



Michael A McDaniel <mamcdani@vcu.edu>

Fwd: Publication Forms for PAS-2015-0318R2

Jordan Quaglia <quagliaj@vcu.edu>

Tue, Nov 10, 2015 at 12:02 PM

To: Sarah Braun <braunse2@mymail.vcu.edu>, Sara Freeman <sara.pressly.freeman@gmail.com>, Michael A McDaniel <mamcdani@vcu.edu>, Kirk Warren Brown <kwbrown@vcu.edu>

Hi All,

Per the email below, I have attached the two forms which require your signatures. Please note it's OK if you each send me a separate copy with your signature -- and also that you can simply use the Adobe digital signature to sign.

Please send these back to me when you're done and I'll assemble/submit.

All Best,

Jordan

----- Forwarded message -----

From: **Angela Clinton** <em@editorialmanager.com>

Date: Tue, Nov 10, 2015 at 10:41 AM

Subject: Publication Forms for PAS-2015-0318R2

To: Jordan T Quaglia <quagliaj@vcu.edu>

CC: psychassessjournal@gmail.com

Ms. No. PAS-2015-0318R2

"Meta-analytic Evidence for Effects of Mindfulness Training on Dimensions of Self-Reported Dispositional Mindfulness"

Dear Mr. Quaglia,

Dr. Baer just sent you an acceptance letter for ms #PAS-2015-0318R2. Congratulations! Please look for it to arrive in your email today.

Below are the steps you'll need to take to ready your manuscript for the production process (Please note that manuscripts cannot move into our publication queue until all necessary documents - including permissions - have been received):

Visit the following link to access APA's publication forms: <http://www.apa.org/pubs/authors/forms.aspx>.

The corresponding author needs to complete:

- 1) the Publication Rights Form (either the regular one or the Wellcome Trust/RCUK one);
- 2) the Full Disclosure of Interests Form;
- 3) the Ethical Principles Form (unless your study did *not* involve human or animal subjects);
- 4) the Permissions Alert Form, if any material in your ms was reproduced or adapted from another source; and
- 5) if applicable, the Document Deposit Forms (e.g., the PubMed Central Deposit form for NIH-funded manuscripts).

The other authors need to complete:

- 1) a Publication Rights Form and
- 2) a Full Disclosure of Interests form.

When completing your forms, note the following:

- a) It is fine for authors to sign separate copies of the forms.
- b) Where it asks for title and author names at the top portion of the forms, *please make sure the title and author names are written exactly as they appear on the title page* (e.g., if you wrote your name as John W. Smith on the title page, do not write John Smith or John William Smith at the top of the publication forms).
- c) Where signatures are needed, APA will accept scanned/faxed ink signatures or true digital signatures (e.g., Adobe digital signature), but not a name simply typed into the form in a script font.

Please send your forms to me by reply email (psychassessjournal@gmail.com), or fax them to (910)325-8118.

Finally, below my signature I have pasted some information that explains APA's production process so you will know what to expect in the coming months.

Many thanks for sending your manuscript to *Psychological Assessment*. I look forward to seeing it in print. Please feel free to contact me if you have any questions.

Angela Clinton

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Angela Clinton
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(910) 325-8118 fax

The Production Process

* After receiving the materials requested above, we will transmit your article to APA to be copy edited for grammar and APA style, as described in the 6th edition of the *Publication Manual* of the American Psychological Association (e.g., changes in number style, hyphenation, capitalization), with the goal being to present your article in a clear and consistent style. During the copy editing process, you may be contacted by the Manuscript Editor of your article with questions that need to be resolved before your manuscript can be sent to the typesetter.

* After all questions are resolved, copy editing is complete, and your manuscript is sent for typesetting, you will receive a PDF (via e-mail) of your proofs directly from the typesetter with instructions on how to respond. (This typically occurs 1-4 months after your manuscript has been transmitted to APA.) This will be your only opportunity to review the article in full before it is placed into an issue, so please read the proofs carefully word for word to ensure that no errors have been introduced or overlooked in the copy editing and typesetting processes. You will be able to make corrections on the proofs, but note that extensive, nonessential changes and extensive changes due to author error will incur charges.

* Online Publishing: APA journal articles will now be published online in the PsycARTICLES database prior to appearing in print issues. Assuming you submit all the necessary paperwork and review and correct your proofs at the time you receive them, your article could be published Online First in as little as 60 days. Once you have submitted corrections to your article and it has been released as Online First, you will not have the option of making additional corrections prior to the publication of the final version. Articles appearing Online First are considered published, so any textual changes that may need to be made to an article once it has appeared online will require a formal correction notice/errata. The only difference between the Online First version of your article and the one that appears in print will be the addition of volume, issue, and page numbers.

* Finally, and MOST IMPORTANT, all APA journals are now on a rapid production schedule. The time lines are extremely tight. Therefore, when you receive your page proofs, act on them immediately. If you are going to be out-of-touch for an extended period of time (4 days), I would strongly suggest having someone monitor your email to look for the proofs, and to have a co-author ready to verify the manuscript, if needed. Failure to get the proofs returned in time may result in the manuscript being moved to the next issue.

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2 attachments



disclosure-of-interests.pdf

30K



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116K