



Submission Guidelines

May 1, 2010

Authors should submit articles to the Managing Editor of the *Journal of Integral Theory and Practice*, Lynwood Lord, at LLord@integralinstitute.org. Authors will be sent notification of manuscript receipt and editorial decisions by e-mail.

Manuscript Requirements

- **Manuscript Components.** Include a cover letter, a title, an abstract, text, endnotes, references, an author bio, and as appropriate, figure legends, tables, and figures. (See Appendix A for details.)
- You do not need to write in the traditional academic tone. We encourage a balance between first-person singular, first-person plural, and third-person perspectives. (Visit this [link](#) for more on effective academic writing.) For formatting, please consult the American Psychological Association (APA) publication manual.
- Each manuscript is scanned for accurate theoretical use and application of Integral Theory. Although every effort is made to use reviewers from within a paper's specific discipline, authors must ensure the veracity of their statements. Accuracy of reference data is the responsibility of the authors.
- **Authorship Criteria and Contributions.** Authorship credit should be based only on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; and 2) drafting the article or revising it critically for important intellectual content. If appropriate, include information on institutional review board/ethics approval or waiver and informed consent (see Appendix D).
- **Group Authorship.** If authorship is attributed to a group (either solely or in addition to one or more individual authors), all members of the group must meet the full criteria and requirements for authorship as described above. A group must designate one or more individuals as authors or members of a writing group who meet full authorship criteria and requirements.
- **Acknowledgments.** The author should acknowledge the names and contributions of *all* persons who have contributed to the manuscript. Place this section directly prior to the References.
- **Duplicate or Previous Publication or Submission.** Manuscripts are considered with the understanding that they have *not* been published previously in print or electronic format and are not under consideration by another publication or electronic medium. Copies of related or possibly duplicative materials (i.e., those containing substantially similar

content or using the same or similar data) that have been published or are under consideration must be provided at the time of submission. If the manuscript has been published previously, either the copyright agreement of the previous publication must allow for republication or at least 30% of the manuscript must be new material.

- **Hypothetical and Critical Presentations:** Authors are encouraged to explore hypothetical and critical views in relationship to Integral Theory. When presenting hypothetical material, such as the possibility of a new line of development in one of the quadrants, authors need to make it clear that they are offering a suggestive addition that is not currently part of Integral Theory and then provide as much evidence, argumentation, and supportive material as possible to substantiate their position. The journal sees the process of hypothetical and critical engagement as essential to the health and success of Integral Theory.
- We accept submissions on a rolling basis. Typically it can take 4 to 6 months from submission to publication, and sometimes it may take a full year.

Review Process

Initial Review

- In cases where authors do not adhere to submission guidelines (particularly regarding the reference style [see Appendix B]), your manuscript will be returned with a request that all components be provided. If necessary, the review team will return your article with theoretical, copy, and structural suggestions.

Peer Review

- The Executive Editor assigns the paper to 2-3 external reviewers. Your manuscript is not revealed to anyone other than peer reviewers and editorial staff. Information from submitted manuscripts may be systematically collected and analyzed as part of research to improve the quality of the editorial review process.
- You will receive the reviewers' comments via e-mail. You will be expected to revise your article in light of the peer-review comments and provide the revised version with 10 days. Please make these changes using the track changes feature in Microsoft Word, so our editors can quickly identify edits. Also, if you happen to reject an editorial change, please insert a comment at the site of the rejection and briefly explain why. If your submission is approved, it continues on to theoretical review.

Theoretical Review

- Once the submission with peer-review comments incorporated is received, we will schedule a theory call with Ken Wilber, Editor-in-Chief. Ken will offer constructive criticism and theoretical clarifications. This is a wonderful opportunity to learn and refine your understanding of Integral Theory. We record this call—a link to download the audio will be provided to the author within a week—and check future refinements against the recording. Please note that, in general, an article is not considered “accepted” or “accepted with revisions” until Ken has reviewed and approved it.
- The author then refines their article according to Ken’s feedback and resubmits it to the review team within 10 days. If the review team approves your changes, the article is sent to copy editing and typeset.

