

## ScholarOne Manuscript Submissions:

Click on this link: <https://mc.manuscriptcentral.com/ijgp>

### Log In:

Your User ID is your email. Please note your password is different from your AGPA login.

If you do not know your password, or if it is not working, enter your email under Password Help to receive a temporary password to log in, which will be emailed to you. Upon logging in, you may be asked to complete your profile. If asked, you will select an institution. If you do not belong to an institution, please select AGPA. You will then be asked for keywords. These keywords based upon your expertise. A minimum of three are required.

ScholarOne Manuscripts™ Instructions & Forms Help

International Journal of Group Psychotherapy Routledge Taylor & Francis Group

Log In Create An Account

**Log In** Welcome to the *International Journal of Group Psychotherapy* manuscript submission site. To Log In, enter your User ID and Password into the boxes below, then click "Log In." If you are unsure about whether or not you have an account, or have forgotten your password, enter your e-mail address into the "Password Help" section below. If you do not have an account, please click "Create an Account" above.

**Log In** Log in here if you are already a registered user.

User ID:

Password:  Log In

**Password Help.** Enter your e-mail address to receive an e-mail with your account information.

E-Mail Address:  Go

**New User?**  
[Register here.](#)

**Resources**  
• [User Tutorials](#)  
• [Home Page](#)

Once you are logged in, you will see the Welcome page. If you are part of the Editorial Committee, you will see two options: Author and Review. To submit a manuscript, you will select Author.

International Journal of Group Psychotherapy Routledge Taylor & Francis Group

Home Author Review

Help

- [User Tutorials](#)
- [International Journal of Group Psychotherapy](#)

International Journal of Group Psychotherapy

You will see the screen below. Select “Begin Submission” to submit a new manuscript (where it is circled below).

ScholarOne Manuscripts™ Helen Li ▾ Instructions & Forms Help Log Out

International Journal of Group Psychotherapy 

[Home](#) [Author](#) [Review](#) [Editorial Office Centre](#)

Author Dashboard

**Author Dashboard**

- [Start New Submission](#) >
- [Legacy Instructions](#) >
- [5 Most Recent E-mails](#) >
- [English Language Editing Service](#) >

## Start New Submission

METHOD	DESCRIPTION	START
Traditional Submission	Traditional submission allows you to upload files that were created from many sources.	<a href="#">Begin Submission</a>
 THOMSON REUTERS <b>ENDNOTE™</b>	EndNote is the industry standard software tool for publishing and managing bibliographies, citations and references on the Windows and Macintosh desktop.	<a href="#">Begin EndNote Submission</a>

You will then begin the submission process.

## Step 1:

Complete the required information below. Click Save & Continue on the bottom to go to the next step.

### Submission

- Step 1: Type, Title, & Abstract >
- Step 2: Keywords >
- Step 3: Authors & Institutions >
- Step 4: Details & Comments >
- Step 5: File Upload >
- Step 6: Review & Submit >

## Step 1: Type, Title, & Abstract

Select your manuscript type. Enter your title and abstract into the appropriate boxes below. If you need to insert a special character, click the "Special Characters" button. When you are finished, click "Save and Continue." [Read More ...](#)

\* = Required Fields

### \* Type:

CHOICE	TYPE
<input type="radio"/>	Regular Article
<input type="radio"/>	Brief Report
<input type="radio"/>	Reader's Forum
<input type="radio"/>	Research Review
<input type="radio"/>	Book Review
<input type="radio"/>	Video Review
<input type="radio"/>	Editorial
<input type="radio"/>	Letter to the Editor

### \* Title

Preview

Special Characters

### \* Abstract

Write or Paste Abstract

Preview

Special Characters

0 OUT OF 0 WORDS

\* Is the manuscript a candidate for a special issue?

- Yes
- No

If yes, please select the special issue:

Not Applicable ▾

Save

Save & Continue >

## Step 2:

Disregard the text field box to manually type in the Keywords. This section is not active. You will instead, click on where it says "Show Full List." There, you will select the keywords associated with your paper and click add that is located BELOW the Full List of recommended keywords. The Add button next to the text box does not work.

