

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. Sections within the journal include the following:

- **Counselor Preparation.** Research and theory articles that address counselor education curriculum and the preparation, supervision, and development of counselor education students.
- **Supervision.** Research and theory articles on counseling supervision.
- **Professional Development.** Research articles and position papers related to ongoing professional development for counselors, supervisors, and counselor educators.
- **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.
- **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.
- **Pedagogy.** Research and theory articles that address culturally competent theory, research, and practice focused on instruction, course design, and evaluation in the classroom, practicum, and field experience.
- **Applied Practice.** Field-based research articles that provide a detailed description of: the applied setting, relevant educational or supervisory practices, or application of a particular educational or supervisory theory and the outcomes, implications, and limitations that fit the data.
- **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 editor.

Submission of Manuscripts

Manuscripts are to be submitted electronically (in one attachment) in Microsoft Word format (.doc) to <http://mc.manuscriptcentral.com/ces>. Full instructions and support are available on the site and a user ID and password can be obtained on the first visit. Support can be contacted by phone (888-503-1050) or via the red Get Help Now link in the upper right-hand corner of the login screen. For additional inquiries, contact the journal field editor: Danica G. Hays, Interim CES editor, Counseling and Human Services, Old Dominion University, 110 Education Building, Norfolk, VA 23529; phone: 757-683-6692; fax: 757-683-5756; or e-mail: ces@acesonline.net. Manuscripts are reviewed by at least two editorial board members and typically undergo revision before final acceptance. The Editor makes final decisions regarding publication.

All submissions are blind peer reviewed. Therefore, authors must submit a manuscript that contains no clues to the authors' identity. Citations that may reveal the authors' identities (e.g., "in an extension of our previous work [citation of work with authors' names]") should be masked (e.g., ["Authors, 2011"]). The authors' names, positions or titles, places of employment, and mailing addresses should appear on one cover title page only, not in an author footnote. Other subsequent pages should include only the manuscript title in the header.

Authors submitting manuscripts to the journal should not simultaneously submit them to another journal, nor should manuscripts have been published elsewhere in substantially similar form or with substantially similar content.

Preparation of Manuscripts

Authors should carefully prepare their manuscripts in accordance with the following instructions:

All manuscripts should be prepared according to the *Publication Manual of the American Psychological Association* (6th ed.; American Psychological Association [APA], 2010). Manuscripts should be as concise as possible, yet sufficiently detailed to permit adequate communication and critical review. Consult the APA *Publication Manual* for specific guidelines regarding the format of the manuscript, abstract, citations and references, tables and figures, and other matters of editorial style. Tables and figures should be used only when essential.

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CES Guidelines for Authors (Continued)

Selected Sections and Page Limitations for Manuscript Submissions

Title Page: The first page of the manuscript should be masked and only contain the title of the manuscript.*

***Note.** Prepare a separate, supplemental file labeled “Title Page” and upload at the above website in addition to the blinded manuscript. This title page document should contain the article title, the names and affiliations of all coauthors, author notes or acknowledgments, and complete contact information of the corresponding author who will review page proofs (including complete mailing address and e-mail) in the following format:

Author(s) Name only (i.e., no degrees or position titles listed), Department Name, University Name, at City (if applicable), Author Name is now at Department Name, University Name, at City (if changed from above listing). Correspondence concerning this article should be addressed to Author Name, full mailing (including street or PO Box) address, City, State (using postal abbreviation), zip code (e-mail: name@name.edu).

Abstract: The abstract should express the central idea of the manuscript in nontechnical language. It should be on page 2 and is limited to 50–100 words.

Keywords: Keywords should follow the abstract on page 2 and are limited to 5 words.

Tables and Figures: No more than 3 tables and 2 figures with each manuscript will be accepted.

Please be sure to indicate the table or figure callouts within the manuscripts. However, do not embed tables or figures within the body of the manuscript. Each table or figure should be placed on a separate page following the reference list. Figure captions are to be on an attached page, as required by APA style. Figures (graphs, illustrations, line drawings) must be supplied in electronic format with a minimum resolution of 600 dots per inch (dpi) up to 1,200 dpi. Halftone line screens should be a minimum of 300 dpi. JPEG or PDF files are preferred. (See *APA Publication Manual*, pp. 128–150, for more detailed information on table preparation and pp. 150–167 for further details on figure preparation.)

References: References should follow the style detailed in the *APA Publication Manual*. Check all references for completeness, including year, volume number, and pages for journal citations. Make sure that all references mentioned in the text are listed in the reference section and vice versa and that spelling of author names and years are consistent.

Footnotes or endnotes: Do not use. Incorporate any information within the body of the manuscript.

Other: Authors must also carefully follow *APA Publication Manual* guidelines for nondiscriminatory language regarding gender, sexual orientation, racial and ethnic identity, disabilities, and age. In addition, the terms *counseling*, *counselor*, and *client* are preferred, rather than their many synonyms.

Page Limitations

Manuscripts should be 20 to 25 double-spaced pages total, including all references, tables, and appendices

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Accepted Manuscripts

Authors will receive information for submitting a final copy of their manuscript upon acceptance from the Editor. All authors will be expected to submit final, fully executed copyright release forms at the time their manuscript has been accepted. Page proofs for review will be sent to the corresponding author only via e-mail.

Receipt of Final PDF File Upon Publication

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