

Instructions For Submissions

Thank you for your interest in submitting an article and/or cover art to be considered for publication in *Subtle Energies and Energy Medicine*, a Journal devoted to documenting scientific observations and controlled experiments in the areas of subtle energies and energy medicine.

Read the instructions in their entirety before submitting your manuscript. ISSSEEM receives submissions in electronic format only. You may either upload your document and graphics online at www.issseem.org (preferred) or send by email addressed to journal@issseem.org. Submissions must include ALL of the following:

1. the names, addresses, e-mail addresses and telephone numbers of all authors;
2. the names, addresses, telephone numbers, email addresses and fields of interest of four to six persons outside your institution who are qualified to referee the paper;
3. the names of colleagues who have reviewed the paper;
4. the title of the paper and a statement of its main point;
5. five to eight keywords to be used for indexing;
6. a statement that the material has not been published and is not under consideration for publication elsewhere; and,
7. other relevant manuscripts published by you in the past.

As an author submitting a manuscript, you accept the responsibility that all those listed as authors of a work have agreed to be so listed, have seen and approved the manuscript, and are responsible for its content. Submitted papers are reviewed in depth by two or more referees as well as a statistician, where indicated. Reviewers are expected to return their comments within sixty days. It is the policy of *Subtle Energies and Energy Medicine* that reviewers are kept anonymous. Authors will usually be notified of acceptance or required revisions within 90 days.

Condition of Acceptance. When a paper is accepted for publication in *Subtle Energies & Energy Medicine*, it is understood that any materials and methods necessary to verify the conclusions of the experiments reported will be made available to the editors and investigators. The paper will remain a privileged document and will not be released to the press or the public before publication. If there is a need in exceptional cases to release data in advance of publication, contact the Society at info@issseem.org or 303-425-4625

Selection of Manuscripts. Editors give preference to well written, well organized papers of significant interest. Those that are understandable by a general audience as well as scientists in diverse disciplines bring balance to the themes and subjects addressed in the Journal. We encourage you to support ISSSEEM by being a member, however, membership is not a factor in article selection.

Categories:

General papers. General papers are expected to (1) review new developments in a field; (2) describe a current research problem or a technique of interdisciplinary significance; or (3) discuss some aspect of the history, logic, policy, or administration of science. Readers learn from a general article what has been firmly established and what are unresolved questions with speculation kept to a minimum.

Experimental papers. A research paper is expected to contain new data representing a significant breakthrough in the field.

Clinical papers advance a description of clinical procedures and usually include a review of relevant literature and case studies illustrating the author(s)' premise. Clinical papers provide methodological details sufficient for the appreciation of the therapeutic approach discussed.

Theoretical papers present a discussion of a theoretical construct expressing understanding of a given field and providing a model in which the corpus of research is reviewed.

Perspectives. In contrast to the formal refereed papers in the Clinical, Theoretical, or Experimental Sections, Perspectives are designed to point toward directions worth pursuing, even when there may not be research to fully justify or explain the insights presented. Perspectives are invitational, will appear irregularly, are not refereed, and represent the unmodified and singular view of their author.

Reports. Reports are expected to contain important, but preliminary, research results.

Correspondence. Letters are selected for their pertinence to material published in *Subtle Energies & Energy Medicine* or because they discuss issues of general relevance to scientists and readership. Letters pertaining to material published in this Journal may correct errors; provide support or agreement; or offer different points of view, clarifications, or additional information. Letters may be reviewed by outside consultants. The author(s) of the paper addressed by a letter will usually be given an opportunity to reply. Preference is given to letters that do not exceed 1250 words. Letters accepted for publication are frequently edited and shortened in consultation with the author.

Technical Comments. Technical comments (up to 500 words) may criticize articles or reports published in this Journal within the previous 6 months or may offer useful additional information.

Book and Software Reviews. The editors will choose books and software to be reviewed and will select the reviewers. Instructions and specifics with regard to length will accompany items sent to reviewers. Two copies each of books and software are required for reviewers.

