

Guidelines for Authors

Counselor Education and Supervision (CES) is dedicated to publishing articles concerned with research, theory development, or program applications related to counselor education and supervision. The journal is concerned with the preparation and supervision of counselors in agency or school settings; in colleges and universities; or at local, state, or federal levels; and all aspects of diversity.

The journal uses an anonymous review procedure. This means that all submitted manuscripts must be prepared for blind review. Omit or mask references to specific institutions, states, or any other form of identifying information within the manuscript until your manuscript is accepted for publication and submitted in the final version. The section below describes the steps in submitting a manuscript. Complete instructions and a tutorial are provided on the *CES* Web site (<http://chds.edu.kent.edu/ces>).

All manuscripts must be submitted electronically. Submit via e-mail attachment to **ces@kent.edu**. The coeditors make final decisions regarding publication. Generally, authors can expect a decision regarding a manuscript 4 to 5 months after notification that their manuscript has been received. The following are guidelines for developing and submitting a manuscript. Manuscripts that do not conform to these guidelines will be returned to the author without review.

The Submission Cover Letter

Manuscript submission must be accompanied by a cover letter (also attached to the submission e-mail) designating the type of manuscript. Manuscript types include qualitative design, quantitative design, innovative methods, or position paper. The cover letter must also include a statement establishing that ethical procedures were used and that all relevant human participants' considerations were observed. In addition, the cover letter must include the e-mail addresses of all authors. Finally, the cover letter must include the category under which the manuscript should be published. Categories are as follows:

1. **Counselor Preparation.** Research and theory articles that address counselor education curriculum and the preparation, supervision, and development of counselor education students.
2. **Supervision.** Research and theory articles on counseling supervision.
3. **Professional Development.** Research articles and position papers related to ongoing professional development for counselors, supervisors, and counselor educators.
4. **Current Issues.** Position papers or research relevant to counselor education and supervision. Relevant areas include diversity, accreditation, licensure, counselor function, supervision issues, and other timely topics.
5. **Innovative Methods.** Clearly delineated and substantiated descriptions of new methods, ideas, and innovations in counselor education and supervision. Manuscripts must include a review of the literature establishing a basis for the methods; a description of the methods, including the context in which the methods are used; and a qualitative or quantitative evaluation of the method.

Manuscript Requirements

1. Manuscripts should be a total of 20 to 25 pages, including all references, tables, and appendixes. Manuscripts must include a 50- to 100-word abstract. All manuscripts are to be double-spaced, including references and extensive quotes. Allow 1" margins on all sides.
2. Manuscripts should be submitted in Microsoft Word or as RTF files. We do not accept Macintosh formats. For resubmissions only, combine the cover letter and manuscript into one complete file, which is prepared for blind review. Files must be submitted in a 12-point Times Roman font.
3. Use the *Publication Manual of the American Psychological Association* (5th ed.) as a manual for style and manuscript format, including style for all figures, tables, and references. Articles are limited to 3 tables and 2 figures. Figures that are not camera ready will be returned to the author and may cause a delay in publication. Authors bear responsibility for the accuracy of references, tables, and figures. Do not use footnotes.
4. Authors are encouraged to use guidelines 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 *Publication Manual of the American Psychological Association* (5th ed.).
5. Do not submit previously published or in-press material or a manuscript that is under consideration for publication in another periodical.
6. Lengthy quotations (300–500 words) require **written** permission from the copyright holder for reproduction. Adaptation of tables and figures also requires reproduction approval. It is the **author's responsibility** to secure such permission. A copy of the publisher's permission must be provided to the journal coeditors immediately on acceptance of the article for publication.
7. Submit all manuscripts via e-mail attachment. Please include your cover letter in the body of the e-mail, and make sure a copy of the manuscript is prepared for blind review. Send your manuscript to **ces@kent.edu**. All tables and figures must be included and properly formatted within the electronic file (i.e., they will not be accepted separately). Please review the *CES* Web site (<http://chds.edu.kent.edu/ces>) for complete instructions and procedures.

Resubmissions

For resubmissions, combine the cover letter and manuscript into one complete file prepared for blind review. In addition, please follow the submission procedures described. Complete instructions for re-submitting manuscripts that have been revised and a resubmission disposition letter are also available on the *CES* Web site (<http://chds.edu.kent.edu/ces>).

Always include the e-mail addresses of all authors in the manuscript cover letter.

Special Sections

Special sections are a set of articles on a specific theme that appear periodically. A special section is proposed by the special section organizers for approval by the Editorial Board process and, if approved, coordinated by the organizer using the regular board review process. Individuals interested in developing a special section should e-mail an inquiry to the journal coeditors.

See tutorial for online submission of manuscripts on the CES Web site:
<http://chds.edu.kent.edu/ces>