Main Menu / Author Dashboard / Submission

**Submission**

- Step 1: Type, Title, & Abstract >
- Step 2: Keywords >**
- Step 3: Authors & Institutions >
- Step 4: Details & Comments >
- Step 5: File Upload >
- Step 6: Review & Submit >

### Step 2: Keywords

You may enter your manuscript keywords in two different ways: search the journal's list of keywords by typing in a term and clicking "Search" or select your keywords from the list (Control-Click to select multiple words) and click "Add". When you are finished, click "Save and Continue."

\* = Required Fields

\* Keywords

+ Add

+ Show Full List

KEYWORDS REQUIRED 3. MAX 5.

Do not enter text in Keywords. This feature is not active.

Click "+Show Full List" to use the dropdown feature.

Main Menu / Author Dashboard / Submission

**Submission**

- Step 1: Type, Title, & Abstract >
- Step 2: Keywords >**
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### Step 2: Keywords

You may enter your manuscript keywords in two different ways: search the journal's list of keywords by typing in a term and clicking "Search" or select your keywords from the list (Control-Click to select multiple words) and click "Add". When you are finished, click "Save and Continue."

\* = Required Fields

\* Keywords

+ Add

- Hide Full List

- ....Group structure
- ....Group size
- ....Anti-Group Issues
- ....Difficult patients
- Special Topics/aspects/adaptation**
- ....Therapist self-care caring for the caregiver, compassion, fatigue
- ....Leadership

+ Add from List

KEYWORDS REQUIRED 3. MAX 5.

Issues relevant to all groups

Click "+Add from List" to add the keywords.

Selected Keywords will appear here.

Once you have selected 3-5 keywords, you be able to Save & Continue to Step 3.

### Step 3:

You may add any co-authors here. Once you are complete, click the box to confirm you have added all your co-authors. You will then be able to Save & Continue.

**Submission**

- Step 1: Type, Title, & Abstract >
- ✓ Step 2: Keywords >
- Step 3: Authors & Institutions >**
- Step 4: Details & Comments >
- Step 5: File Upload >
- Step 6: Review & Submit >

### Step 3: Authors & Institutions

Enter your co-authors' information in the boxes below, then click "Add to My Authors." To check if an author already exists in the journal's database, enter the author's e-mail address and click "Find." If the author is found, their information will be automatically filled out for you. When you are finished, click "Save and Continue."

\* = Required Fields

#### Authors

\* Selected Authors

ORDER	ACTIONS	AUTHOR	INSTITUTION
↑ Drag	1 ▾ Select...	<b>Ms Helen Li</b> <i>(Corresponding Author)</i> helenl@agpa.org	1. Professional Development Associate AGPA 25 East 21 Street 6 Floor New York, NY, USA 10010

#### Add Author

Find using Author's email address

AuthorsEmail@example.com

\* Please confirm that you have added all of your co-authors above. Failure to do so may result in your co-authors not being listed on the paper at publication. If you are the sole author, please tick this box to confirm.

## Step 4:

You are not required to enter a cover letter, so you can skip that. You will be required to answer the series of questions based on your submission.

**Submission**

- ✓ Step 1: Type, Title, & Abstract >
- ✓ Step 2: Keywords >
- ✓ Step 3: Authors & Institutions >
- Step 4: Details & Comments >**
- Step 5: File Upload >
- Step 6: Review & Submit >

## Step 4: Details & Comments

Enter or paste your cover letter text into the "Cover Letter" box below. If you would like to attach a file containing your cover letter, click the "Browse..." button, locate your file, and click "Attach this Cover Letter." Answer the remaining questions appropriately. When you are finished, click "Save and Continue."

\* = Required Fields

### Cover Letter

#### Write Cover Letter

Preview

Ω Special Characters

0 OUT OF 32768 CHARACTERS

#### Upload Cover Letter

📁 1. Select File

📎 2. Attach File

### Funding

Is there funding to report for this submission?

