TABLE OF CONTENTS

- Description p.1
- Impact Factor p.1
- Abstracting and Indexing p.2
- Editorial Board p.2
- Guide for Authors p.4

DESCRIPTION

*Cognitive and Behavioral Practice* is a quarterly international journal with the primary mission of clinical dissemination: to bridge the gap between published clinical research and the actual clinical practice of cognitive and behavioral therapies. *Cognitive and Behavioral Practice* publishes clinically rich accounts of innovative assessment and therapeutic procedures that are clearly grounded in evidence-based practice. The primary focus is on application and implementation of procedures. Accordingly, topics are selected to address current challenges facing practitioners, both in terms of technique, process, and the content of treatment. To meet this goal, articles may include rich descriptions of clinical interventions, examples of client-therapist dialog, embedded video clips readers can view on line, and/or significant case descriptions. In addition to regular articles, the journal includes special series, case conferences, clinical commentaries, clinical reviews, and book reviews. Special series contain multiple manuscripts that center on a particular diagnostic category, population or therapeutic strategy. Case series contain a case description with authors responding to various aspects of the treatment approach. Clinical commentaries are brief articles (solicited and unsolicited) in which experts in the field comment on the most up-to-date clinical topics, controversies, or discoveries within their expertise. Clinical reviews are regular length review articles that focus specifically on clinical strategy and existing evidence base for that strategy. This journal is for the practicing mental health clinician, instructors, and researchers with an interest in the clinical dissemination of their findings. Continuing education examinations are included in each issue.

Benefits to authors

We also provide many author benefits, such as free PDFs, a liberal copyright policy, special discounts on Elsevier publications and much more. Please click here for more information on our author services.

Please see our Guide for Authors for information on article submission. If you require any further information or help, please visit our Support Center.

IMPACT FACTOR

2018: 1.932 © Clarivate Analytics Journal Citation Reports 2019
ABSTRACTING AND INDEXING

Google Scholar
PsycINFO
Scopus

EDITORIAL BOARD

Editor
Brian C. Chu, Rutgers University Graduate School of Applied and Professional Psychology, Piscataway, New Jersey, United States

Associate Editor
Barbara W. Kamholz, VA Boston Healthcare System, West Roxbury, Massachusetts, United States
Christopher R. Martell, University of Massachusetts Amherst, Amherst, Massachusetts, United States

Editorial Assistant
B. Brown

Managing Editor
Stephanie Schwartz

Multi-media Field Test Editor
Muniya Khanna, Center for Outcomes Research at the Children's Hospital of Philadelphia, Philadelphia, Pennsylvania, United States

Editorial Board
Carla C. Allan, Children's Mercy Hospital Adele Hall Campus, Kansas City, Missouri, United States
Ruth A. Baer, University of Kentucky, Lexington, Kentucky, United States
Daniel Bagner, Florida International University, Miami, Florida, United States
Carolyn B. Becker, Trinity University, San Antonio, Texas, United States
Kimberly D. Becker, University of Maryland School of Medicine, Baltimore, Maryland, United States
Rinad S. Beidas, University of Pennsylvania Perelman School of Medicine, Philadelphia, Pennsylvania, United States
Denise Ben-Porath, John Carroll University Department of Psychology, University Heights, Ohio, United States
Shannon M. Bennett, Cornell University Weill Cornell Psychiatry Specialty Center, New York, New York, United States
Will Canu, Appalachian State University, Boone, North Carolina, United States
Adam Carmel, Harvard Medical School, Boston, Massachusetts, United States
L. Kevin Chapman
Daniela B. Colognori, Rutgers The State University of New Jersey, New Brunswick, New Jersey, United States
Jonathan S. Comer, Florida International University, Miami, Florida, United States
Pim Cuijpers, VU Amsterdam, Amsterdam, Netherlands
Stacey Daughters, University of North Carolina at Chapel Hill, Chapel Hill, North Carolina, United States
W. Hobart Davies, University of Wisconsin Milwaukee, Milwaukee, Wisconsin, United States
Patricia M. DiBartolo, Smith College, Northampton, Massachusetts, United States
Sona Dimidjian, University of Colorado Boulder, Boulder, Colorado, United States
Jill Ehrenreich May, University of Miami, Coral Gables, Florida, United States
Todd J. Farchione, Boston University, Boston, Massachusetts, United States
Melanie Fernandez, Melanie Fernandez Psychology Practice, PLLC, New York, New York, United States
Jennifer B. Freeman, Brown University, Providence, Rhode Island, United States
Patrick C. Friman, Society for the Advancement of Behavior Analysis, Portage, Michigan, United States
Richard Gallagher, NEW YORK UNIVERSITY SCHOOL OF MEDICINE, New York, New York, United States
Jeffrey Gonzalez, Yeshiva University Ferkauf Graduate School of Psychology, Bronx, New York, United States
Amie Grills-Taquechel, Boston University, Boston, Massachusetts, United States
Trevor A. Hart, Ryerson University, Toronto, Ontario, Canada
Kristin M. Hawley, University of Missouri, Columbia, Missouri, United States
Elizabeth A. Hembree, University of Pennsylvania Hillel, Philadelphia, Pennsylvania, United States
Amy Herschel, University of Pittsburgh School of Medicine, Pittsburgh, Pennsylvania, United States
Wei-Chin Hwang, Claremont McKenna College, Claremont, California, United States
Amanda Jensen-Doss, University of Miami, Coral Gables, Florida, United States
Maria Kareskia, University of Cyprus Department of Psychology, Lefkosia, Cyprus
Gabrielle I. Liverant, Suffolk University, Boston, Massachusetts, United States
Jessica F. Magidson, Massachusetts General Hospital - Harvard Medical School Center for Nervous System Repair, Boston, Massachusetts, United States
GUIDE FOR AUTHORS