Editorial Review

- Accepted manuscripts are edited in accordance with the *Journal of Integral Theory and Practice* editorial style. The Managing Editor copy edits and typesets the manuscript. Next, the Executive Editor reviews the manuscript and makes any final edits. We take special care to preserve the voice of the author, while eliminating the passive voice and adhering to accepted standards of grammar and syntax.

We recognize that altering the ideas and language of an article can be a difficult negotiation. Trust that our intention is to make your article academically sound, consistent with the quality of other articles in the journal, and accurately represent Integral Theory. If you have any difficulties during this process, please contact us.

Author Review

- Finally, authors will be e-mailed a proof and will have one week to suggest minor changes and submit requests. Major revisions at this stage *will not* be accepted. Authors are responsible for all statements made in their work, including changes made by the review team and copy editor.

The opinions expressed in published articles, reviews, and other material represent those of the author(s) and do not necessarily represent the opinion of the editors, editorial board, or publisher. The editors and publisher deny any responsibility or liability for statements and opinions expressed by the authors.

Appendix A: Manuscript Components

- **Cover Letter.** Include complete contact information for all authors (postal/mail address, e-mail address, telephone and fax numbers, and institutional affiliation[s]) and whether the authors have published or submitted any other papers involving Integral Theory.
- **Title.** Include a working title.
- **Abstract.** Include an unstructured abstract of no more than 150 words. List 3 to 5 key words below the abstract that will be used for indexing services.
- **Text.** Provide word and page counts on the title page.
 - Submit manuscripts in double-spaced Times New Roman 12pt font.
 - Papers should be no more than 30 pages, including references and endnotes. In some cases, we will consider dividing lengthier articles into two parts.
 - Authors should use a simple system of headings and subheadings that stand on their own line, flush with the left margin. Please bold main headings and italicize subheadings:
 - First Level of Header Looks Like This (15 pt.)**
 - Second Level of Header Looks Like This (13 pt.)*
- *Journal of Integral Theory and Practice* deviates from APA style in three core facets (See Appendix B for further explanation):
 1. **Endnotes.** Use endnotes *only* for idea expansion. All references should be cited in parentheses in text.
 2. **Et al. for in-text citations.** Use et al. for any source with more than two authors.
 3. **Headings.** Keep headings to no more than three levels. (Most articles can be completed with only two heading levels.)
- **Endnotes.** In text, indicate endnotes with a superscript numeral. A separate list of endnotes should appear prior to the reference section, not at the bottom of each page. (See Appendix B on Endnote and Reference Guidelines.)
- **References.** Place references in APA format in alphabetical order, making sure each is cited in sequence in the text. Authors should make sure that all references mentioned in the text are cited in the bibliography, and that all bibliographic entries are actually referenced in the text. (See Appendix B on Endnote and Reference Guidelines.)
- **Author Bio.** Authors must include biographical information (no more than 200 words) at the end of the manuscript. Please include terminal degree, noteworthy publications, research areas, institutional affiliation, and any other information pertinent to the article.
- **Figures.** Number all figures (graphs, charts, illustrations, and photographs) in the order of their citation in the text. Include a title for each figure, preferably no longer than eight words.
- **File Naming Convention.** Papers must be submitted using the following naming convention: Author's last name_Keywords from title_Date submitted. For example, Willow Pearson's "Development of Desire" paper would be named Pearson_Desire_07-31-05.

Appendix B: Endnote and Reference Guidelines

Endnotes

The *Journal of Integral Theory and Practice* follows APA citation standards. Endnotes are permitted, but they should be used only for expanding on ideas in the text. Indicate endnotes with a superscript numeral and a corresponding list prior to the reference section (not at the bottom of each page). For sentences containing endnotes with multiple, distinct elaborations, combine entries so there is only one numeral at the end of the sentence. Within the endnote, publications delineated using APA citation style.

References (In-Text Citations)

Follow the author, date method for in-text citations. Examples below correspond to sources with a single author, two authors, and those with three or more authors. Please note the variation on APA style for references with three or more authors, which should use et al. upon the initial citation:

One author: There is a great deal of controversy in these areas (Wilber, 2000).

Two authors: There is a great deal of controversy in these areas (Wilber & Smith, 2000).