Yes  No

#### Funders

ACTIONS	FUNDER	GRANT / AWARD NUMBER
---------	--------	----------------------

No Funders Entered

Add Funder

**Submission**

- ✓ Step 1: Type, Title, & Abstract >
- ✓ Step 2: Keywords >
- ✓ Step 3: Authors & Institutions >
- Step 4: Details & Comments >**
- Step 5: File Upload >
- Step 6: Review & Submit >

\* Has this manuscript been submitted previously to this journal?

Yes

No

If yes, what is the manuscript ID of the previous submission?

#### Confirm the following:

\* Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere.

\* Confirm that all the research meets the ethical guidelines, including adherence to the legal requirements of the study country.

\* Confirm that you have prepared (a) a blinded text and (b) a separate title page file that includes acknowledgements and author information.

\* Do you have any conflict of interest?

Yes

No

If yes, please state:

#### Copyright

\* Confirm that you have seen, read and understood the publisher guidelines on [copyright and author rights](#).

- Submission**
- ✔ Step 1: Type, Title, & Abstract >
- ✔ Step 2: Keywords >
- ✔ Step 3: Authors & Institutions >
- Step 4: Details & Comments >
- Step 5: File Upload >
- Step 6: Review & Submit >

**Use of third-party material**

Please note that third-party copyrighted material reproduced in your paper should as a general rule be cleared for use by the rights holders, with special attention being paid to creative works, including images. However, it is the custom and practice in academic publishing that the reproduction of short extracts of text (excluding poetry and song lyrics) and some other types of material on a very limited basis for the purposes of criticism or review may be possible where full acknowledgement is given.

See [Permissions Guidance for Authors](#) for more information. Do contact [Editorial\\_Permissions@tandf.co.uk](mailto:Editorial_Permissions@tandf.co.uk) if you are unsure whether or not permission is required and, if so, how to seek it.

**\* Please advise on the status of using third-party material in your article:**

I have obtained the appropriate permissions for use of third-party material, as required, and kept copies of correspondence.

I am still working through permissions-related questions regarding use of third-party material

I am not using third-party material for which formal permission is required.

**Manuscript Information**

<b>* Number of figures:</b>	<input type="text"/>
<b>* Number of colour figures (For online publication only):</b>	<input type="text"/>
<b>* Number of tables:</b>	<input type="text"/>
<b>* Number of words (including abstract &amp; references):</b>	<input type="text"/>
<b>* Number of manuscript pages (Note: Do not include tables and figures):</b>	<input type="text"/>

**Definition of Financial Relationship**

Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria for promotional speakers' bureau, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected.

**Definition of Commercial Interest**

A commercial interest is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. Providers of clinical service directly to patients are not commercial interests – (unless the provider of clinical service is owned, or controlled by, a commercial interest) not commercial interests:

- 501-C Non-profit organizations that do not advocate for commercial interests
- Government organizations
- Non-health care related companies
- Liability insurance providers
- Health insurance providers
- Group medical practices
- For-profit hospitals
- For profit rehabilitation centers
- For-profit nursing homes
- Blood banks
- Diagnostic laboratories

**\* After having read the definitions above, In the past 12 months, have you or your spouse/partner had a financial relationship with any commercial interest?**

Yes

No

If yes, please state:

- Submission**
- ✔ Step 1: Type, Title, & Abstract >
- ✔ Step 2: Keywords >
- ✔ Step 3: Authors & Institutions >
- Step 4: Details & Comments >
- Step 5: File Upload >
- Step 6: Review & Submit >

[< Previous Step](#)

[Save](#)

[Save & Continue >](#)

## Step 5:

You will now upload your manuscript. Disregard the first section under Files. Click "Select File 1" to attach your manuscript, which is saved on your computer.