Introduction
Cognitive and Behavioral Practice is a quarterly international journal with the primary mission of clinical dissemination: to bridge the gap between published clinical research and the actual clinical practice of cognitive and behavioral therapies. Cognitive and Behavioral Practice publishes clinically rich accounts of innovative assessment and therapeutic procedures that are clearly grounded in evidence-based practice. The primary focus is on application and implementation of procedures. Accordingly, topics are selected to address current challenges facing practitioners, both in terms of technique, process, and the content of treatment. To meet this goal, articles may include rich descriptions of clinical interventions, examples of client-therapist dialogue, embedded video clips readers can view online, and/or significant case descriptions. This journal is for the practicing mental health clinician, instructors, and researchers with an interest in the clinical dissemination of their findings.

Types of contributions
Teaching Clinical Strategies: These papers focus on educating the readership about how to conduct assessments and/or treatments with particular populations within an empirically supported framework. They must include case illustrations and preferably will include transcript material or video demonstrations. Teaching about other aspects of Clinical Practice: These papers might deal with supervision, legal and ethical issues, managed care issues, or giving legal testimony, for instance. There is no limit on the topics as long as they are relevant to clinical practice. Research Reports: These are papers that present clinically relevant research results. They may present new data on assessment, treatment or psychopathology. If they are short articles, the authors need only to point out briefly the clinical utility of the findings. Longer papers must include detailed case illustrations and, hopefully, transcript material to make the research findings clinically realistic and immediate. Treatment Development Reports: These papers might describe the theoretical foundation and iterative process used to develop a novel intervention or describe how an established treatment is adapted to a novel population or clinical setting. These papers might highlight issues of acceptability, feasibility, and initial outcomes, but competitive papers will highlight detailed description of the structure, strategies, and techniques the treatment employs. Case examples and/or video clips of interventions are encouraged that highlight how the treatment is implemented and how barriers/challenges are addressed. Special Series: These are collections of papers focusing on a special clinical topic. There is a Series Editor who develops the theme and then invites other clinicians and scientists to write topical papers that fit into the theme. Case Conferences: Like special series, case conferences are a collection of papers that focus upon a theme; in this instance, it is how to assess and treat a particular patient. The Case Conference Organizer writes up a detailed description of a case and selects four to eight Case Conference Respondents. The Case Conference Respondents write 6- to 20-page papers describing how they would assess and treat the patient. Also, the Respondents attend to special issues involved with treatment. Typically, the Organizer writes up a summary of the similarities and differences among the approaches taken by the Respondents. Expert Clinical Commentaries: These are brief articles (solicited and unsolicited) in which experts in the field comment on the most up-to-date clinical topics, controversies, or discoveries within their expertise, and/or comment on an agenda for clinical research. These are roughly 3,000 words in length and are structured as a launching point for clinical practice and/or future clinical research. Clinical Reviews. These are regular length review articles that focus specifically on clinical strategy and existing evidence base for that strategy.

Contact details
Questions about the appropriateness of a manuscript for Cognitive and Behavioral Practice should be directed (prior to submission) to the Editorial Office, at bonnieb@bu.edu (Bonnie Brown, Editorial Assistant, Cognitive and Behavioral Practice, Center for Anxiety, Boston University, 648 Beacon Street, 6th Floor, Boston, MA 02215).

Submission checklist
You can use this list to carry out a final check of your submission before you send it to the journal for review. Please check the relevant section in this Guide for Authors for more details.

