Author Guidelines

Thank you for considering *THEOPHANY* as a potential venue for the publication of your scholarly work. To ensure a smooth submission, review, and publication process, please follow the guidelines below.

Manuscript Preparation

Manuscripts must be written in English, submitted as editable Microsoft Word files, and prepared in accordance with the journal's requirements. Please use clear and precise academic language, with correct grammar, spelling, and punctuation.

The main text must be written in Times New Roman, 12-point font, with single spacing and full justification. There is no maximum length; the length of each manuscript should be appropriate to its subject, aims, and methodology.

Article Title and Author Information

The article title must be clear, concise, and representative of the manuscript's content. It must be bold and centred.

To support double-anonymous peer review, authors must submit two separate files:

Separate title page

The title page must contain the article title, all authors' names, academic or professional positions, institutional or professional affiliations, and the corresponding author's contact details. The author order must match the metadata entered in the online submission system. This file will not be shared with reviewers.

Example of a separate title page

SCHOOL BELONGING AND EMOTIONAL WELLBEING AMONG ADOLESCENTS

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This is an illustrative example using fictional details. Replace the sample information with the authors' actual names, positions, affiliations and contact details. Submit this title page as a separate file.

Anonymised manuscript

The main manuscript must contain the article title, abstract, keywords, main text and references, without author names, affiliations, acknowledgements or other information that reveals the authors' identities. Identifying information must also be removed from file names, document properties, comments and tracked changes.

References to the authors' previous work should be written in the third person. Information omitted for anonymous review must be restored in the final version following acceptance.

Example of the beginning of an anonymised manuscript

SCHOOL BELONGING AND EMOTIONAL WELLBEING AMONG ADOLESCENTS

Abstract

[Insert the structured abstract here, without identifying information.]

Keywords: school belonging; emotional wellbeing; adolescence; peer relationships; secondary education

1. Introduction

[Begin the main text here, without author names, affiliations or other identifying information.]

Complete author information must be entered in the online submission metadata, even though it is excluded from the anonymised manuscript.

Abstract and Keywords

Each manuscript must include an informative and structured abstract of up to 250 words summarising the study's aims, methodology, main findings, and conclusions.

For example, an abstract on adolescent psychological wellbeing might examine the relationship between school belonging and emotional wellbeing, briefly describe the sample and research instruments, and summarise the principal findings.

Up to five keywords should follow the abstract. They should accurately reflect the content of the manuscript. Examples include: *adolescent psychology, school belonging, emotional wellbeing, peer relationships, educational setting*.

Introduction

The introduction must clearly present the research topic, aims, and significance. It should include a concise review of the relevant literature and situate the study within its scholarly context.

For example, a manuscript on adolescent school-related anxiety might introduce the concepts of anxiety and school adjustment, discuss research on support from teachers and peers, and conclude by stating the specific research question.

Methodology

The methodology must describe the research design, participants, instruments, data-collection procedures, and methods of analysis in sufficient detail to enable readers to evaluate the study and, where feasible, replicate it.

For example, a study of examination anxiety should report the measurement instrument, the characteristics of the student sample, the data-collection procedure, and the method used to analyse the relationship between anxiety and perceived support.

Authors must identify relevant ethical considerations and obtain the necessary approvals and permissions. Where applicable, the manuscript must describe how participants were informed and how their consent was obtained, as well as the measures taken to protect their privacy and confidentiality.

Results and Discussion

Findings must be presented in a logical sequence and clearly organised. Tables, figures, and other visual materials must be appropriate to the content, numbered, given descriptive titles, and referred to in the text.

In the discussion, the results must be interpreted in relation to the research questions and relevant literature. For example, a study of peer relationships and adolescents' emotional adjustment might compare its findings with previous psychological research and consider their implications for student wellbeing. The study's limitations must be reported and taken into account when interpreting the findings.

Conclusion

The conclusion must summarise the main findings and explain their significance and implications. It may also identify directions for future research, where these follow from the study's findings and limitations.

Headings, Subheadings, and Paragraphs

Section headings and subheadings must be **numbered**, **bold**, and **left-aligned**. An empirical psychology study may follow a structure such as:

1. Introduction
2. Theoretical Background
   2.1. School Belonging and Adolescent Wellbeing
3. Methodology
   3.1. Participants
   3.2. Measures
4. Results

5. Discussion
6. Conclusion

The first paragraph following each heading or subheading must begin flush with the left margin, without an indent. The first line of each subsequent paragraph must be indented by 0.5 cm. The main text must be fully justified.

Example

3.1. Participants

The first paragraph begins flush with the left margin, without an indent. For example, a psychology study may examine the relationship between perceived social support and anxiety among adolescents.