Step 5: File Upload

Upload as many files as needed for your manuscript in groups of three or fewer. These files will be combined into a single PDF document for the peer review process. If you are submitting a revision, please include only the latest set of files. If you have updated a file, please delete the original version and upload the revised file. To designate the order in which your files appear, use the dropdowns in the "order" column below. View your uploaded files by clicking on HTML or PDF. When you are finished, click "Save and Continue." Read More ...

\* = Required Fields

Files

ORDER ACTIONS UPLOADED BY

No files uploaded

Update Order

File Upload

SELECTION	FILE DESIGNATION
Select File 1 ...	Choose File Designation ...
Select File 2 ...	Choose File Designation ...
Select File 3 ...	Choose File Designation ...

Upload Selected Files

Previous Step Save Save & Continue

Disregard this section.

Click Select File 1 to import your manuscript. Make sure you know where your manuscript is saved on your desktop.

If you have tables or figures, you will attach them in File 2 and File 3.

For File Designation, you would choose the type of file you are uploading by using the dropdown menu. For instance, Main Document, Table, Figure, etc.

Once you have found and selected your manuscript, it will appear in "File name:" and click "Open."

Open

Desktop

helenli (AGPAAdc2012BHome) (H) - Shortcut

IE-AGPA.rdp Remote Desktop Connection 6.08 KB

IMIS.rdp Remote Desktop Connection 2.30 KB

Internet Explorer Shortcut 1.37 KB

ScholarOne Manuscript Submissions.doc Microsoft Word 97 - 2003 Docum...

File name: ScholarOne Manuscript Submissions.doc All Files Open Cancel

FILE DESIGNATION UPLOAD DATE UPLOADED BY

FILE DESIGNATION

Choose File Designation ...

Choose File Designation ...

Choose File Designation ...

Choose File Designation ...

Upload Selected Files

Previous Step Save Save & Continue

Once your file(s) have been selected, you will then click Upload Selected Files.

**Submission**

- Step 1: Type, Title, & Abstract
- Step 2: Keywords
- Step 3: Authors & Institutions
- Step 4: Details & Comments
- Step 5: File Upload**
- Step 6: Review & Submit

### Step 5: File Upload

Upload as many files as needed for your manuscript in groups of three or fewer. These files will be combined into a single PDF document for the peer review process. If you are submitting a revision, please include only the latest set of files. **If you have updated a file, please delete the original version and upload the revised file.** To designate the order in which your files appear, use the dropdowns in the "order" column below. View your uploaded files by clicking on HTML or PDF. When you are finished, click "Save and Continue." [Read More ...](#)

\* = Required Fields

Files 0.00 OUT OF 2,929.69 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
No files uploaded					

[Update Order](#)

**File Upload**

SELECTION	FILE DESIGNATION
<a href="#">ScholarOne Manuscript Submissions.doc</a> <a href="#">Remove</a>	Main Document - Anonymous
<a href="#">Select File 2 ...</a>	Choose File Designation ...
<a href="#">Select File 3 ...</a>	Choose File Designation ...

[Upload Selected Files](#)

Click here to upload selected files after you have selected all the files associated with this submission.

Please wait while your file(s) upload.

**Uploading File**

Please do not leave this page or your upload will stop.

Progress: Upload in progress. Please wait.

Once the file(s) have been uploaded, they will appear under the Files section. You may now Save & Continue.

**Submission**

- Step 1: Type, Title, & Abstract
- Step 2: Keywords
- Step 3: Authors & Institutions
- Step 4: Details & Comments
- Step 5: File Upload**
- Step 6: Review & Submit

### Step 5: File Upload

Upload as many files as needed for your manuscript in groups of three or fewer. These files will be combined into a single PDF document for the peer review process. If you are submitting a revision, please include only the latest set of files. **If you have updated a file, please delete the original version and upload the revised file.** To designate the order in which your files appear, use the dropdowns in the "order" column below. View your uploaded files by clicking on HTML or PDF. When you are finished, click "Save and Continue." [Read More ...](#)

\* = Required Fields

Files 4.69 OUT OF 2,929.69 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select:	ScholarOne Manuscript Submissions.doc 4807 KB	Main Document - Anonymous	07-Apr-2016	Helen LI

[Update Order](#) [View HTML proof](#) [View PDF proof](#)

**File Upload**

SELECTION	FILE DESIGNATION
<a href="#">Select File 1 ...</a>	Choose File Designation ...
<a href="#">Select File 2 ...</a>	Choose File Designation ...
<a href="#">Select File 3 ...</a>	Choose File Designation ...