Manuscript Preparation

Layout. Double-space your text, leaving two spaces after colons and two spaces after periods (between sentences); indent paragraphs. Include all tables, figure legends, references and notes.

Title. Make your title short, specific and amenable to indexing.

Abstract. Explain why the research was undertaken and why the results are important. Convey

the main point of the paper and present very briefly the research findings, and the conclusions.

Keywords. Select 5-8 keywords for indexing to be included on the abstract page.

Content. Begin with a brief introduction that indicates the broad significance of the paper. Give consideration to the paper being understood by a broad readership of diverse professional disciplines. Define technical terms. Cite all tables and figures in the text in numerical order.

Symbols & abbreviations. Define all symbols, abbreviations, and acronyms the first time they are used.

Units of measure. Provide both metric units and their C.G.S. equivalents.

References and notes. Number references and notes in the order in which they are cited, first throughout the text and then on the table and figure legends. List a reference only one time. References that are always cited together may be grouped under a single number. Use conventional abbreviations for well-known journals. Do not use *op. cit.* Provide names of all authors. Reference examples follow:

References to papers: G. Bravo & C. Grob, Shamans, Sacraments and Psychiatrists, *Journal of Psychoactive Drugs* 21,1 (1989), pp. 123-128.

References to books: N. Cousins, *Human Options: An Autobiographical Notebook* (W. W. Norton, New York, NY, 1981).

References to chapters in books: C. G. Jung, *Psychological Commentary, In The Tibetan Book of the Dead* (W. Y. Evans-Wentz, Oxford University Press, New York, NY, 1957).

References from conference proceedings: B. A. Rubik & D. E. Coshland, Jr., *Proceedings of the National Academy of Sciences* 75,7820 (1978).

For other categories, reference may be made to examples in *Subtle Energies & Energy Medicine*.

Unpublished observations. Assign a number (sequenced) to any reference to unpublished data in the text and place, in correct sequence, in the references and notes.

Acknowledgments. Offer acknowledgments in a brief statement at the end of the references and notes.

Informed consent. Investigations on human subjects must include a statement indicating that informed consent was obtained after the nature and possible consequences of the studies had been fully explained.

Graphics. Authors are to provide quality, usable graphics that drop readily into the format and reflect the quality standard of the Journal. To ensure graphics meet these requirements, submit a separate high-quality, high resolution (300dpi) digital file for each figure, image, photo, illustration or table. (Acceptable file formats in order of preference: TIFF, PICT, PSD, JPEG, AI, EPS, PDF.) Files may be emailed to journal@issseem.org or uploaded via the web. Please contact the Society if you have questions about submitting your image files. NOTE: A design fee at the rate of \$150 per hour will be assessed for any image that requires more than one hour of preparation or manipulation to convert.

Tables. Tables are numbered consecutively with respect to their citation in the text. They serve

to supplement, not duplicate the text. Include a legend and clear column headings with units of measure indicated.

Equations and formulas. Define all symbols.

Uncertainties and reproducibility. State explicitly the evidence that results are reproducible and the conditions under which this reproducibility (replication) was obtained. Discuss the effect of limitations in experimental conditions on generalizability of results. State uncertainties in terms of variation expected in independent repetitions of the experiments; include an allowance for possible systematic error arising from inadequacies in the assumed model and any other known sources of possible bias. Subordinate probabilities from statistical tests of significance to the reporting of results and associated uncertainties.

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Printing and Publication

Editing and proofing. An author shall have the opportunity to make critical and comprehensive changes to content (as recommended by the Journal editors and reviewers) in edit one (1) and any final refinements in edit two (2). The third (3) and final round is for proofing. At round three, the author receives the paper in 'galleys' –final form and ready for printing –along with the copyright transfer form for authorization. Round three is ONLY for correcting typographical or formatting errors.

Cover Art. Art or photographs that relate to papers submitted are welcome and will be considered for the Journal cover. Cover design and representative artwork is at the discretion of the editors and the editorial board. Refer to the requirements above under **Graphics** for submission guidelines.