Three or more authors: There is a great deal of controversy in these areas (Wilber et al., 2000).

Two or more works cited in the same parentheses: There is a great deal of controversy in these areas (Wilber et al., 2000; Wilber & Smith, 2000).

Two or more works by the same author with the same year: There is a great deal of controversy in these areas (Ingersoll et al., 2000a; Ingersoll et al., 2000b; Wilber & Smith, 2000a; Wilber & Smith, 2000b). The reference list should correspond with years/letters to distinguish entries.

References (Bibliography)

Journals

- Write journal article titles in lowercase except for the first letter of the first word and the first word after a colon. Capitalize the first letter of each word for journal titles:

Garland, D., & Sparks, R. (2000). Criminology, social theory and the challenge of our times. *The British Journal of Criminology*, 40, 189-204.
- Journal title, volume number (though not issue), and edition *are all italicized*, followed by plain-text page numbers:

Valentine, E., & Sweet, P. (1999). Meditation and attention: A comparison of the effects of concentrative and mindfulness meditation on sustained attention. *Mental Health, Religion, and Culture*, 2(1), 59-70.
- Journal article titles and journal titles should not be abbreviated (i.e., do not use *Index Medicus* abbreviations).
- To cite papers that will be published in *Journal of Integral Theory and Practice*, use the following format:

Esbjörn-Hargens, S. (Submitted). Integral ecology: An introduction. *Journal of Integral Theory and Practice*.

Books

- Author's last name, Author's first initial. (Publication year). *Title*. City of Publisher, State: Publisher Title.

Austin, J. (1998). *Zen and the brain*. Cambridge, MA: MIT Press.

- Write book titles in lowercase except for the first letter of the first word and the first word after a colon. Italicize the book title.

Wilber, K. (2000a). *A theory of everything: An integral vision for business, politics, science, and spirituality*. Boston: Shambhala.

- **Essay in an Edited Book.** Reverse the order for the first and last name(s) for the editor(s). Page numbers go in parentheses.

Neisser, U. (1979b). The control of information pickup in selective looking. In Andrew David Pick (Ed.), *Perception and its development: A tribute to Eleanor J. Gibson* (pp. 201-219). Hillsdale, NJ: Erlbaum.

Online References

- For electronic sources, you must include the date you accessed the source. If you did not record the date, check that the URL works and provide the current date:

For more information on X, consult:

<http://library.osu.edu/sites/guides/apagd.html> or www.apastyle.org. Retrieved April 18, 2008.

- Non-periodical documents on the Internet:

Most, S., Simons, D., Scholl, B.J., & Chabris, C. (2000). Sustained inattentive blindness: The role of location in the detection of unexpected dynamic events. *PSYCHE*, 6(14). Retrieved March 22, 2005, from <http://psyche.cs.monash.edu.au/v6/psyche-6-14-most.html>

- Stand-alone document, no author identified, no date. If the author of a document is not identified, begin the reference with the title of the document:

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from <http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/>

- Document available on university program or department website:

Chou, L., McClintock, R., & Moretti, F. (1993). Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures. Retrieved August 24, 2000, from Columbia University, Institute for Learning Technologies website: <http://www.ilt.columbia.edu/publications/papers/newwine1.html>

- If a document is contained within a large and complex website (such as a university or government agency), identify the host organization and the relevant program or department before giving the URL for the document itself. Precede the URL with a colon.

- Electronic copy of a journal article retrieved from a database:

Borman, W., Hanson, M. Oppler, S.H., Pulakos, E., & White, L. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449. Retrieved October 23, 2000, from PsycARTICLES database.