Ensure that the following items are present:

One author has been designated as the corresponding author with contact details:
• E-mail address
• Full postal address
All necessary files have been uploaded:

Manuscript:
- Include keywords
- All figures (include relevant captions)
- All tables (including titles, description, footnotes)
- Ensure all figure and table citations in the text match the files provided
- Indicate clearly if color should be used for any figures in print

Graphical Abstracts / Highlights files (where applicable)

Supplemental files (where applicable)

Further considerations
- Manuscript has been 'spell checked' and 'grammar checked'
- All references mentioned in the Reference List are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Internet)
- A competing interests statement is provided, even if the authors have no competing interests to declare
- Journal policies detailed in this guide have been reviewed
- Referee suggestions and contact details provided, based on journal requirements

For further information, visit our Support Center.

BEFORE YOU BEGIN

Ethics in publishing
Please see our information pages on Ethics in publishing and Ethical guidelines for journal publication.

Studies in humans and animals
If the work involves the use of human subjects, the author should ensure that the work described has been carried out in accordance with The Code of Ethics of the World Medical Association (Declaration of Helsinki) for experiments involving humans. The manuscript should be in line with the Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals and aim for the inclusion of representative human populations (sex, age and ethnicity) as per those recommendations. The terms sex and gender should be used correctly.

Authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.

All animal experiments should comply with the ARRIVE guidelines and should be carried out in accordance with the U.K. Animals (Scientific Procedures) Act, 1986 and associated guidelines, EU Directive 2010/63/EU for animal experiments, or the National Institutes of Health guide for the care and use of Laboratory animals (NIH Publications No. 8023, revised 1978) and the authors should clearly indicate in the manuscript that such guidelines have been followed. The sex of animals must be indicated, and where appropriate, the influence (or association) of sex on the results of the study.

Policy and ethics
All manuscripts should be prepared in conformity with the format described in the Publication Manual of the American Psychological Association, Sixth Edition (2009), and it is the responsibility of the author that manuscripts adhere to the format and other requirements of Cognitive and Behavioral Practice. Manuscript submission requirements for Cognitive and Behavioral Practice are in accordance with the Uniform Requirements for Manuscripts Submitted to Medical Journals (http://www.icmje.org) which describe ethical principles in the conduct and reporting of research and provide recommendations relating to editing and writing. However, in the few cases when elements of format and style differ between the Publication Manual of the American Psychological Association and the Uniform Requirements for Manuscripts Submitted to Medical Journals, manuscripts should follow the guidelines of the Publication Manual of the American Psychological Association. For example, reference style and format as well as formatting of tables and legends should follow the Publication Manual of the American Psychological Association as opposed to the Uniform Requirements for Manuscripts Submitted to Medical Journals.
The Council of Science Editors (CSE) has produced "Editorial Policy Statements" that cover the responsibilities and rights of editors of peer-reviewed journals. Publishers who would like to incorporate these Statements into their review and publication process are encouraged to link to http://www.councilscienceeditors.org/services/draft_approved.cfm

**Conflict of interest**
A conflict of interest may exist when an author or the author's institution has a financial or other relationship with other people or organizations that may inappropriately influence the author's work. A conflict can be actual or potential and full disclosure to the Journal is the safest course. All submissions to the Journal must include disclosure of all relationships that could be viewed as presenting a potential conflict of interest. The Journal will publish such disclosures. A decision may be made by the Journal not to publish on the basis of the declared conflict if the conflict is clearly seen as influencing the choice of subjects, methodology, and/or outcomes.

**Disclosure Statement for Authors**
At the end of the text, under a subheading "Disclosure Statement", all authors must disclose any actual or potential conflict of interest including any financial, personal or other relationships with other people or organizations within three (3) years of beginning the work submitted that could inappropriately influence (bias) their work. Examples of potential conflicts of interest which should be disclosed include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Potential conflicts of interest should be disclosed at the earliest possible stage. Unless the authors include a statement disclosing conflicts of interest the corresponding author will sign a statement to the effect that there is no real or potential conflict of interest.

**The Role of your Funding Source**
If funding has been provided, all sources of funding must be declared. Authors must describe the role of the study sponsor(s), if any, in study design; in the collection, analysis, and interpretation of data; in the writing of the report; and in the decision to submit the paper for publication. Authors must report any royalties that may be affected directly or indirectly from material contained in the paper.

**Submission declaration and verification**
Submission of an article implies that the work described has not been published previously (except in the form of an abstract, a published lecture or academic thesis, see 'Multiple, redundant or concurrent publication' for more information), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the copyright-holder. To verify originality, your article may be checked by the originality detection service Crossref Similarity Check.

**Preprints**
Please note that preprints can be shared anywhere at any time, in line with Elsevier's sharing policy. Sharing your preprints e.g. on a preprint server will not count as prior publication (see 'Multiple, redundant or concurrent publication' for more information).

