

# Guidelines for Authors

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The *Journal of Addictions & Offender Counseling* invites manuscripts of interest to the readers. If you wish to contribute to the journal, please follow these guidelines for submission and preparation.

**Online Submission.** Authors should submit manuscripts electronically as an e-mail attachment. Prospective authors who do not have Internet access may contact the editor for guidance in submitting manuscripts by regular mail.

- Send the following three documents in MS Word to the editor, Stephen Southern (JAOC@mc.edu): (a) a complete manuscript written according to the Guidelines for Authors (see below), (b) an anonymous copy of the same manuscript that begins with the abstract and removes any author information, and (c) a cover letter. The cover letter should include the following elements:
  - Name of the contact person for communication regarding the manuscript
  - Address of the contact person
  - E-mail address of the contact person
  - A statement indicating that ACA ethical standards have been observed in conducting the research
  - Indication of the type of submission: Qualitative Research, Quantitative Research, Position Paper, Innovative Approach or Literature Review

## Guidelines for Authors

- Generally, manuscripts should not exceed 20 pages total, excluding all references, tables, and figures.
- The manuscript must be typewritten and double-spaced with 1" margins.
- The manuscript, including format, punctuation, tables and figures, references, and all other relevant components, should follow the style of the *Publication Manual of the American Psychological Association* (5th ed; APA, 2001), available from APA Member Services Department, 750 First St. N.E., Washington, DC 20002-4242 (<http://www.apastyle.org/>).
- Include an abstract of no more than 40 words.
- The title page of the manuscript should include the names of each author, followed by a paragraph that repeats the names of authors and gives the institutional affiliation of each.
- 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 *APA Publication Manual* (5th ed).
- Article titles and headings within the article should be as short as possible.
- Do not use footnotes.
- Check all references for completeness and agreement between text and final list; adequate information should be given to allow the reader to retrieve the referenced material from the most available source.
- Authors should not submit more than three tables and two figures with each manuscript. Include only essential data and combine tables wherever possible. Each table should be on a separate sheet of paper, following the reference section of the article. Final placement of tables is at the discretion of the production editor; in all cases, tables will be placed after the first reference in the text to the table.
- Figures (graphs, illustrations, line drawings) should be checked for possible duplication of information in text or tabular presentation. Figures should be submitted as clean, camera-ready art in sans serif type no smaller than 8 points. Electronic submissions of artwork should be a minimum resolution of 600 dots per inch (dpi) and a maximum of 1,200 dpi. Halftone line screens should be a minimum of 300 dpi. JPEG or PDF files are preferred. (See *APA Publication Manual*, 5th ed., pp. 188–201, for details on figure preparation). The figure caption should be included on a separate page.
- Lengthy quotations (500 cumulative words or more from one source) require **written** permission from the copyright holder for reproduction. Adaptation of tables and figures also requires reproduction approval from the copyright source. It is the **author's responsibility** to secure such permission, and a copy of the publisher's written permission must be provided to the journal editor immediately upon acceptance of the article for publication by ACA.
- Never submit material for concurrent consideration by another periodical.
- In preparing the manuscript, identify the type of manuscript (Qualitative Research, Quantitative Research, Position Paper, Innovative Approach, or Literature Review).
  - Qualitative and Quantitative designations refer to major types of research manuscripts; however, mixed designs and evaluation research may be submitted.
  - Position Papers present a particular statement about an issue, demonstrating that the perspective is valid and worth implementing.
  - Innovative Approaches include manuscripts that describe innovative new treatment methods, substantive modifications of existing methods or models, and/or innovative applications of existing methods/treatment models.
  - Integrative, well-focused Literature Reviews that address critically the state of the art of particular problems and solutions, including meta-analyses, may be submitted.
- Manuscripts not meeting these minimum Guidelines for Authors will be returned to the corresponding author for modification and resubmission before the manuscript is registered and distributed to editorial board members for review.
- Upon acceptance for publication, the final copy of the manuscript should be submitted on a 3½" high-density (HD) diskette or CD-ROM, along with a hard copy. The disk format should preferably be IBM compatible; the manuscript should be in MS Word. No other file formats will be accepted. Additional documents (i.e., copyright and author information forms) will also be required at that time.

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