

Author Guidelines and Editorial Policies

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Publisher Information

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COMPRES, Private Bag X6001, Potchefstroom, 2520, South Africa

Website: <https://journals.nwu.ac.za/jcpr>

Contact person: Arielle Graaff (Journal Manager)

Journal email: JCPR@nwu.ac.za

Focus and Scope

JCPR provides an online open-access publication platform for researchers concerned with research, policy, and practice in improving psychosocial health and well-being. JCPR serves a primary audience of researchers and practitioners working in the fields of community psychology, social work, and related health and social sciences.

Types of Evidence-Based and Scientific Research

JCPR is committed to publishing high-quality research that aims to improve psychosocial health and well-being. We accept basic and applied research of the following types:

- Qualitative research
- Quantitative research
- Mixed-method research
- Review studies and meta-analyses
- Book reviews
- Opinion papers

Publication Frequency

The JCPR publishes approved manuscripts on a continuous basis throughout the year. Additional special issue volumes may also be published throughout the year in accordance with the Special Issues Policy set out below. For archiving and record-keeping purposes, the JCPR maintains three continuous volumes per year.

Open Access Policy

The JCPR is fully open access. All content is made freely available to readers immediately upon publication, without any embargo period and without requiring users to register or log in to access articles. There are no subscription fees or access charges of any kind charged to readers.

Open access at the JCPR means that the copyright holder of each published work grants usage rights to others under an open licence (Creative Commons Attribution 4.0 International; CC BY 4.0).

This licence allows any user to read, download, copy, distribute, print, search, and link to the full text of articles, and to use them for any lawful purpose, provided appropriate credit is given to the original authors.

This policy is consistent with the Budapest Open Access Initiative (BOAI) definition of open access and with the criteria of the Directory of Open Access Journals (DOAJ).

Peer Review Process

All submissions to JCPR undergo a double-blind peer review process. Reviewer identities are concealed from authors, and author identities are concealed from reviewers throughout the review process. JCPR is committed to maintaining a fair, rigorous, and independent review process.

JCPR identifies at least two independent reviewers with relevant knowledge and expertise for each submission. Reviewers are selected to avoid conflicts of interest with the submitting authors and their institutions. The editorial board holds the right to the final decision for publication based on recommendations from the independent reviewers.

Peer reviewers are provided with a structured feedback form as well as the option of providing individual written feedback on the manuscript. The Editorial Office ensures that all reviews are adequate and complete before feedback is communicated to authors.

Reviewer Conflict of Interest

Peer reviewers must declare any relationship — personal, financial, professional, or institutional — that could compromise their ability to review a submission impartially. This includes, but is not limited to, prior collaboration with the author(s), institutional affiliation with the author(s), financial interest in the subject of the manuscript, or prior exposure to the work. A reviewer who identifies such a conflict must notify the editorial office immediately and decline the review assignment.

Reviewer Guidelines

Detailed peer reviewer guidelines are available from the JCPR editorial office and on the JCPR website. These guidelines include the evaluation criteria, expectations for constructive feedback, confidentiality requirements, and the JCPR's policy on the use of AI tools in the preparation of review reports (see the JCPR AI Policy).

Authorship Policy

The JCPR defines authorship in accordance with the criteria established by the International Committee of Medical Journal Editors (ICMJE). To qualify for authorship, each named author must have:

1. Made a substantial contribution to the conception or design of the work, OR to the acquisition, analysis, or interpretation of data;
2. Participated in drafting the work or revising it critically for important intellectual content;
3. Approved the final version of the manuscript to be published; AND
4. Agreed to be accountable for all aspects of the work, including the accuracy and integrity of any part of the work.

All individuals who meet these four criteria must be listed as authors. Individuals who contributed to the work in a meaningful but non-authorial capacity (e.g., data collection assistants, language editors, funders) should be acknowledged in the Acknowledgements section.

AI tools and LLMs cannot be listed as authors. See the JCPR AI Policy for the full policy on AI use.

All authors must declare their specific contributions in the Author Contributions section of the manuscript. Changes to the authorship of a manuscript after submission will require written justification submitted to the editor and may require agreement from all authors.

Research Ethics

Research involving human participants, human data, or human biological material must have been approved by a recognised institutional ethics review board or equivalent body prior to commencement of the research.

The manuscript must state:

- The name of the ethics committee or institutional review board that approved the study;
- The ethics approval or reference number; and
- That all research was conducted in accordance with the Declaration of Helsinki (or equivalent national/institutional guidelines, where applicable).
- Where formal ethics approval was not required (e.g., certain types of secondary data analysis, publicly available datasets, or literature reviews), authors must state this and explain why approval was not applicable.