**Use of inclusive language**
Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. Articles should make no assumptions about the beliefs or commitments of any reader, should contain nothing which might imply that one individual is superior to another on the grounds of race, sex, culture or any other characteristic, and should use inclusive language throughout. Authors should ensure that writing is free from bias, for instance by using 'he or she', 'his/her' instead of 'he' or 'his', and by making use of job titles that are free of stereotyping (e.g. 'chairperson' instead of 'chairman' and 'flight attendant' instead of 'stewardess').

**Authorship**
Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors.
The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

**Changes to authorship**

Authors are expected to consider carefully the list and order of authors before submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list should be made only before the manuscript has been accepted and only if approved by the journal Editor. To request such a change, the Editor must receive the following from the corresponding author: (a) the reason for the change in author list and (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed.

Only in exceptional circumstances will the Editor consider the addition, deletion or rearrangement of authors after the manuscript has been accepted. While the Editor considers the request, publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any requests approved by the Editor will result in a corrigendum.

**Clinical trial results**

Randomized Clinical Trials: Use of CONSORT Reporting Standards

**Title of Manuscript**

The title of a manuscript should be accurate, fully explanatory, and preferably no longer than 12 words. The title should reflect the content and population(s) studied. If the paper reports a randomized clinical trial (RCT), this should be indicated in the title, and the CONSORT (Consolidated Standards of Reporting Trials) criteria must be used for reporting purposes.


Manuscripts that report randomized clinical trials are required to include a flow diagram of the progress through the phases of the trial and a checklist that identifies where in the manuscript the various criteria are addressed (see http://www.consort-statement.org for a full description of reporting procedures). The checklist should be placed in an Appendix of the manuscript for review purposes. When a study is not fully consistent with the CONSORT statement, the limitation should be acknowledged and discussed in the text of the manuscript. ABCT journals do not view single case studies as being included among randomized clinical trials and are, therefore, exempt for these standards.

For follow-up studies of previously published clinical trials, authors should submit a flow diagram of the progress through the phases of the trial and follow-up. The CONSORT checklist should be completed to the extent possible, especially for the Results and Discussion sections of the manuscript.

ABCT Journals require the use of the CONSORT reporting standards (e.g., a checklist and flow diagram) for randomized clinical trials, consistent with the policy established by the International Committee of Medical Journal Editors' Uniform Requirements for Medical Journals.

**Copyright**

Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement' (see more information on this). An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a 'Journal Publishing Agreement' form or a link to the online version of this agreement.

Subscribers may reproduce tables of contents or prepare lists of articles including abstracts for internal circulation within their institutions. Permission of the Publisher is required for resale or distribution outside the institution and for all other derivative works, including compilations and translations. If
excerpts from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source(s) in the article. Elsevier has preprinted forms for use by authors in these cases.

For gold open access articles: Upon acceptance of an article, authors will be asked to complete an 'Exclusive License Agreement' (more information). Permitted third party reuse of gold open access articles is determined by the author's choice of user license.

Author rights
As an author you (or your employer or institution) have certain rights to reuse your work. More information.

Elsevier supports responsible sharing
Find out how you can share your research published in Elsevier journals.

Role of the funding source
You are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement then this should be stated.

Open access
Please visit our Open Access page from the Journal Homepage for more information.

Language (usage and editing services)
Please write your text in good English (American or British usage is accepted, but not a mixture of these). Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English may wish to use the English Language Editing service available from Elsevier's Author Services.

Submission
Our online submission system guides you stepwise through the process of entering your article details and uploading your files. The system converts your article files to a single PDF file used in the peer-review process. Editable files (e.g., Word, LaTeX) are required to typeset your article for final publication. All correspondence, including notification of the Editor's decision and requests for revision, is sent by e-mail.

Submit your article
Please submit your article via http://ees.elsevier.com/candbp/

Additional information
Data Access and Retention
Authors may be asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data (consistent with the Hazards and Human or Animal Subjects ALPSP-STM Statement on Data and Databases), if practicable, and should in any event be prepared to retain such data for a reasonable time after publication.

Hazards and Human or Animal Subjects
If the work involves chemicals, procedures, or equipment that have any unusual hazards inherent in their use, the author must clearly identify these in the manuscript. If the work involves the use of animal or human subjects, the author should ensure that the manuscript contains a statement that all procedures were performed in compliance with relevant laws and institutional guidelines and that the appropriate institutional committee(s) have approved them and whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1975, as revised in 2000. Authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed. Participants who are the subject of case descriptions will read the article and agree to its use in print, on the internet, etc. Authors must include a statement in the article saying they obtained informed consent and that they disclosed any conflicts of interests with study participants.

