



## **HETI Journal: International Research and Practice**

A publication of

THE FEDERATION OF HORSES IN EDUCATION AND THERAPY INTERNATIONAL

### **Manuscript Submission Overview**

The Federation of Horses in Education and Therapy International (HETI) publishes the HETI Journal: International Research and Practice. The focus of this journal is to advance knowledge about equine interactions in human services, such as in therapies, education/learning activities, and therapeutic/adaptive riding.

This overview serves to familiarize you with the submission process. More detailed information about manuscript requirements can be found in the Manuscript Guidelines document at <http://www.hetifederation.org/journal>

The HETI Journal has several submission categories:

- Original Research (*an original research study conducted by the author*)
- Review (*a comprehensive or systematic review of research on a specific topic*)
- Case Study (*a presentation of a single comprehensive case study or multiple case studies*)
- Theory and Practice (*a discussion of a specific topic in the field*)
- Letter to the Editor (*comments on articles published in the HETI Journal or in other journals on topics related to the equine-assisted field*)

The following are the steps for submission, peer-review and publication of a manuscript in the HETI Journal:

1. Please determine if your manuscript is eligible for submission by identifying the appropriate HETI Journal category (Original Research, Review, Case Study, Theory and Practice, Letter to the Editor)
2. Review Guidelines for Manuscript Submission and Manuscript Submission Checklist to ensure that the format, language and style of your manuscript are correct. If not correct, your manuscript will not be accepted for review.
3. Please visit <http://www.hetifederation.org/journal> to upload your manuscript through our submission platform.



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4. The Editorial Team will assign your manuscript to one or more reviewers who are blinded to your identity.
5. After the reviewers' comments and recommendations are received, the Editorial Team will notify you by email. This email will contain information of the current status of the manuscript (accepted, provisionally accepted or rejected), and copies of reviewers' reports.
6. You are given reasonable time (a minimum of two weeks) to address comments from the reviewers. The revised manuscript will be emailed back to the Editorial Team and must be accompanied by a separate document (cover sheet) noting how you have responded to comments and the revisions you have made.
7. Some back-and-forth editorial correspondence will take place between you and the Editorial Team while the manuscript is proof read and fact checked.
8. The Editorial Team may request final revisions. The manuscript is then formatted for publication.
9. The Editorial Team will email you the final version of your manuscript and you are asked to approve this version for publication (give consent for publication).

As you are preparing your manuscript for submission, please review the Guidelines for Manuscript Submission and complete the Manuscript Submission Checklist, both located at <http://www.hetifederation.org/journal>