Appendix C: Style Sheet

Copy Editing

- Do not use and/or constructions. Choose one or the other.
- *Journal of Integral Theory and Practice* uses the serial comma:
 - x, y, and z—NOT x, y and z
 - x, y, or z—NOT x, y or z
- Use three spaced ellipsis points to omit material within a sentence: “I love you . . . and hate you.” Use four points to omit material between sentences. (Note that the first point is actually the period to the preceding sentence.) For example, “I love you. . . . I hate you.”
- ONE space after colons and semi-colons
- ONE space after a period at the end of a sentence
- “which” is only used when preceded by a comma
- Always place commas and periods inside quotations: “Cool.” or “Cool,” he yelled.
- Styling of common Latin abbreviations: et al. etc. e.g., i.e.,
- Ph.D.—NOT PhD
- M.A. or B.A.—NOT MA or BA
- 1990s or 2000s—NOT 1990’s or 2000’s
- NO spaces with em-dashes. Correct grammar is—like this—only.
- Use *italics* for emphasis in a sentence or to draw attention to keywords. *We do not* use bold in the journal.
- Gender: “A person . . . they”: disagreement between a singular noun and plural pronoun is acceptable (not obligatory) in order to avoid “he/she,” etc.
- When first citing the name of an author or theorist in the body of your article, use the person’s first *and* last name. For every subsequent mention, you can use just the last name.
- Avoid using the term “paper” to refer to your article, as in “This paper explains. . . .” A “paper” typically refers to a manuscript that has yet to be published. Instead, use the term “article.”
- In general, spell out numbers from one to nine and use digits for numbers 10 and above. Spell out numbers when they start a sentence. When comparing numbers within a sentence, use digits and maintain continuity: “Eight students came. I was surprised that each of them had 45, instead of 2, pencils.”

Integral Theory Lexicon¹

- The quadrants (Upper Left, Upper Right, Lower Left, Lower Right) are usually abbreviated after first mention. Example: “The Upper-Left quadrant (UL) reveals phenomenological experience. The UL quadrant is usually...”
- For articles that mention the quadrants infrequently, they should always be spelled out.
- Capitalize fields based on the AQAL model, whether they are emerging or already established: Integral Art, Integral Medicine, Integral Ecology, etc.
- Capitalize Integral when referring to the AQAL model, but leave lower cased when used generically (e.g., integral community or integral movement) or when referring to the adjectives “comprehensive” or “whole” (e.g., we need more integral approaches to sustainability; many people desire a more integral way of living). Common usage:
 - Integral model
 - Integral approach
 - Integral framework
 - Integral map
 - Integral math
 - Integral calculus
- Capitalize names of specific developmental levels associated with different theorists (e.g., Diplomat, Construct-aware, Eco-manager, etc.)

