



Instructions to Authors

This document includes:

- a) A Concise Description of *Human Development, Disability, and Social Change*
- b) Guidelines for article submission
- c) Specification about additional material
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A) A Concise Description of *Human Development, Disability, and Social Change*

The bilingual journal “*Développement humain, handicap et changement social/Human Development, Disability and Social Change*” focuses on the development and dissemination of knowledge about personal and environmental determinants of the social participation of people with disabilities. Our journal values “interdisciplinary”, “cross-disability”, and “transgenerational” perspectives: all disciplines and types of impairments and disabilities, as well as age groups are included.

Human Development, Disability & Social Change opens its columns to experimented researchers, postgraduate students, clinicians, and organizations promoting the human rights of people with disabilities who wish to share their research findings and their knowledge-transfer articles. Our journal accepts submissions from authors discussing about the fields of accommodation, rehabilitation, social participation and human rights advocacy of people with disabilities.

Our biannual publication is edited by the International Network on the Disability Creation Network (INDCP), a not-for-profit organization involved in developing and disseminating knowledge based on social change and the achievement of optimal social participation for people with disabilities.

B) Guidelines for Article Submission

General

- Articles should not exceed 8000 words, excluding titles, abstracts (French and English), charts, and references.

Confidentiality

- Authors are required to send, in a separate document, all the details related to the title, name and contact information of the contributor(s), submission date, and the number of the issue for which the manuscript was submitted.
- Any reference to the identity of the author (s) has to be withdrawn of your contribution. This will insure confidentiality in the peer evaluation process. The word “author” has to be used every time a name appears in your manuscript.

Manuscript Submission Form

- Authors are required to fill a Manuscript Submission Form and send it to the chief editor of *Human Development, Disability and Social Change*.
- Reviewers appointed by the editorial board will not evaluate articles until the chief editor has received and validated the Manuscript Submission Form.
- Authors are allowed to submit more than one article for the same issue. However, a Manuscript Submission Form needs to be filled for every submitted contribution. Authors must send each article separately by email AND by regular mail.

Layout

- Articles must comply with the following layout elements and format: 12-point Times New Roman, double-spaced, one-inch margins (2.5 cm), WORD format.
- Authors will follow indications found in the fifth edition of ***Publication Manual of the American Psychological Association (APA)*** about quoting and references.

- Authors have to quote or refer to every books, articles or documents they used in the process of writing their article. References have to be found in the references section at the end of the article.
- Authors must write the article’s title with proper heading in the text body.
- Authors must ensure to paginate each page of their documents so that the page number automatically appears at the bottom right of the page.

Sending Your Article

- Authors must send their article, as well as figures, graphs, appendices, etc., **BOTH** (1) by email; and (2) regular mail or fax.
- Authors must clearly identify each of the attached files sent electronically in order to make sure that reviewers can relate those files to the proper article. Please indicate in your email which issue you have chosen, and the name(s) of the author(s).
- Any additional material (figures, appendices, graphs, etc.) must use the same identification method as discussed above.

Material	Approved Formats	Procedures
Figures, tables and charts	Word (.doc), Excel (.xls), JPEG (.jpg) GIF (.gif),	
Pictures	JPEG (.jpg), EPS (.eps)	<ul style="list-style-type: none"> • Minimum resolution: 72dpi • Minimum width: 400 pixels
Designed graphics (such as logos)	GIF (.gif)	<ul style="list-style-type: none"> • Minimum resolution: 72dpi • Minimum width: 400 pixels
Web links	Web links inside the article	<ul style="list-style-type: none"> • If possible, indicate links that are in French or English

Publication Conditions

- *Human Development, Disability, and Social Change* is looking for original articles, i.e. papers that have not been accepted or published in another publication, which focus on the fields of accommodation, rehabilitation, social participation and human rights advocacy of people with disabilities.
- Any article or additional material approved for publication in *Human Development, Disability, and Social Change* will remain/become the property of the INDCP, with copyrights assigned to the INDCP.
- Prior to publishing an article and/or supplementary materials, *Human Development, Disability, and Social Change* makes sure that the authors have completed an Assignment of Copyright Form. Authors are responsible for informing the chief editor if their article contains published material currently protected by copyright.

C) Tips to Authors

- *Human Development, Disability, and Social Change* is intended for readers with varying degrees of familiarity and comfort with disability-related literature and theories. Authors should be careful to use an accessible language, as well as to clearly define the concepts used throughout their article.
- Authors are authorized to submit articles based upon a conference presentation. However, such contributions will have to respond to the same quality criteria as the other approved articles. Authors must indicate the time and location of the conference they attended.
- Authors should disclose the relevant conference information at the end of the manuscript (ex: This article is issued from a presentation provided at the 2008 INDCP Conference in Quebec City, April 2008.) and provide hyperlinks for the conference homepage or the sponsoring organization.
- Authors should consider placing their own topic into the context of relevant literature pertaining to their research object. They should introduce the current state of knowledge in their field by taking the major contributions into account (books, journals, governmental reports, websites, etc.) If relevant literature is lacking, the author should mention it and demonstrate how his/her article could contribute to improve our understanding of the phenomena.

- Authors have to clearly identify the approaches and methodologies they used in conducting their research. Authors are invited to define each concept they expect to use through their article in order to facilitate reviewers' work and readers' understanding.
- Authors are also invited to provide feedback on their results in relation to their research question and explain how they invalidate or confirm the findings previously achieved by other contributors in the field. *Human Development, Disability, and Social Change* encourages authors to discuss the consequences of their results in terms of future research, policies, and professional practice, as well as to make recommendations.

D) Important Deadlines

- Submission deadlines: approximately six months prior to publication date (see *Human Development, Disability and Social Change* publication schedule)
- Estimated review time: 6-8 weeks

E) Arbitration Process

Human Development, Disability, and Social Change reserves the right to publish submitted articles by authors. Modifications to the original text might also be required by the peer review committee before publishing. If those modifications are not done within a reasonable timeframe, we might have to postpone the publication of your contribution in another issue.

If at any moment you believe that your article proposition was the object of an unfair evaluation from the peer review committee, it is possible to contact the chief editor of *Human Development, Disability, and Social Change*. If deemed appropriate, he will set up a new peer review committee, which will be solely responsible of your article re-evaluation. *Human Development, Disability, and Social Change* reserves the right to remove any article that does not meet its quality criteria.

F) Contact Information

To contact the chief editor, please use the following address:

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The chief editor will notify authors within five working days upon receipt of their article.

G) Questions and Comments

General information requests about *Human development, Disability and Social Change* can also be sent to the INDCP coordinator:

International Network on the Disability Creation Process (INDCP)

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