PREPARATION
**Peer review**
This journal operates a double blind review process. All contributions will be initially assessed by the editor for suitability for the journal. Papers deemed suitable are then typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor's decision is final. More information on types of peer review.

**Double-blind review**
This journal uses double-blind review, which means the identities of the authors are concealed from the reviewers, and vice versa. More information is available on our website. To facilitate this, please include the following separately:

*Title page (with author details):* This should include the title, authors' names, affiliations, acknowledgements and any Declaration of Interest statement, and a complete address for the corresponding author including an e-mail address.

*Blinded manuscript (no author details):* The main body of the paper (including the references, figures, tables and any acknowledgements) should not include any identifying information, such as the authors' names or affiliations.

**Use of word processing software**
It is important that the file be saved in the native format of the word processor used. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the word processor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the Guide to Publishing with Elsevier). Note that source files of figures, tables and text graphics will be required whether or not you embed your figures in the text. See also the section on Electronic artwork.

To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

**Article structure**

*Subdivision - unnumbered sections*
Divide your article into clearly defined sections. Each subsection is given a brief heading. Each heading should appear on its own separate line. Subsections should be used as much as possible when cross-referencing text: refer to the subsection by heading as opposed to simply 'the text'.

If you are submitting original research, the structure of your paper should typically reflect the stages of the research process:

- **Introduction**
- **Method**
- **Results**
- **Discussion**

However, as contributions to this journal take various forms (including empirical research, review articles, methodological papers, and case studies), authors are urged to organize their manuscripts in ways that make sense to their particular article type.

A detailed description of all possible sections is shown below.

*Introduction*
State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

*Methods*
Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described.

*Results*
Results should be clear and concise.
Discussion
This should explore the significance of the results of the work, not repeat them. Avoid extensive citations and discussion of published literature.

Conclusions
The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

Glossary
Please supply, as a separate list, the definitions of field-specific terms used in your article.

Appendices
If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

Essential title page information
• **Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
• **Author names and affiliations.** Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. You can add your name between parentheses in your own script behind the English transliteration. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.
• **Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. This responsibility includes answering any future queries about Methodology and Materials. **Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.**
• **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

The journal uses a masked reviewing system for all submissions. The first page of the manuscript should omit the authors' names and affiliations but should include the title of the manuscript and the date it is submitted. Footnotes containing information pertaining to the authors' identity or affiliations should not be included in the manuscript, but may be provided after a manuscript is accepted. Every effort should be made to see that the manuscript itself contains no clues to the authors' identity. Authors should be careful to keep a copy of the manuscript to guard against loss.

**Cover Letter (including Authors' Names and Contact Information)**
The cover letter accompanying the manuscript submission must include all authors' names and affiliations to avoid potential conflicts of interest in the review process. Addresses and phone numbers, as well as email addresses and fax numbers, should be provided for all authors for possible use by the editorial office and later by the production department.

Only original papers will be considered. Manuscripts are accepted for review with the understanding that the same work has not been and will not be published - nor is presently submitted - elsewhere, and that all persons listed as authors have given their approval for the submission of the paper; further, that any person cited as a source of personal communications has approved such citation. Written authorization may be required, at the Editors' discretion. Articles and any other material published in Cognitive and Behavioral Practice represent the opinions of the author(s) and should be construed as reflecting the opinions of the Editors, the Association, or the Publisher.

**Highlights**
Highlights are mandatory for this journal as they help increase the discoverability of your article via search engines. They consist of a short collection of bullet points that capture the novel results of your research as well as new methods that were used during the study (if any). Please have a look at the examples here: example Highlights.
Highlights should be submitted in a separate editable file in the online submission system. Please use 'Highlights' in the file name and include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point).

Abstract
A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

Graphical abstract
Although a graphical abstract is optional, its use is encouraged as it draws more attention to the online article. The graphical abstract should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership. Graphical abstracts should be submitted as a separate file in the online submission system. Image size: Please provide an image with a minimum of 531 × 1328 pixels (h × w) or proportionally more. The image should be readable at a size of 5 × 13 cm using a regular screen resolution of 96 dpi. Preferred file types: TIFF, EPS, PDF or MS Office files. You can view Example Graphical Abstracts on our information site.

Authors can make use of Elsevier's Illustration Services to ensure the best presentation of their images and in accordance with all technical requirements.

Keywords
Immediately after the abstract, provide 3-5 keywords, using American spelling and avoiding general and plural terms and multiple concepts (avoid, for example "and", "of"). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

Abbreviations
Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

Acknowledgements
For reasons of assisting with double-blind review, collate acknowledgements in a separate section on the title page beneath the author information. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

Formatting of funding sources
List funding sources in this standard way to facilitate compliance to funder’s requirements:

Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz]; and the United States Institutes of Peace [grant number aaaa].

