

Statement of Publication Values of the American Counseling Association

Approved by the ACA Governing Council

The goal of scholarly and professional writing is to advance the profession through the dissemination of new research, knowledge, and information to counselors and consumers. Consistent with this goal is the idea of providing accurate, authentic, unduplicated material in the most expedient manner possible, so that it might be incorporated and implemented by counselors. In order to accomplish this, all counselors involved in the publication process must commit to the highest standards of professionalism. Specifically, this means that:

- Editors and publishers create and adhere to processes that are fair, professional, and timely for the production of journals, books, and other published materials.
- Editorial board members and reviewers provide feedback that is thorough and impartial, in order to provide authors with the means to publish the highest quality material. Central to this process is providing reviews within the time span outlined by the editor or publisher.
- Authors present information or data that is current, timely, and relevant, as well as in compliance with the policies set forth in Section G of the *ACA Code of Ethics* for the publication of material.
- Authors should address ACA's target audience—counselors—and use the terms *counselor* and *counseling* throughout their publications in keeping with ACA's mission of advancing the counseling profession.
- Counselors apply the information or knowledge in a way that is either consistent with the original intent of the author, or modifies the information or knowledge in a way that advances the profession by creating new opportunities for growth.

Best Practices for Publishing in an ACA Journal

Editors

In order to expedite the review process, editors are encouraged to “pre-screen” all manuscripts and reject those that do not appear to meet minimum scholarly standards for publishing (e.g., not in APA format, poor methodology, not scientific).

Editors are encouraged to remind editorial board members when the deadline for a review is approaching (i.e., automated e-mail) in order to ensure compliance with the time line.

Manuscripts that are accepted with revisions should be given a return date for resubmission. This would serve as a deadline for authors to return the manuscript, so that timeliness of information can be observed.

Editors should be able to communicate a reasonable time line to authors with regard to the intended publication date of their work.

Editors are encouraged to provide feedback to authors within a timely manner (e.g., 3 months), in order to keep the literature current and to allow authors to work on revisions or resubmissions if necessary.

Editors should generate a yearly report including the number of manuscripts received and the disposition of those manuscripts (e.g., rejected, accepted with revisions). The average publication time, from acceptance to publication should also be included in this report. This information should be available to the public. This report could also include a listing of citation indexes for the journal, indicating the frequency of citation for the journal (i.e., the Impact Factor) if known.

Editors are encouraged to publish a time line for articles that are accepted at the end of the article. These dates would include date received, date revision received, and date of publication.

Editors are encouraged to ask authors to update citations and the reference list in terms of any new key publications relative to their topic after a manuscript is accepted. It is recommended that this request be sent to authors at least two months prior to the submission of a complete, final issue to ACA so that authors have time to respond. This procedure will ensure that despite the lapse of time between acceptance and publication, manuscripts cite the most current literature possible. Updated articles submitted after the editor's deadline will not be accepted if the final issue has been sent to ACA.

Editorial Board Members

Members of an editorial board, or guest reviewers, are encouraged to sign a commitment letter whereby they agree to complete reviews in a timely manner (e.g., 1 month) or they suffer potential removal from the board.

Editorial board members should provide comprehensive and clear, written feedback, both positive and constructive to authors, in order to facilitate understanding of the editorial decision. This will also assist authors in improving their work for future publication and improve the scholarship of the field in general.

Editorial board members should only accept those manuscripts for review for which they are competent to review, indicating a relative expertise in that area.

Authors

Authors are advised to produce manuscripts that provide current reviews of the literature.

Authors are encouraged to become familiar and adhere to guidelines for submission for the journal in which they seek publication. Adherence to guidelines set forth by the editors will greatly facilitate the submission and acceptance process.