

# Information for Authors

---

*The Career Development Quarterly* (CDQ) invites articles regarding career counseling, individual and organizational career development, work and leisure, career education, career coaching, and career management. Methodologies can include but are not limited to literature reviews that make research accessible to practitioners, case studies, history and public policy analyses, qualitative research, and quantitative research that is of specific relevance to the practice of career development. Each article should include implications for practice because CDQ is concerned with fostering career development through the design and use of career interventions.

Regular manuscripts must be double-spaced throughout (including references) and must not exceed 26,700 characters (including spaces), 3,750 words, or 15 pages. Occasionally, a longer manuscript may be considered. Provide, but do not count, a cover page with each author's name, position, and place of employment, and a clear abstract of up to 100 words that provides essential information about the article. Authors should not place their names or other identifying information on the manuscript itself because all manuscripts are peer-reviewed with a blind reviewing system. Manuscripts should be submitted electronically via e-mail as an attachment to CDQ@ncda.org. Manuscripts will be acknowledged by e-mail when they are received.

Reports of demonstrably effective career counseling methods or programs are featured in the section "Effective Techniques." Articles in this section describe theoretically based techniques that advance career development for people of all ages. Qualitative or quantitative data providing evidence of the technique's effectiveness will be included in such articles. Manuscripts submitted to the "Effective Techniques" section should be double-spaced throughout (including references) and should not exceed 21,360 characters (including spaces), 3,000 words, or 12 pages. Such articles should contain (a) a brief review of the literature related to the theoretically based intervention, (b) a clear description of the intervention, (c) a brief report of data supporting the technique's effectiveness, and (d) a summary.

"Brief Reports" manuscripts should be double-spaced throughout (including references) and should not exceed 8,900 characters (including spaces), 1,250 words, or 5 pages (excluding title page, an abstract of no more than 80 words, references, and no more than one table or figure) and should contain a clear and concise summary of the study (including rationale, objectives, design, instruments, sample, analyses, results, and implications for research and practice).

The "Global Visions" section contains articles addressing issues of career counseling and development in countries outside the United States. These manuscripts must be double-spaced throughout (including references) and must not exceed 26,700 characters (including spaces), 3,750 words, or 15 pages.

Manuscripts must be prepared carefully, such that ideas flow coherently and writing is clear and concise. Avoid jargon, acronyms, and sexist terminology. Headings and subheadings should be used to structure the content. Article titles and headings in the articles should be as short as possible. Do not use footnotes. Use tables sparingly, include only essential data, and combine tables wherever possible. Authors should submit no more than three tables and two figures with each manuscript. The *Publication Manual of the American Psychological Association* (5th ed.) serves as the style manual for CDQ. Authors are encouraged to reduce bias in language against persons on the basis of gender, sexual orientation, racial or ethnic group, disability, or age by referring to the guidelines in the fifth edition of the APA manual. Authors must address the clinical significance of their results using effect size indicators, narrative analyses, or both.

Authors who use lengthy quotations or adapt tables and figures from another source must secure written permission to do so from the copyrighted source. Manuscripts that include copyrighted material will not be accepted for publication in CDQ until the author provides the editor with written permission from the copyright holder.

Submit all manuscripts electronically through e-mail to Jerry Trusty, Editor, *The Career Development Quarterly* at CDQ@ncda.org. If you do not have access to electronic mail services, please send an original and three photocopies of the manuscript to Jerry Trusty, Editor, *The Career Development Quarterly*, Department of Counselor Education, Counseling Psychology, and Rehabilitation Services, The Pennsylvania State University, 327 CEDAR Building, University Park, PA 16802-3110 (telephone: 814.863.7536). Be sure to include your e-mail address on the title page of the manuscript. Never submit material that is under consideration by another journal or that has been previously published. About 12 weeks will elapse between acknowledgment of the manuscript's receipt and notification of its disposition. After the final acceptance of an article, authors should expect minor editing for style consistency. Authors of manuscripts accepted for publication will be asked to provide the final article electronically via e-mail, specifying word processing software that was used to prepare the manuscript (MS Word or WordPerfect 5.0 or later version is preferred) along with a .txt file with no line breaks (e.g., popems.txt). After an article's publication, all authors of articles and senior contributors to sections will receive a complimentary copy of CDQ.

© 2009 by the National Career Development Association. All rights reserved.