Research involving vulnerable populations, children, or sensitive subject matter is subject to heightened ethical scrutiny. Authors must include sufficient detail in the Ethical Considerations section of their manuscript to allow the editorial board to assess the ethical soundness of the research.

Informed consent must have been obtained from all human participants and must be documented in the manuscript. Where anonymisation of data was used as an alternative to individual consent, this must be stated and justified.

Author Submission Guidelines

Submissions

All submissions may be submitted via the JCPR online submission platform or sent directly to JCPR@nwu.ac.za, following the formatting requirements set out below.

Two separate manuscript files must be submitted to the editorial office:

1. Full manuscript – including all author and institutional information.
2. Blinded manuscript – all identifying information removed. Please note that identifying information must be genuinely removed and cannot merely be redacted or masked.

Formatting Requirements

Requirement	Description
Word limit	5 000 – 7 000 words (excluding the reference list)
Abstract	Maximum of 250 words
Keywords	3 – 7 keywords
Main text	Please include all relevant sections as specified below
References	Style formatting following the latest APA referencing edition
Tables, figures, and graphs	Style formatting following the latest APA referencing edition
Article dates	All articles must include the dates of submission, acceptance, and publication

The following headings should be used to guide authors in preparing their manuscripts:

Qualitative, Quantitative & Mixed-Method Manuscripts

- Abstract and Keywords
- Introduction, Conceptualisation, and Problem Statement
- Research Question(s) and Aim(s)
- Methods
- Research Approach
- Research Design
- Population, Sampling, and Recruitment
- Data Collection
- Data Analyses
- Trustworthiness / Rigour
- Ethical Considerations
- Results or Findings
- Discussion
- Recommendations and Limitations
- Conclusion
- Conflict of Interest
- Author Contributions
- Acknowledgements (incl. AI disclosure if applicable)
- References

Review and Meta-Analysis Manuscripts

- Abstract and Keywords
- Introduction, Conceptualisation, and Problem Statement
- Research Question(s) and Aim(s)
- Methods
- Research Design
- Search Procedures
- Data Appraisal / Risk of Bias Assessment
- Data Extraction
- Data Analysis
- Trustworthiness / Rigour
- Ethical Considerations
- Results or Findings
- Discussion
- Recommendations and Limitations
- Conclusion
- Conflict of Interest
- Author Contributions
- Acknowledgements (incl. AI disclosure if applicable)
- References

Opinion Papers and Book Reviews

Opinion papers and book reviews are limited to 1 500 words. A detailed template for these types of submissions is available on the JCPR website and from the editorial office.

Editorial Policies

Article Processing Charges (APC)

JCPR does not charge any article submission fees. Authors will be notified of payment requirements only after a manuscript has been accepted following final peer review and editorial board approval. The APC upon acceptance is USD 100.

Fee waivers are not currently offered by JCPR. Authors who are unable to meet the APC due to financial constraints are encouraged to contact the editorial office at JCPR@nwu.ac.za to discuss their circumstances. Waiver decisions are made at the discretion of the Editor-in-Chief and are subject to the availability of funds.

Language Policy

JCPR invites authors to submit manuscripts written in English. JCPR does not require a formal language edit prior to submission; however, authors are advised to ensure that the language used is sufficiently clear and accurate to allow effective peer review. Authors whose first language is not English are encouraged to seek appropriate language support prior to submission.

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Self-Archiving and Repository Policy

In keeping with JCPR's commitment to open access and consistent with the CC BY 4.0 licence applied to all published articles, authors are permitted and encouraged to deposit all versions of their manuscript – including the preprint, the author-accepted manuscript (AAM), and the published version of record – in any institutional or subject repository of their choosing. No embargo period applies. Authors are requested to include a citation to the published JCPR article, including its DOI, wherever possible.

Digital Preservation Policy

JCPR is committed to the long-term preservation and accessibility of all published content. All published articles are assigned a Digital Object Identifier (DOI) via Crossref, providing persistent identification and retrieval. The JCPR deposits its content in a recognised long-term digital archiving system (PKP Preservation Network) in accordance with best practices for open access journals. Details of the JCPR's archiving arrangements are available on the journal website.

DOI and Crossref

The JCPR assigns a Digital Object Identifier (DOI) to each published research article via Crossref. This allows for quick and reliable identification, citation, and retrieval of specific articles. More information is available at: <https://www.crossref.org/documentation/member-setup/>

Plagiarism Policy

The JCPR uses plagiarism detection software to screen all submitted manuscripts for originality prior to peer review. All submitted manuscripts will be verified for originality.

Manuscripts in which plagiarism is detected will be subject to rejection and, if detected post-publication, to retraction proceedings in accordance with the Errata and Retractions policy below.

Authors are reminded that the use of AI tools does not protect against plagiarism. Authors remain responsible for ensuring that AI-assisted content does not replicate the work of others without appropriate attribution.

