

### **Guidelines for Group Reports for Bulletin**

1. Please prepare reports with:
  - a. left justification,
  - b. single spacing,
  - c. double-space between paragraphs, and
  - d. Times Roman or Book Antiqua font
2. Reports should be limited to 800 words.
3. References should be provided, with complete journal names. (This is to assist readers from different disciplines in understanding journal names.) The Journal uses APA style, which specifies punctuation, capitalization and use of italics. Please include the DOI with each reference. Here are some sample references:

Brown, J. (1997). Title of paper. *Full Journal Title*, 49 (1): 000–000.  
Brown, J. (1998). *Title of Book*. Place: Publisher.  
Brown, J. (1999). Title of chapter. In: *Title of Book*, ed. J. Smith & M. Smith. Place: Publisher, pp. 000–000.  
Freud, S. (1923). The ego and the id. In Strachey, J. (Ed.), *The standard edition of the complete psychological works of Sigmund Freud* (Vol. 19, 3–63). London: The Hogarth Press Ltd.
4. Please run a spell-check before submission.
5. When you email your report, please give your Word files the following title: “Bulletin [your city or country] month year” (for example, “Bulletin Argentina June 2021.doc”).
6. Your group report will be lightly copyedited. Any revisions in content will be sent back for your approval; however, any submissions requiring only minor edits (such as correcting punctuation or grammatical errors) will be accepted for publication without your review.
7. Please compose your group report as a narrative account of your activities, rather than an outline or a list. Please refer to past issues of the Journal for examples.

We appreciate your reports and look forward to hearing what your group is up to!

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