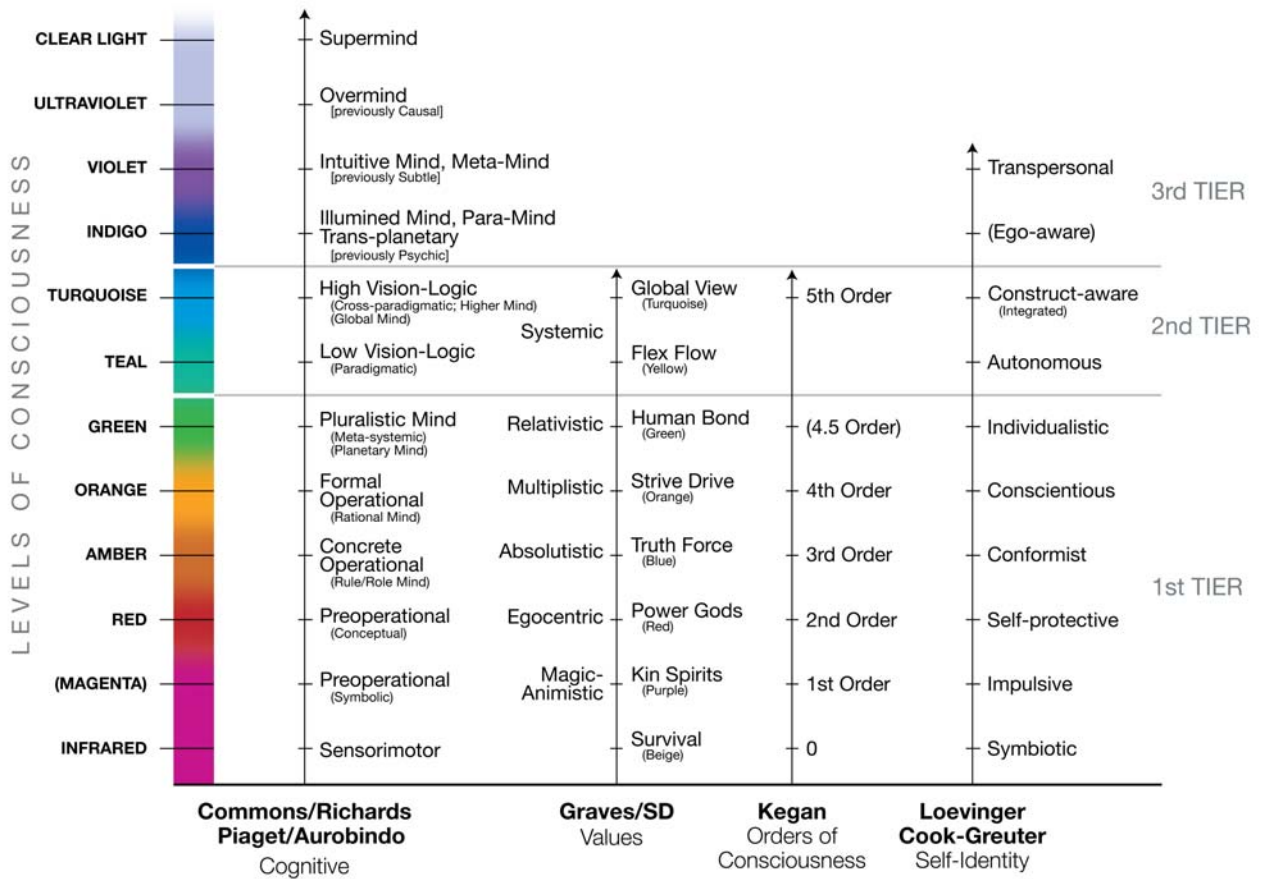
Terms

- Agape
- Altitude colors include: infrared, magenta, red, amber, orange, green, teal, turquoise, indigo, violet, ultraviolet, and clear light. They should never appear alone (e.g., “That is an example of a green approach.”). As much as possible, style as “green altitude” or when in reference to specific lines of development: “green cognition,” “green values,” “green emotions,” etc.
- AQAL model (avoid AQAL theory)
- Basic Moral Intuition (BMI)
- the Big Three
- egocentric, ethnocentric, sociocentric, worldcentric, planetcentric, Kosmoscentric
- Eros
- first-person, second-person, third-person (opposed to 1st-person perspective, 2nd-person perspective, 3rd-person perspective)
- first-tier altitudes, second-tier altitudes (when used alone, do not hyphenate)

¹ For a comprehensive list of Integral terminology and styling, see http://aqaljournal.integralinstitute.org/public/Pdf/AQAL_Glossary_01-27-07.pdf.

- “I” “We” “It” “Its” “It/s”
- integrally informed team
- intersubjective; interobjective
- Integral Methodological Pluralism (IMP)
- Zone designations: use zone 1, zone 2, etc., with no # sign. (The zones may also be abbreviated as Z1, Z2, Z3 when used frequently.)
- Integral Life Practice (ILP)
- Integral Methodological Pluralism (IMP)
- Integral Operating System (IOS)
- integral studies (in lieu of using integral theory in a generic sense)
- Integral Theory (capped whenever used in a Wilberian context)
- Kosmos (use cosmos when referring to just to the physical universe)
- Kosmic address
- Kosmic habit
- Left-Hand quadrants, Right-Hand quadrants (when used alone, do not hyphenate: “Most people are at first tier.”)
- nexus-agency, nexus-communion
- nondual
- pre/trans fallacy (PTF) (aka pre/post fallacy)
- Phobos
- post-metaphysics
- postmodern
- prerational, postrational, transrational, nonrational
- quadrvia (plural), quadrvium (singular)
- Spiral Dynamics (SD or SDi for Spiral Dynamics Integral)
- state-stages, structure-stages
- subjective, objective, intersubjective, interobjective
- tetra-enact, tetra-evolve, tetra-mesh
- Thanatos
- vision-logic (opposed to vision logic or Vision-logic)
- vMeme (opposed to value meme)
- Wilber-Combs Lattice (WCL)
- the Witness
- worldview (opposed to world-view)

- In light of the fact that both Spiral Dynamics and the Integral model sometimes use a color scheme to describe levels of development, we request that authors specify which color scheme they are using (e.g., Orange altitude v. Orange vMeme). Altitude can be used to refer to any developmental line (e.g., Orange cognition, Orange self-identity, etc.), while Spiral Dynamics, in the context of Integral Theory, specifically refers to levels of values development. See the following chart for Integral Theory's color spectrum and its correlations across several important lines of development.