It is not necessary to include detailed descriptions on the program or type of grants and awards. When funding is from a block grant or other resources available to a university, college, or other research institution, submit the name of the institute or organization that provided the funding.

If no funding has been provided for the research, please include the following sentence:

This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

Units
Follow internationally accepted rules and conventions: use the international system of units (SI). If other units are mentioned, please give their equivalent in SI.

Math formulae
Please submit math equations as editable text and not as images. Present simple formulae in line with normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y. In principle, variables are to be presented in italics. Powers of e are often more conveniently denoted by exp. Number consecutively any equations that have to be displayed separately from the text (if referred to explicitly in the text).
Footnotes
Footnotes should be used sparingly. Number them consecutively throughout the article. Many word processors can build footnotes into the text, and this feature may be used. Otherwise, please indicate the position of footnotes in the text and list the footnotes themselves separately at the end of the article. Do not include footnotes in the Reference list.

Artwork
Electronic artwork
General points
- Make sure you use uniform lettering and sizing of your original artwork.
- Embed the used fonts if the application provides that option.
- Aim to use the following fonts in your illustrations: Arial, Courier, Times New Roman, Symbol, or use fonts that look similar.
- Number the illustrations according to their sequence in the text.
- Use a logical naming convention for your artwork files.
- Provide captions to illustrations separately.
- Size the illustrations close to the desired dimensions of the published version.
- Submit each illustration as a separate file.
- Ensure that color images are accessible to all, including those with impaired color vision.

A detailed guide on electronic artwork is available. You are urged to visit this site; some excerpts from the detailed information are given here.

Formats
If your electronic artwork is created in a Microsoft Office application (Word, PowerPoint, Excel) then please supply 'as is' in the native document format.
Regardless of the application used other than Microsoft Office, when your electronic artwork is finalized, please 'Save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):
EPS (or PDF): Vector drawings, embed all used fonts.
TIFF (or JPEG): Color or grayscale photographs (halftones), keep to a minimum of 300 dpi.
TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi.
TIFF (or JPEG): Combinations bitmapped line/half-tone (color or grayscale), keep to a minimum of 500 dpi.

Please do not:
- Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); these typically have a low number of pixels and limited set of colors;
- Supply files that are too low in resolution;
- Submit graphics that are disproportionally large for the content.

Color artwork
Please make sure that artwork files are in an acceptable format (TIFF (or JPEG), EPS (or PDF), or MS Office files) and with the correct resolution. If, together with your accepted article, you submit usable color figures then Elsevier will ensure, at no additional charge, that these figures will appear in color online (e.g., ScienceDirect and other sites) regardless of whether or not these illustrations are reproduced in color in the printed version. For color reproduction in print, you will receive information regarding the costs from Elsevier after receipt of your accepted article. Please indicate your preference for color: in print or online only. Further information on the preparation of electronic artwork.

Figure captions
Ensure that each illustration has a caption. Supply captions separately, not attached to the figure. A caption should comprise a brief title (not on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

Text graphics
Text graphics may be embedded in the text at the appropriate position. If you are working with LaTeX and have such features embedded in the text, these can be left. See further under Electronic artwork.
Tables
Please submit tables as editable text and not as images. Tables can be placed either next to the relevant text in the article, or on separate page(s) at the end. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical rules and shading in table cells.

References
Citation in text
Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication.

Web references
As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

Data references
This journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. The [dataset] identifier will not appear in your published article.

References in a special issue
Please ensure that the words 'this issue' are added to any references in the list (and any citations in the text) to other articles in the same Special Issue.

Reference management software
Most Elsevier journals have their reference template available in many of the most popular reference management software products. These include all products that support Citation Style Language styles, such as Mendeley. Using citation plug-ins from these products, authors only need to select the appropriate journal template when preparing their article, after which citations and bibliographies will be automatically formatted in the journal's style. If no template is yet available for this journal, please follow the format of the sample references and citations as shown in this Guide. If you use reference management software, please ensure that you remove all field codes before submitting the electronic manuscript. More information on how to remove field codes from different reference management software.

Users of Mendeley Desktop can easily install the reference style for this journal by clicking the following link:
When preparing your manuscript, you will then be able to select this style using the Mendeley plug-ins for Microsoft Word or LibreOffice.

