

GUIDELINES FOR AUTHORS

The Journal of Humanistic Counseling, Education and Development is published twice yearly. If you wish to contribute, please contact the editor, Mark B. Scholl, at mark.scholl@liu.edu or by phone at 516-299-2815 (fax: 516-299-3312).

The Journal of Humanistic Counseling, Education and Development invites articles and studies that focus on counseling from a humanistic perspective, highlighting education and development. Featured topics include the design and implementation of humanistic counseling strategies and instructional programs for changing systems into more humanistically oriented organizations. Articles emphasizing the human factors that influence counseling, teaching, learning, growing, and living are sought. They may touch on a wide variety of issues, including humanistic theories and goals, the integration of human potential practices, and strategies for making human service and educational organizations more people responsive.

- ♦ The title page should be numbered page 1 and include title, name(s) of author(s), author affiliation, e-mail address, and running head. Begin the abstract on a new page and identify it with the running head and the page number 2 in the upper right-hand corner of the page. The abstract should be 50 words. Begin the text on page 3 with the title centered at the top of the page.
- ♦ Manuscripts should be submitted in electronic format (MS Word, WordPerfect, RTF, or DOS Text) as an e-mail attachment sent to mark.scholl@liu.edu or as a file saved to a 3.5-inch diskette and mailed to Mark B. Scholl, *JHCEAD* Editor, Department of Counseling and Development, 720 Northern Boulevard, Long Island University/C.W. Post Campus, Brookville, NY 11548-1326.
- ♦ The submitting author's name and the software used must be clearly labeled on the diskette. Submissions that do not adhere to these Guidelines for Authors will be returned without review. Authors whose manuscripts have been accepted for publication should also provide their final version in electronic format. ACA Publications Department will provide the corresponding author with a typeset page proofs (via e-mail in PDF file format) of the edited article for their final review prior to publication. Authors bear full responsibility for the accuracy of all references, figures, and tables.
- ♦ Manuscripts should be well organized and concise so that the development of ideas is logical. Avoid clichéd writing and aim at the clear and interesting communication of ideas.
- ♦ Authors should use gender-equitable terms and should avoid wording that would imply bias against persons on the basis of sexual orientation, racial or ethnic group, nationality, religious persuasion, economic status, ability, or age by referring to the guidelines in the 2001 (fifth) edition of the *Publication Manual of the American Psychological Association* (APA).
- ♦ Researchers are to include in their studies an adequate description of the sample. This description should include not only sex, age range, and socioeconomic status, but also the cultural, racial, and ethnic backgrounds of participants. Authors are expected to discuss the clinical significance of results (e.g., effect size, narrative analyses).
- ♦ Journal articles are edited for correct grammar, spelling, and punctuation, as well as for the style of the *APA Publication Manual* (fifth edition).
- ♦ Check all references for completeness; all references must be in the style of the APA. Cite page numbers for direct quotations. For questions about style, consult either a current issue of *The Journal of Humanistic Counseling, Education and Development* or the *APA Publication Manual* (fifth edition).
- ♦ Lengthy quotations (generally 300–500 cumulative words or more from one source) require written permission from the copyright holder for reproduction. Adaptation of tables and figures also requires written permission/reproduction approval from the copyrighted 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 for publication.
- ♦ Authors should not submit more than three tables and two figures with each manuscript. Include only the essential data and combine tables wherever possible. Refer to a recent copy of the journal for style of tabular presentations. 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 near the first reference of the table in the text.
- ♦ *The Journal of Humanistic Counseling, Education and Development* uses an anonymous review system. Authors should include names and affiliations as a separate title page only and make every effort to submit a manuscript that supplies no clues to author identity.
- ♦ Articles are customarily 12 to 25 typewritten pages. Note, ACA style does not use footnotes.
- ♦ Do not submit material that has been previously published or is under consideration by another periodical.