

Authors' Checklist for Manuscript Submission to *JPP*

Prospective authors should use the following checklist guide in order to maximize the chance for their manuscript to be published and to ease our reviewers' tasks in providing scientifically informed critique. This checklist, which was developed in collaboration with the *JPP* editorial board, summarizes the most common problems/issues with manuscripts that were noted by reviewers and editors in reviewing submissions to *JPP*. This is intended as "anticipatory editorial guidance" to help you craft the manuscript that best characterizes the science of your work and to facilitate our reviewers' ability to fully understand and appreciate the scientific content and value of your work. We encourage you to use this checklist. Although its use cannot guarantee acceptance of your manuscript, it will certainly enhance the probability of your success.

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Abstract

- Make sure that your abstract includes the following headings:
 - Objectives (brief statement of the purpose of the study)
 - Methods (summary of participants, design, measures, procedures)
 - Results (primary findings)
 - Conclusions (statement of implications of the data)

Introduction

- Make sure that the study's relevance to pediatric psychology is explicit (e.g., how does your study relate to the field of pediatric psychology?) (see vision statement for Society of Pediatric Psychology, SPP Executive Board 2006)
- Clarify the conceptual or theoretical rationale for your study
- Describe and clearly articulate the value-added significance of your research (e.g., how does this study extend scientific knowledge and/or clinical practice beyond what is already known?)
- Describe primary aims and the central scientific question(s) for the study
- Describe a clear rationale for examining the variables that are measured and analyzed in relation to the study goals and significance
- State hypotheses clearly together with a theoretical and/or empirical rationale and/or framework (unless the study is explicitly exploratory in nature)
- If your study is exploratory, state the rationale and significance of an exploratory approach given current scientific knowledge

Method

- Participants*
- Explain and provide rationale for eligibility (e.g., inclusionary and exclusionary criteria).
- Describe the initial pool of eligible participants (e.g., what was the specific sample from which the study sample was drawn?)
- Include details regarding the participant sample(s) (e.g., age, gender, socioeconomic status, race/ethnicity).
- Provide details on how participants were selected
- Report participation rates and reasons for nonparticipation
- Describe characteristics of participants versus nonparticipants, including those who refuse
- Describe and compare characteristics of different groups if more than one are included in the sample
- For prospective studies, describe characteristics of attrition versus non-attrition sample if relevant and reasons for attrition and/or withdrawal from the study

Statistical Analysis

- Include brief overview of the overall approach to statistical analysis

Procedure

- Describe how participants were recruited
- Describe how the measures were administered and to whom

- Describe who conducted the procedures and where the procedures were conducted
- Describe how informed consent from parents was obtained as well as child assent
- Acknowledge approval of the study by the Institutional Review Board
- For Treatment Studies: if this is a randomized trial, the CONSORT guidelines (www.consort-statement.org) should be used. If this is a nonrandomized trial then the TREND statement should be used (http://www.trend-statement.org/asp/documents/statments/AJPH_Mar2004_Trendstatement.pdf) should be used.
- For treatment studies: explain procedures in detail, e.g.:
 - How was the intervention conducted and by whom?
 - What were the training procedures for interventionists?
 - How often was it administered
 - How long were the sessions?
 - Indicate information on the availability of treatment manuals or additional information concerning treatment implementation that is available from the authors along with relevant contact information (email address)
 - How was intervention fidelity monitored?
 - What were the results of the intervention fidelity analyses
 - How was participant adherence to intervention monitored?

