s) must include written permission or a release for use.***
- 9) The following information will not be submitted to the reviewers, so please send it as a separate document with the submitted manuscript:

a) All authors please submit a short biographical statement (under 200 words) that can be used at the end of the article. Include all author names as you would like them to appear in the publication. If applicable, please include the Alexander Technique training course where each author certified and the date of certification.

b) All authors, please submit a recent color headshot with a minimum resolution of 300 DPI *with photographer credit*.

c) Along with the article, please include an author release provided by the editors of the *Alexander Journal*. This letter may be electronically signed or printed and mailed.

d) Contact information: Please include the Communicating Author's email address and a phone number where they can be reached if necessary. (This information will not be published and is for Editor use only.)

10) All articles must have a Funding Acknowledgement Statement included in the article in the form of a sentence under a separate heading entitled "Funding" directly after the Acknowledgements and Declaration of Conflicting Interests and before References. In addition, the funding agency title must be written in full, followed by the grant number. Please note the following example (the text in bold is mandatory unless specified otherwise):

The author(s) discloses receipt of the following financial support for this article's research, authorship, and/or publication: *This work was supported by XXX (grant number xxx).*

Where no specific funding has been provided for the research, we ask that the Corresponding Author uses the following sentence:

The author(s) received no financial support for this article's research, authorship, and/or publication.

If there are any concerns that the provision of this information within the peer-review copy of this manuscript might compromise the author(s) anonymity, you may withhold this information until you submit your final accepted manuscript. Please let the Editors know of this decision beforehand.

11) Many scholars, researchers, and professionals may have potential conflicts of interest that could influence or could be perceived to influence their work. As a result, the *Alexander Journal* requires a formal declaration of conflicting interests with a provision for a statement to be presented within the published article. For example, a potential conflicting interest might arise from a relationship to a particular group, organization, or interest that might excessively influence the author(s)' judgments or actions. The issue is particularly sensitive when such interests may result in personal gain.

Examples of conflicts of interest might include but are not limited to the following:

- Having received fees for consulting
- Having received funding for research
- Having ties to an organization from which the author may profit directly or indirectly

Author obligations regarding conflicting interests

Authors will be asked to certify that:

1. All forms of financial support are acknowledged

2. Any commercial or financial involvements that might present an appearance of a conflict of interest are disclosed
3. All potential conflicts of interest must be discussed with the Editors

Submitting a declaration statement concerning conflicting interest

Please include a statement entitled “Declaration of Conflicting Interest” at the end of your manuscript after any Acknowledgements and before References. If no conflict exists, please state that “The Author(s) declares that there is no conflict of interest.”

12) Submit your article to:

STAT: jamie@fellside.f9.co.uk

or

AmSAT: genoadavidson@gmail.com or joealberti10@gmail.com

Categories of Articles

To determine the correct placement within *The Alexander Journal*'s five categories, please consult the following guidelines:

1. Alexander Technique Practice

- Article about principles
- Article about procedures
- Article about application in a particular field, such as the arts

Specific guidelines for Alexander Technique Practice articles:

- Describe the methods and procedures with sufficient clarity and detail so that readers can implement the author's findings and intentions.
- Avoid vague critiques, i.e., be specific always, but especially if critiquing others, citing as much supporting evidence for your views as is possible.

2. Alexander Technique History

- FM Alexander, his life and work
- Significant people and events in the history and development of the Alexander Technique
- Scientific, medical, health, and social history of ideas (e.g., economic, education, institutional, religious, etc.), fashions, and trends relevant to the history and development of the Alexander Technique
- Criticism

Specific guidelines for Alexander Technique History articles:

- Clearly state sources for quotations and distinguish between what is fact and what is hearsay (apocryphal)
- Avoid hagiographic (adulatory) retelling of FM's or other well-known teacher's words

3. Alexander Technique Quantitative Research

Quantitative Research

Quantitative Research is used to study the area of interest by generating numerical data or data that can be transformed into usable statistics. It can quantify attitudes, opinions, behaviors, and other defined variables – and generalize findings into hypotheses based on results from a sample population. Quantitative Research uses measurable data to formulate hypotheses and uncover patterns in research. Quantitative research design and data collection methods are generally more structured than Qualitative data collection methods. Quantitative data are analyzed by numerical comparisons and statistical inferences. Data is usually reported through statistical analysis.

Adapted from: <https://libguides.lib.rochester.edu/c.php?g=472552&p=3237208>

Basic:

- How things work, the mechanism, what is the effective element(s)
- Functional and associated anatomy, physiology and psychology
- Psychophysical processes

Efficacy:

- Clinical studies and trials that evaluate the effectiveness of Alexander Technique lessons or classes in various settings

Specific guidelines for Alexander Technique Quantitative Research articles:

- Based in measurable research methods with documented sources
- References current peer-reviewed sources
- References current review articles whenever possible and avoids cherry-picking to “prove” the author’s argument
- Presents in language largely understandable to someone who is not an Alexander Technique teacher

4. Alexander Technique Qualitative Research

Qualitative Research

Qualitative Research is primarily exploratory research. It is used to understand underlying reasons, opinions, and motivations and provide new insights. It assumes a dynamic and negotiated reality. It provides insights into the area of interest. Qualitative research helps generate hypotheses as well as further investigate and understand quantitative data. It can also help to develop ideas or hypotheses for potential quantitative research. It answers the hows and whys instead of how many or how much. Qualitative Research is also used to uncover trends in thought and opinions, and dive deeper into the problem. One of the strengths of qualitative research is its ability to explain processes and patterns of human behavior that can be difficult to quantify. Qualitative data is looking for themes and patterns that can be difficult to quantify, and it is important to ensure that the context and narrative of qualitative work are not lost by trying to quantify something that is not meant to be quantified.

Adapted from: <https://pubmed.ncbi.nlm.nih.gov/29262162/>

5. Summaries and Reviews of Research Already Published

Guidelines for Summaries follow.

- Give a context (scientific, historical, pedagogical) for the question or hypothesis animating the study or studies in question.
- Describe what the researchers did, including explaining how they studied the phenomena they are exploring.
- Describe their results.
- Discuss the implications of their findings.

6. Other Research Methods

This area includes mixed methods and others, e.g., case studies, participatory, multimodal, creative methods, arts-based approaches, community-based research, historical and archival, etc.

Specific guidelines for Other Research Methods articles based on the type of articles:

- Based in traditional and measurable research methods with documented sources
- References current peer-reviewed sources
- References current review articles whenever possible and avoids cherry-picking to “prove” the author’s argument
- Presents in language largely understandable to a layperson

7. Alexander Technique Community

- Professional priorities
- Reviews of books
- Reviews of workshops
- Reviews of research of interest in scientific and other journals.

Guidelines for all categories of articles:

- Avoid rebuke
- Avoid partisan bias or prejudice
- Maintain objectivity