

# Guidelines for Authors

*Counseling and Values (CVJ)* is a professional journal of theory, research, and informed opinion concerned with the relationships among counseling, ethics, philosophy, psychology, religion, social values, and spirituality. Its mission is to promote free intellectual inquiry across these domains. Its vision is to attract a diverse readership reflective of a growing diversity in the membership of the Association for Spiritual, Ethical and Religious Values in Counseling and to effect change leading to the continuing growth and development of a more genuinely civil society. Sections within the journal include the following:

- **Research and Theory.** Manuscripts that provide empirical data related to ethical, religious, or spiritual issues in counseling will be featured. *CVJ* is open to myriad designs related to counseling research (e.g., quantitative, qualitative, mixed method, single case).
- **Issues and Insights.** Manuscripts that offer philosophical, theoretical, and practical applications of ethical, religious, or spiritual issues in counseling will be featured. Manuscripts must be clearly referenced and represent an author's attempt to offer fresh information.
- **Techniques for Spiritual, Ethical, and Religious Counseling (TSERC).** Manuscripts that focus on practical issues related to (a) development or adaptation of existing techniques for working with spiritual, ethical, and/or religious values in counseling and/or (b) experience related to the effectiveness of techniques in work with clients and client systems will be featured. For authors interested in submitting manuscripts for peer review and possible publication in the TSERC section of *CVJ*, follow the additional formatting instructions listed below (in addition to the remaining guidelines that follow):
  1. Begin the TSERC manuscript with an introduction to the technique/procedure that includes a theoretical rationale. In addition, include any available direct or derivative research supporting the use of the technique/procedure.
  2. Provide a detailed description of the technique/procedure. Be specific and clear enough that readers will understand how to implement the technique/procedure with clients.
  3. Following the description of the technique/procedure, provide a brief case study demonstrating the use of the technique/procedure.
  4. Provide a short conclusion.

## Submission of Manuscripts

Manuscripts are to be submitted electronically (in one attachment) in Microsoft Word format (.doc) to <https://mc.manuscriptcentral.com/cvj>. 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 righthand corner of the login screen. For additional inquiries, contact the journal field editor: Richard Balkin, CVJ Editor, Department of Education and Counseling Psychology, Texas A&M University, 6300 Ocean Drive, ECDC 243, Corpus Christi, TX 78412; phone: 361-825-2451; e-mail: [richard.balkin@tamucc.edu](mailto:richard.balkin@tamucc.edu). Manuscripts are reviewed by at least two editorial board members and typically undergo revision before final acceptance. Two or 3 months may elapse between acknowledgment of receipt of a manuscript and notification of its disposition. 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.

### *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:

*(Continued on next page)*

## CVJ Guidelines for Authors (Continued)

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 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 1200 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 are typically between 8 and 20 double-spaced pages. This does not include title page, abstract, and references.

### *Permission Requirements*

**Lengthy quotations** (generally 500 cumulative words or more from one source) require written permission from the copyright holder for reproduction. Previously published **tables or figures** that are used in their entirety, in part, or adapted also require written permission from the copyright holder for reproduction. It is the **author's responsibility** to secure such permission, and a copy of the publisher's written permission must be provided to the Editor immediately upon acceptance for publication.

### Accepted Manuscripts

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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*

The corresponding author, upon print publication of the journal, will receive an e-mail notification with a unique link to download the final PDF of the article. This service is provided at no charge. The e-mail notification will also include information on the terms and conditions regarding the use of the final article PDF for the corresponding author and/or any coauthors.