Endogeny Policy

The JCPR is committed to minimising endogeny in its publications. The proportion of published research articles in which at least one author is a member of the editorial board, a reviewer for the journal, or holds another editorial role must not exceed 25% in any two consecutive issues or in any calendar year (whichever period is applicable).

Manuscripts submitted by editorial board members or by individuals with a known relationship to the Editor-in-Chief must be handled entirely by an independent editor, with the board member or associated individual excluded from all editorial discussions and decisions relating to the submission. Editorial board members may not act as peer reviewers for manuscripts submitted by their institutional colleagues or collaborators.

Special Issues Policy

The JCPR may publish special issue volumes on topical or emerging themes relevant to the journal's scope. The following governance standards apply to all special issues:

- The Editor-in-Chief bears ultimate editorial responsibility for all special issue content and must approve all special issue proposals before they are announced.
- All special issue articles must fall within the scope of the JCPR and must be clearly identified as part of a special issue on the journal website.
- All special issue articles must undergo the same double-blind peer review process as regular submissions, with at least two independent reviewers.

- Guest editors' credentials and absence of conflicts of interest must be verified and approved before their appointment is confirmed.
- The Editor-in-Chief or a designated editorial board member must oversee and supervise guest editors throughout the special issue process.
- Articles submitted to a special issue by the guest editor(s) themselves must be handled under a fully independent review process, managed by the Editor-in-Chief. Such submissions must not exceed 25% of the total articles published in the special issue.

Errata and Retractions

The JCPR is dedicated to scientific integrity. In the instance of scientific misconduct or minor errors in published work, the following procedures apply.

Errata: In the instance of any minor or inadvertent error that does not compromise the scientific integrity of a published manuscript, the editorial board holds the right to the final decision regarding the correction. Corrections will be clearly published with reference to the original article.

Retractions: If there is evidence of scientific misconduct – including fabricated data, plagiarism, undisclosed conflicts of interest, or other ethical violations – or of an honest error that materially compromises the scientific integrity of a published manuscript, the editorial board will retract the paper and launch an official investigation. This investigation will involve independent peer reviewers and the full editorial board. Once the investigation is complete, the editorial board will make the final decision regarding whether to republish a corrected version of the manuscript. Retracted manuscripts will not be reimbursed for the initial Article Processing Charge (APC).

Complaints

The JCPR is open to receiving complaints regarding the content, editorial policies, or procedures of the journal. All complaints will follow a strict investigation procedure, and relevant parties may be asked to substantiate their claims.

Complaints are welcome as a means of improving the transparency, effectiveness, and scientific integrity of the journal. All complaints should be directed to the Journal Manager at JCPR@nwu.ac.za.

Conflict of Interest

All and any potential conflicts of interest must be disclosed by authors, peer reviewers, and editors.

Authors: All submitted manuscripts must include a Conflict of Interest statement disclosing any personal, financial, professional, or institutional relationships or affiliations that could influence or be perceived to influence the work, its conclusions, or its publication. This includes, but is not limited to, financial interests, funding sources, consultancies, employment, and personal relationships. This disclosure is published as part of the article. Where no conflict exists, authors must state: "The authors declare no conflict of interest."

Peer reviewers: Reviewers must declare any relationship with the submitting author(s) or their institutions that could compromise their impartiality, and must decline to review manuscripts where such a conflict exists. See Peer Review Process above.

Editors: Editorial board members must recuse themselves from all editorial decisions regarding manuscripts in which they have a conflict of interest, and must not communicate with the authors concerned.

Diversity, Equity, and Inclusion

The JCPR is committed to promoting accessibility, diversity, equity, and inclusivity in all aspects of the publication process. This commitment extends to the selection and composition of the editorial board and peer reviewer pool, the evaluation of submitted manuscripts, and the communities served by the research we publish.

The JCPR will not discriminate on any basis — including nationality, ethnicity, gender, language background, or institutional affiliation — in the assessment of submitted manuscripts or the selection of reviewers and editorial board members. All editorial decisions are made on the basis of scientific and scholarly merit alone.

The JCPR actively encourages submissions from researchers based in underrepresented regions and institutions, and from studies that address the psychosocial needs of marginalised or underserved communities.

Confidentiality

All stakeholders associated with the JCPR are committed to the protection of personal and identifiable information in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA) of the Republic of South Africa. The JCPR has implemented a strict data management policy ensuring that all personal and identifiable information is handled in accordance with the principles of POPIA.

All submitted manuscripts are treated as confidential documents prior to publication. No information about a submitted manuscript – including its existence, content, status, or reviewer identities – may be disclosed by editorial staff or peer reviewers without the explicit consent of the authors.