[Upload Selected Files](#)

[Previous Step](#) [Save](#) [Save & Continue](#)

## Step 6:

You will be asked to verify everything before submitting. At the very bottom of the page, you will need to “View Proof” in both “View HTML Proof” and “View PDF Proof.” The “View PDF Proof” will take a few moments to appear because the system is converting the word document. Once you see the PDF, you can close that PDF. Both the “View HTML Proof” and “View PDF Proof” will now have a green checkmark next to each. You will then be able to submit.

**Submission**

- ✔ Step 1: Type, Title, & Abstract >
- ✔ Step 2: Keywords >
- ✔ Step 3: Authors & Institutions >
- ✔ Step 4: Details & Comments >
- ✔ Step 5: File Upload >
- Step 6: Review & Submit >**

You're almost done! [Submit >](#)

## Step 6: Review & Submit

Review the information below for correctness and make changes as needed. **After reviewing the manuscript proofs at the foot of this page, you MUST CLICK 'SUBMIT' to complete your submission.**

\* = Required Fields

### \* Verify Step Information

#### ✔ Step 1: Type, Title, & Abstract [Edit](#)

FIELD	RESPONSE
Manuscript Type	Regular Article
Title	Test
Abstract	Test

#### \* Is the manuscript a candidate for a special issue?

<input type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	No
If yes, please select the special issue:	
Not Applicable	

**Submission**

- ✔ Step 1: Type, Title, & Abstract >
- ✔ Step 2: Keywords >
- ✔ Step 3: Authors & Institutions >
- ✔ Step 4: Details & Comments >
- ✔ Step 5: File Upload >
- Step 6: Review & Submit >**

#### ✔ Step 2: Keywords [Edit](#)

FIELD	RESPONSE
Keywords	<ul style="list-style-type: none"><li>• Dynamics/Processes/Defenses &lt; Issues relevant to all groups</li><li>• Issues relevant to all groups</li><li>• Techniques &amp; interventions &lt; Issues relevant to all groups</li></ul>

#### ✔ Step 3: Authors & Institutions [Edit](#)

FIELD	RESPONSE
Author 1	Ms Helen Li <a href="mailto:helenli@agpa.org">helenli@agpa.org</a>  Professional Development Associate AGPA25 East 21 Street New York, NY, 10010, USA

\* Please confirm that you have added all of your co-authors above. Failure to do so may result in your co-authors not being listed on the paper at publication. If you are the sole author, please tick this box to confirm.

**Submission**

- ✔ Step 1: Type, Title, & Abstract >
- ✔ Step 2: Keywords >
- ✔ Step 3: Authors & Institutions >
- ✔ Step 4: Details & Comments >
- ✔ Step 5: File Upload >
- Step 6: Review & Submit >

✔ Step 4: Details & Comments [Edit](#)

FIELD	RESPONSE
-------	----------

**Cover Letter**

**Funding** There are no funders to report for this submission

**\* Has this manuscript been submitted previously to this journal?**

Yes

No

If yes, what is the manuscript ID of the previous submission?

**Confirm the following:**

\* Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere.

\* Confirm that all the research meets the ethical guidelines, including adherence to the legal requirements of the study country.

\* Confirm that you have prepared (a) a blinded text and (b) a separate title page file that includes acknowledgements and author information.

**\* Do you have any conflict of interest?**

Yes

No

If yes, please state:

**Copyright**

\* Confirm that you have seen, read and understood the publisher guidelines on [copyright](#) and [author rights](#).

