

Guidelines for Authors

The *Journal of Counseling & Development (JCD)* publishes articles that inform counseling practice with diverse client populations in a variety of settings and that address issues related to counselor education and supervision, as represented by the membership of the American Counseling Association (ACA). Articles should be scholarly, be based on existing literature, and include implications for practice. Manuscripts typically fall into one of the following categories, although other kinds of submissions may be appropriate for *JCD* readers:

Practice. These manuscripts focus on innovative approaches, counseling programs, ethical issues, and training and supervision practices. They are grounded in counseling or educational theory and empirical knowledge. Some evidence of effectiveness in practice is provided.

Theory. These manuscripts provide a new theoretical perspective on a particular issue or integrate existing bodies of knowledge in an innovative way. A review of the literature, one type of conceptual piece, provides a critical overview of existing conceptual and empirical knowledge in a particular area. All theoretical pieces include implications for counseling practice.

Research. Both qualitative and quantitative studies are published in *JCD*. In these manuscripts, the review of the literature provides the context and need for the study, logically leading to the purpose and research questions. The methodology includes a full description of the participants, variables and instruments used to measure them, data analyses, and results. Authors are expected to discuss the clinical significance of the results. *JCD* requires authors to follow the *Publication Manual of the American Psychological Association* (5th ed.) with regard to reporting effect size (see p. 5 and pp. 25–26 of the *Manual*). Authors should consult Thompson (2002, *Journal of Counseling & Development*, 80, 64–71) and Trusty, Thompson, and Petrocelli (2004, *Journal of Counseling & Development*, 82, 107–110) for guidelines on effect sizes. The use of confidence intervals, including confidence intervals for effect size, can be very helpful. The Discussion section includes conclusions and implications for future research and counseling practice.

Assessment & Diagnosis. These manuscripts are focused on broad assessment and diagnosis issues that have direct relevance for the practitioner. In general, *JCD* does not publish developmental work on individual scales or tests.

Profiles. These manuscripts are focused on one or more persons who have made significant contributions to the profession through scholarship, leadership, and/or innovative practices. This section is also devoted to profiling organizational aspects of ACA. One example is a historical review of one of ACA's Divisions in relation to significant achievements that have positively affected the counseling field.

Trends. These manuscripts are designed to provide readers with information about significant counseling-related literature (i.e., journal articles or special issues) not published and distributed by ACA. Half of the manuscript should be devoted to a review of the material selected and half devoted to implications for counselors and/or the counseling profession. Members of the editorial board are routinely invited to write for this section. An author who is not an editorial board member is required to contact Dr. Thomas Hohenshil, the associate editor for Trends (at tohen@vt.edu), to discuss a possible submission prior to sending a manuscript to *JCD*.

Best Practices. This differs somewhat from the Practice & Theory section in that manuscripts addressing best practices are generally shorter pieces that focus on counseling interventions based on outcome data. A "Best Practices" manuscript is defined as one that uses evidence-based data to address one or more aspects of Gordon Paul's famous 1967 question (paraphrased): What works best for this particular client with this particular problem with this particular counselor in this particular setting? Manuscripts could include but are not limited to data-based outcome studies, meta-analysis, reviews of the literature, overviews, and practical considerations of the research on a topic.

Book & Media Reviews. *JCD* will no longer be accepting Book & Media Reviews due to space limitations.

Manuscript Preparation. All manuscripts should be prepared according to the *Publication Manual of the American Psychological Association* (5th ed.). Authors should consult the *APA Publication Manual* for guidelines regarding the format of the manuscript, abstract, citations and references, tables and figures, and other matters of editorial style. Tables and figures should be used only when essential. No more than three tables and two figures with each manuscript will be accepted. Figures (graphs, illustrations, line drawings) must be supplied as camera-ready art (glossies prepared by commercial artists) whenever possible. If electronic artwork is supplied, it must be a minimum resolution of 600 dots per inch (dpi) up to 1200 dpi. Halftone line screens should be a minimum

of 300 dpi. JPEG or PDF files are preferred. (See *APA Publication Manual* pp. 188–201 for further details on figure preparation.) Figure captions are to be on an attached page, as required by APA style. *JCD* does not publish footnotes. Instead, incorporate any footnotes into the text or include an endnote.

Authors must also carefully follow *APA Publication Manual* guidelines for nondiscriminatory language regarding gender, sexual orientation, racial and ethnic identity, disabilities, and age. In addition, the terms *counseling*, *counselor*, and *client* are preferred, rather than their many synonyms.

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Manuscript Length Limitations. Each manuscript submission is limited to no more than three tables and two figures. In total, manuscripts submitted to the Research section must not exceed 25 pages, including references. For submissions to the Practice, Theory, Assessment & Diagnosis, or Best Practices sections, manuscripts must not exceed 20 pages, including references. Trends section manuscripts are limited to 12 pages. Manuscript titles are limited to 80 characters. Abstracts are limited to 75 words. Any submissions that do not adhere to length limitations will be returned without review.

JCD Editorial Masked Review. *JCD* uses an anonymous review system. Thus, authors must submit a manuscript that contains no clues to the authors' identity. Citations that may reveal the authors' identities (e.g., "in an extension of our previous work [citation of work with authors' names]") should be masked (e.g., ["Authors, 2003"]). The authors' names, positions or titles, places of employment, and mailing addresses should appear on one cover title page only, not in an author footnote. Other title pages should include the title only. Manuscripts are reviewed by at least two editorial board members. Manuscripts typically undergo revision before final acceptance. The Editor makes final decisions regarding publication. Authors whose manuscripts are accepted for publication will be required to provide a final version on a CD-ROM or 3½" diskette in either MS Word 98, Word 2000, or generic (ASCII) format for IBM-compatible computers or in text file format for Macintosh computers. The submitting authors' names and the hardware and software used in preparing the diskette must be clearly labeled on the diskette.

ACA Code of Ethics. *JCD* expects authors to follow the *ACA Code of Ethics* (2005) of the American Counseling Association (ACA) related to publication, including authorship, concurrent submission to only one publication, informed consent for research participants, and piecemeal publication of research data. In a cover letter, authors should include statements indicating that they have complied with specified ACA ethical standards relevant to their manuscript.

Submission of Manuscripts. *JCD* has moved to a complete electronic manuscript submission and review process. Electronically submit as attachments one copy of the manuscript with authors' names and affiliations on the cover sheet and one copy with all names removed, along with a letter briefly describing the topic of the article and identifying the appropriate *JCD* section (e.g., Qualitative Research, Best Practices) to JC-D@psu.edu. Authors must then submit one hard copy of the original manuscript and the letter via regular mail as a backup to Spencer Niles, *JCD* Editor, Department of Counselor Education, Counseling Psychology, and Rehabilitation Services, The Pennsylvania State University, 327 CEDAR Building, University Park, PA 16802-3110 (e-mail: JC-D@psu.edu; fax: 814-863-7750). The subject line of the e-mail message must state "manuscript submission." Do not send manuscripts to the Virginia office of ACA; this will delay handling. Authors are expected to provide an e-mail address and fax number, if available, in the cover letter that accompanies a submission.

Note: Authors bear full responsibility for the accuracy of references, quotations, tables, figures, and the overall content of the article. The ACA Publications Department will send corresponding authors preliminary typeset pages (via e-mail) of the edited article for their final review.