Reference style
Text: Citations in the text should follow the referencing style used by the American Psychological Association. You are referred to the Publication Manual of the American Psychological Association, Sixth Edition, ISBN 978-1-4338-0561-5, copies of which may be ordered online or APA Order Dept., P.O.B. 2710, Hyattsville, MD 20784, USA or APA, 3 Henrietta Street, London, WC3E 8LU, UK.
List: references should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.
Examples:
Reference to a journal publication:
Reference to a journal publication with an article number:

Reference to a book:

Reference to a chapter in an edited book:

Reference to a website:

Reference to a dataset:

Reference to a conference paper or poster presentation:

**Video data**
Elsevier accepts video material and animation sequences to support and enhance your scientific research. Authors who have video or animation files that they wish to submit with their article are strongly encouraged to include these within the body of the article. This can be done in the same way as a figure or table by referring to the video or animation content and noting in the body text where it should be placed. All submitted files should be properly labeled so that they directly relate to the video file's content. In order to ensure that your video or animation material is directly usable, please provide the files in one of our recommended file formats with a maximum size of 150 MB and running time of 7 minutes. The maximum allowable upload size for all submission files (cover letter, manuscript file, video files, etc.) is 2000 MB. Video and animation files supplied will be published online in the electronic version of your article in Elsevier Web products, including ScienceDirect: [https://www.sciencedirect.com](https://www.sciencedirect.com). Please supply 'stills' with your files: you can choose any frame from the video or animation or make a separate image. These will be used instead of standard icons and will personalize the link to your video data. For more detailed instructions please visit our video instruction pages at [https://www.elsevier.com/artworkinstructions](https://www.elsevier.com/artworkinstructions) Note: since video and animation cannot be embedded in the print version of the journal, please provide text for both the electronic and the print version for the portions of the article that refer to this content. Files can be stored on diskette, ZIP-disk or CD (either MS-DOS or Macintosh). Please view our Rough Guide to Video in Articles for Cognitive and Behavioral Practice for additional details.

**Supplementary material**
Supplementary material such as applications, images and sound clips, can be published with your article to enhance it. Submitted supplementary items are published exactly as they are received (Excel or PowerPoint files will appear as such online). Please submit your material together with the article and supply a concise, descriptive caption for each supplementary file. If you wish to make changes to supplementary material during any stage of the process, please make sure to provide an updated file. Do not annotate any corrections on a previous version. Please switch off the 'Track Changes' option in Microsoft Office files as these will appear in the published version.

Set on highest possible quality

.AVI's are generally much larger (they are an older format) and sometimes require compression or reformatting to work. .MOV's and .MP4's seem to be the best regarding file size and ease of use, and generally you need QuickTime (a free download from Apple) or iTunes to view them.

Supplying material in one of the formats outlined above will ensure that the majority of potential users have the best chance of being able to access, view or play the data, both now and in the future.

*Submitting the video*
Please submit:

• EES Manuscript Number (e.g., CANDBP-D-00-00000)
• Video File ("Zipped" and protected using a "Protect Archive" feature)
• Video Number (e.g., 1 of 4)
• Video Caption
• Video Thumbnail for online version (optional)
• Higher-quality image file to act as thumbnail for print version (optional)

A captured frame from the video will stand as the "Icon" of the video when it is not playing. Instructions on how to capture a frame will be in your editing software.

If you do not submit one, the middle frame may very well be used as the default image. You may also submit a higher-quality "Icon" file for the print version if you wish.

Submit your videos online. The maximum allowable unload size for all submission files (cover letter, manuscript file, video files, etc.) is 2000 MB. Larger video files can be emailed separately as attachments or in a Zip file to bonnieb@bu.edu. If the videos are too large for emailing, then an FTP server or free online transfer service can be utilized. Contact cbpra@elsevier.com for further information.

These submission instructions may change as systems and methods develop, so please check back here regularly.

When the article is published

The video will appear within the article, just like a graph or a figure, and will be just the static captured thumbnail in the print version.

AFTER ACCEPTANCE

Online proof correction

Corresponding authors will receive an e-mail with a link to our online proofing system, allowing annotation and correction of proofs online. The environment is similar to MS Word: in addition to editing text, you can also comment on figures/tables and answer questions from the Copy Editor. Web-based proofing provides a faster and less error-prone process by allowing you to directly type your corrections, eliminating the potential introduction of errors.

If preferred, you can still choose to annotate and upload your edits on the PDF version. All instructions for proofing will be given in the e-mail we send to authors, including alternative methods to the online version and PDF.

We will do everything possible to get your article published quickly and accurately. Please use this proof only for checking the typesetting, editing, completeness and correctness of the text, tables and figures. Significant changes to the article as accepted for publication will only be considered at this stage with permission from the Editor. It is important to ensure that all corrections are sent back to us in one communication. Please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed. Proofreading is solely your responsibility.