**Use of third-party material**

Please note that third-party copyrighted material reproduced in your paper should as a general rule be cleared for use by the rights holders, with special attention being paid to creative works, including images. However, it is the custom and practice in academic publishing that the reproduction of short extracts of text (excluding poetry and song lyrics) and some other types of material on a very limited basis for the purposes of criticism or review may be possible where full acknowledgement is given.

See [Permissions Guidance for Authors](#) for more information. Do contact [Editorial\\_Permissions@tandf.co.uk](mailto:Editorial_Permissions@tandf.co.uk) if you are unsure whether or not permission is required and, if so, how to seek it.

**\* Please advise on the status of using third-party material in your article:**

I am not using third-party material for which formal permission is required.

Manuscript information	
* Number of figures:	0
* Number of colour figures (For online publication only):	0
* Number of tables:	0
* Number of words (including abstract & references):	2312
* Number of manuscript pages (Note: Do not include tables and figures):	13

**Definition of Financial Relationship**

Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria for promotional speakers' bureau, ownership interest (e.g. stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected.

**Definition of Commercial Interest**

A commercial interest is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.

Providers of clinical service directly to patients are not commercial interests – (unless the provider of clinical service is owned, or controlled by, a commercial interest) not commercial interests.

- 501-C Non-profit organizations that do not advocate for commercial interests
- Government organizations
- Non-health care related companies
- Liability insurance providers
- Health insurance providers
- Group medical practices
- For-profit hospitals
- For profit rehabilitation centers
- For-profit nursing homes
- Blood banks
- Diagnostic laboratories

**\* After having read the definitions above, in the past 12 months, have you or your spouse/partner had a financial relationship with any commercial interest?**

No

If yes, please state:

**Submission**

- ✔ Step 1: Type, Title, & Abstract >
- ✔ Step 2: Keywords >
- ✔ Step 3: Authors & Institutions >
- ✔ Step 4: Details & Comments >
- ✔ Step 5: File Upload >
- Step 6: Review & Submit >

**Submission**

- ✔ Step 1: Type, Title, & Abstract >
- ✔ Step 2: Keywords >
- ✔ Step 3: Authors & Institutions >
- ✔ Step 4: Details & Comments >
- ✔ Step 5: File Upload >
- Step 6: Review & Submit >

✓ Step 3: Authors & Institutions >  
 ✓ Step 4: Details & Comments >  
 ✓ Step 5: File Upload >  
 Step 6: Review & Submit >

✓ Step 5: File Upload

FIELD	RESPONSE
File 1	ScholarOne Manuscript Submissions.doc

\* View Proof

View the PDF to submit

Click on "View HTML Proof" and the online version of your manuscript will appear. You will close the window after you have reviewed it. Then you will click on "View PDF Proof." The "View PDF Proof" will take a few moments to appear because the system is converting the word document (see below screenshot). Once you see the PDF, you can close that PDF.

Submission

- ✓ Step 1: Type, Title, & Keywords
- ✓ Step 2: Keywords
- ✓ Step 3: Authors & Institutions
- ✓ Step 4: Details & Comments
- ✓ Step 5: File Upload
- Step 6: Review & Submit

ScholarOne Manuscripts - Google Chrome

https://mc.manuscriptcentral.com/LongRequest/ijgp?PARAMS=xik\_24s2RKGy1cEgsFF2GxRxZV6aoi9gYo7JSsuXD3X7ws2M1o41S4stajbBrdUzit

International Journal of Group Psychotherapy

Progress



Creating PDF for cover page  
Please Wait

Once you see both the the green checkmarks next to both "View HTML Proof" and "View PDF Proof," you will then be able to submit.

✓ Step 3: Authors & Institutions >  
 ✓ Step 4: Details & Comments >  
 ✓ Step 5: File Upload >  
 Step 6: Review & Submit >

✓ Step 5: File Upload

FIELD	RESPONSE
File 1	ScholarOne Manuscript Submissions.doc

\* View Proof

View the PDF to submit