Measures

- Describe empirical and/or theoretical rationale for inclusion of specific measures in the study design
- Describe who administered the measures and whether they were aware of group assignment
- Describe each measure briefly, including:
 - content area
 - scoring procedures
 - reliability and sample on which it is based
 - validity and sample on which it is based
 - psychometric properties for the current sample
 - validity of physiologic measures (e.g., hemoglobin A1c) as relevant

Results

- Use APA format to describe results and statistics
- Include alpha level and appropriate corrections for multiple statistical tests and/or violations of assumptions
- Organize results around the questions/hypotheses posed in the introduction
- Describe rationale for sample size, statistical power, and detectable effect sizes in study design
- Include effect sizes for all results (see Vacha Haase & Thompson, 2004)
- Include confidence intervals for results (See Cumming & Finch, 2005; Wilkinson and the Task Force on Statistical Inference, 1999)
- Indicate whether and how statistical differences were clinically significant (as relevant)

- Describe violations of assumptions for statistical analyses (as relevant)

Discussion

- Describe the value-added contribution of your manuscript to science or practice, and/or theory
- Provide a summary of findings as they relate to the primary hypotheses
- Describe alternative competing explanations of findings
- Include a discussion of your study's limitations, especially factors that might limit the Nature and scope of inferences that can be drawn
- Describe generalizability of findings, including limitations in the generalizability of findings to different samples, settings, and to clinical practice (See Green & Glasgow, 2006)
- Describe specific directions for the "next steps" in research that will advance the field that are suggested by your findings
- Address the potential clinical implications of your findings
- Discuss statistical and clinical significance

General Issues

- Is your manuscript carefully proofread?
- Did you use the APA format throughout your manuscript (APA, 2001)?
- Did you use "people first" sensitive terminology to refer to individuals with a chronic illness or disability throughout your manuscript (Roberts, 1991) (see attached)
- When possible, did you use active rather than passive voice?
- Did you double check your references so that all are present, in order, and properly formatted?
- Are your figures and tables properly labeled and formatted (e.g., double-spaced for tables)?

References

- American Psychological Association (2001). *Publication manual of the American Psychological Association*. Washington, D.C.: author.
- Brown, R. T. (2003). Editorial: The Journal of Pediatric Psychology will support the publication of clinical trials. *Journal of Pediatric Psychology, 28*, 173.
- Cumming, G., & Finch, S. (2005). Inference by eye: Confidence intervals and how to read pictures of data. *American Psychologist, 60*, 170-180.
- Green, L.W., & Glasgow, R.E. (2006). Evaluating the relevance, generalization, and applicability of research. *Evaluation & the Health Professions, 29*, 126-153.
- Kazdin, A.E. (1995). Preparing and evaluating research reports. *Psychological Assessment, 7*, 228-237.
- Roberts, M.C. (1991). "People first". Sensitive thinking and writing for pediatric psychology. *Journal of Pediatric Psychology, 16*, 135-136.
- Society of Pediatric Psychology Executive Board (2006 in process). Vision Statement for the Field of Pediatric Psychology.
- Vacha-Haase, T., & Thompson, B. (2004). How to estimate and interpret various effect sizes. *Journal of Counseling Psychology, 51*, 473-481.
- Wilkinson, L., & the Task Force on Statistical Inference. (1999). Statistical methods in psychology journals. *American Psychologist, 54*, 594-604.

**VISION STATEMENT - SOCIETY OF PEDIATRIC PSYCHOLOGY,
DIVISION 54 APA**

Pediatric psychology is an integrated field of science and practice in which the principles of psychology are applied within the context of pediatric health. The field aims to promote the health and development of children, adolescents, and their families through use of evidence-based methods. Founded in 1969, the field has broad interdisciplinary theoretical underpinnings and draws from clinical, developmental, social, cognitive, behavioral, counseling, community and school psychology. Areas of expertise within the field include, but are not limited to: psychosocial, developmental and contextual factors contributing to the etiology, course and outcome of pediatric medical conditions; assessment and treatment of behavioral and emotional concomitants of illness, injury, and developmental disorders; prevention of illness and injury; promotion of health and health-related behaviors; education, training and mentoring of psychologists and providers of medical care; improvement of health care delivery systems and advocacy for public policy that serves the needs of children, adolescents, and their families.

Approved by SPP Board, August 10, 2006