Offprints

The corresponding author will, at no cost, receive a customized Share Link providing 50 days free access to the final published version of the article on ScienceDirect. The Share Link can be used for sharing the article via any communication channel, including email and social media. For an extra charge, paper offprints can be ordered via the offprint order form which is sent once the article is accepted for publication. Both corresponding and co-authors may order offprints at any time via Elsevier’s Author Services. Corresponding authors who have published their article gold open access do not receive a Share Link as their final published version of the article is available open access on ScienceDirect and can be shared through the article DOI link.
Additional information

Duties of Reviewers

Reviewers who feel unqualified to review a manuscript or know that its prompt review will be impossible should notify the editor and excuse him - or herself from the review process.

Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor.

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly and with supporting arguments.

Acknowledgement of Sources

Reviewers should identify published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the editor’s attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

Disclosure and Conflict of Interest

Unpublished materials disclosed in a submitted manuscript must not be used in a reviewer’s own research without the express written consent of the author. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

Advertising Policy

For advertisers in ABCT periodicals, the following is the procedure:

Staff will include ABCT’s nondiscrimination policy in advertising rate sheets. Staff will provide advertisers with the nondiscrimination policy and require statements from them on how they differ from our policy. This will apply to some, but not all, advertisers. It applies only to those who are advertising job or training opportunities (so booksellers and publishers, unless they're looking for someone to sell books or help with redaction, are exempt, as long as they're advertising books, journals, conferences, and the like). The following statement will appear on the advertising rate sheet: It is the policy of the Board of Directors of ABCT that all advertisers for jobs or training positions review the ABCT nondiscrimination policy. The Association for Behavioral and Cognitive Therapies is committed to a policy of equal opportunity in all of its activities, including employment. ABCT does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, or veteran status. If the advertiser's own policy differs from the ABCT policy, then that must be stated in the ad. We recommend that wording similar to the following is used: "Please note the nondiscrimination policy of XXX differs from the ABCT policy in that it does not include age, sexual orientation, or gender identity and expression". This wording appears ONLY if your nondiscrimination policy differs from ABCT's. For those advertisers who are not offering jobs or training opportunities (for instance, book sellers or VR distributors), this does not apply.

Following is our accepted advertising Policy in ABCT's policy and procedure manual

Policies Regarding Advertising

Advertisements must meet all relevant legal, professional, and ethical guidelines. ABCT publications are published for, and on behalf of, the membership and the cognitive and behavioral therapies community.

The Association reserves the right to unilaterally reject, omit, or cancel advertising which, by its tone, content, or appearance, is not in keeping with the essentially scientific, scholarly, and professional nature of its publications or the goals of the organization. The Association reserves the right to refuse ads that, because of omissions or inaccuracies, provide misleading or incorrect information. The Director of Communications, acting on behalf of the Editor, has the full and final authority for
approving advertisements and enforcing advertising policy for those ads submitted to the Association. Ads submitted to Elsevier running in multiple journals fall under the purview of Elsevier’s publisher or its representative.

Publication of any advertisement by ABCT is neither an endorsement of the advertiser nor of the products or services advertised. ABCT is not responsible for any claims made in an advertisement. Advertisers and advertising agencies assume liability for all content (including text representation and illustrations) of advertisements printed, and also assume responsibility for any claims arising therefrom made against the Publisher. The Publisher’s liability for any error will not exceed the charge for the advertisement in question.

Correspondence
Readers may submit comments or criticisms about published or e-published articles as a commentary. These may be peer reviewed and may be handled by the Editor or Associate Editor as a desk decision. The authors of articles discussed in correspondence may be given an opportunity to respond and/or may submit a response to the commentary. Every effort will be made to publish such commentaries / responses in the same issue (if the commentary is about an article that is e-published first) or in the very next available issue depending on the timing of the submissions and responses. Additionally, the editor(s) may invite commentaries to “featured articles”. Such commentaries also may be sent for peer review or may be handled as desk decisions.

Fundamental errors in published work
When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editor and cooperate with the editor to retract or correct the paper. If the editor or the publisher learns from a third party that a published work contains a significant error, it is the obligation of the editor to inform the author and for the author to promptly retract or correct the paper or provide evidence to the editor for the correctness of the original paper.

Errata
The Editor will publish errata on substantial or factual issues made known to the Editor by the authors or others. Readers may submit corrections to factual statements by contacting the Editor. Readers may submit comments or criticisms about published articles to our sister publication, the Behavior Therapist. The Editor of the Behavior Therapist may be contacted at drewa@albany.edu. The author of articles discussed in published correspondence will be given an opportunity to respond, preferably in the same issue in which the original correspondence appears.

AUTHOR INQUIRIES
Visit the Elsevier Support Center to find the answers you need. Here you will find everything from Frequently Asked Questions to ways to get in touch. You can also check the status of your submitted article or find out when your accepted article will be published.