Appendix D: Ethical Considerations

- **Conflict of Interest.** A conflict of interest may exist when an author (or the author's institution or employer) has financial or personal relationships that could inappropriately influence the author's decisions, work, or manuscript. Authors are required to report potential conflicts of interest, including specific financial interests relevant to the subject of their manuscript.
- Authors are required to report detailed information regarding all financial and material support for any research and work, including but not limited to grant support, funding sources, and provision of equipment and supplies. Authors are expected to provide information about any relevant financial interests or financial conflicts within the past 5 years and for the foreseeable future, particularly those present at the time any research was conducted.
- If authors are uncertain about what might constitute a potential financial conflict of interest, they should err on the side of full disclosure and contact the *Journal of Integral Theory and Practice* Executive Editor if they have questions or concerns.
- For accepted manuscripts, each author's disclosures of relevant financial interests will be published. Decisions about whether financial information provided by authors should be published are usually straightforward. Although editors are willing to discuss disclosure issues with authors, *Journal of Integral Theory and Practice's* policy is one of complete disclosure of all relevant financial interests.
- **Funding, Support, and Role of Sponsor.** All financial and material support for the research and the work should be clearly and completely identified in an Acknowledgment. The role of the funding organization or sponsor in each of the following should be specified: "design and conduct of the study; collection, management, analysis, and interpretation of the data; and preparation, review, or approval of the manuscript."
- **Ethical Approval of Studies and Informed Consent.** For human or animal experimental investigations, *Journal of Integral Theory and Practice* adheres to appropriate ethical standards. For those investigators who do not have formal ethics review committees, the principles outlined in the [Declaration of Helsinki](#) should be followed. For investigations of human subjects, state in the Methods section the manner in which informed consent was obtained from the study participants.
- **Identification of Patients in Descriptions, Photographs, and Pedigrees.** A signed statement of informed consent to publish patient descriptions and pedigrees should be obtained from all persons who can be identified (parents or legal guardians for minors) in such written descriptions or pedigrees and should be submitted with the manuscript. Such persons should have access to the manuscript prior to its submission. Omitting data or changing personal identification to protect the anonymity of patients is acceptable, but changing research data or findings is not permitted.

Appendix E: Copyright FAQ

At *Journal of Integral Theory and Practice*, we have based our transfer of copyright on a creative commons philosophy. Our policy reflects our belief in shared ownership—providing the author with optimal control over the future use of their published material. Once your article is published, the journal retains the right to publish its content in whole or part in multiple formats (i.e., both electronic and print). Authors, however, will retain rights beyond the restrictions normal copyright law confers. See below for proper use guidelines.

What rights do I retain as author?

- As an author, you retain rights for a large number of author uses, including use by your employing institute or company. These rights are retained and permitted without the need to obtain specific permission. You retain the right to make copies of the article for your own personal use, including for your classroom teaching.
- You retain the right to make copies and distribute copies (including through e-mail) of the article to research colleagues, for the personal use by such colleagues (but not commercially or systematically, such as via an e-mail list or listserv).
- You retain the right to present the article at a meeting or conference and to distribute copies of such paper or article to the delegates attending said conference.
- You retain the right to include the article in full or in part in a thesis or dissertation (provided that it is not to be published commercially).
- You retain the right to use the article or any part thereof in a printed compilation of works, such as collected writings or lecture notes (subsequent to publication of the article in the journal, and with full citation of the published article).
- You retain the right to prepare derivative works, to extend the article into book-length form, or to otherwise re-use portions or excerpts in other works, with full acknowledgement of its original publication in the journal.

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