The second paragraph begins with a 0.5 cm first-line indent. For instance, participants may complete validated measures of anxiety and perceived support. Both paragraphs are fully justified.

In-Text Citations and References

In-text citations and reference entries must follow the APA style, 7th edition. Every work cited in the text must appear in the reference list, and every reference-list entry must correspond to an in-text citation. The details of each source must be complete and accurate.

In-Text Citations

Online social support has been examined in relation to adolescents' mental health (Zhou & Cheng, 2022). Silk et al. (2003) studied emotion regulation in adolescents' daily lives. School identification has also been investigated in relation to student wellbeing (Dunstone et al., 2024).

For works by three or more authors, use the first author's surname followed by *et al.* from the first in-text citation; for example, (Dunstone et al., 2024).

Examples of Reference Entries

The following entries are real psychology sources and correspond to the citations in the example above. List references alphabetically:

Dunstone, E. K., Reynolds, K. J., & Cárdenas, D. (2024). The role of group memberships and school identification on student well-being. *British Journal of Social Psychology, 63*(1), 403–428. https://doi.org/10.1111/bjso.12685

Silk, J. S., Steinberg, L., & Morris, A. S. (2003). Adolescents' emotion regulation in daily life: Links to depressive symptoms and problem behavior. *Child Development, 74*(6), 1869–1880. https://doi.org/10.1046/j.1467-8624.2003.00643.x

Zhou, Z., & Cheng, Q. (2022). Relationship between online social support and adolescents' mental health: A systematic review and meta-analysis. *Journal of Adolescence, 94*(3), 281–292. https://doi.org/10.1002/jad.12031

In each reference entry, the article title must be written in sentence case. The journal title and volume number must be italicised, while the issue number must appear in parentheses and must not be italicised. Include a DOI only when one is available.

Reference-list entries must use a 0.75 cm hanging indent: the first line begins at the left margin, and subsequent lines of the same entry are indented by 0.75 cm. Apply the indent through Word's paragraph settings, not by inserting spaces manually.

Book

Surname, A. A. (Year). *Title of book*. Publisher. https://doi.org/xxxxx

Chapter in an Edited Book

Surname, A. A. (Year). Title of chapter. In B. B. Surname (Ed.), *Title of book* (pp. xx–xx). Publisher. https://doi.org/xxxxx

Organisation Website

Organisation Name. (Year, Month Day). *Title of webpage*. URL

Organisation Report

Organisation Name. (Year). *Title of report*. URL

Doctoral Dissertation in a Repository

Surname, A. A. (Year). *Title of dissertation* [Doctoral dissertation, University]. Name of Repository. URL

These are formatting templates. Authors must replace the sample information with the complete and verified details of each source.

Ethical Declarations

Authors must disclose any potential conflicts of interest, sources of funding, or financial support related to the research. They must acknowledge the contributions of others and provide appropriate citations for the sources they have used.

Use of Generative Artificial Intelligence Tools

If generative artificial intelligence tools have been used, this must be disclosed in a footnote, with a superscript marker in the manuscript referring to that footnote. Their use is limited to auxiliary tasks during the final stage of manuscript preparation, such as language editing, proofreading, improving clarity and readability, and identifying possible inconsistencies in the formatting of citations and references.

Artificial intelligence tools must not be used to generate the scholarly content, arguments, interpretations, analysis, citations, or conclusions. Authors remain responsible for independently developing, reviewing, verifying, and approving all sources, interpretations, arguments, and conclusions before submission.

Suggested footnote statement

[1] **Ethical statement:** Generative artificial intelligence tools were used exclusively during the final stage of manuscript preparation as auxiliary tools for language editing, proofreading, improving clarity and readability, and identifying possible inconsistencies in the formatting of citations and references. No artificial intelligence tool was used to generate the article's scholarly content, arguments, interpretations, analysis, citations, or conclusions. All references, sources, interpretations, arguments, and conclusions were independently developed, reviewed, verified, and approved by the authors prior to submission.

Manuscript Submission and Peer Review

Manuscripts must be submitted through the journal's online submission system. Authors must complete the submission metadata accurately and ensure that it matches the information in the manuscript.

All manuscripts are initially screened by the editorial team to determine whether they fall within the journal's scope and meet the basic submission requirements. Manuscripts considered suitable are sent for **peer review**, that is, assessment by independent experts with relevant subject-area expertise. The review considers, among other matters, the manuscript's originality, scholarly grounding, clarity of argument, appropriateness of methodology, and relevance of its conclusions.

Once the review has been completed, the editorial team informs the author of its decision and, where applicable, conveys the reviewers' comments. Authors may be asked to respond to the comments with a reasoned account and to submit a revised version of the manuscript. The editorial team makes the final publication decision, taking the reviews and the scholarly quality of the manuscript into consideration.

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