

# Guidelines for Authors

The *Journal of Counseling & Development (JCD)* publishes articles that inform counseling practice with diverse client populations in a variety of settings as represented by the membership of the American Counseling Association (ACA). Articles should be scholarly; be based on existing literature; and include implications for practice and, when appropriate, implications for public policy related to the counseling profession. Manuscripts typically fall into one of the following categories, although other kinds of submissions may be appropriate for

*JCD* readers:

- **Practice.** These manuscripts focus on innovative approaches, counseling programs, ethical issues, as well as training and supervision practices. Practice manuscripts are grounded in counseling or educational theory and empirical knowledge. A Practice manuscript is defined as one that uses evidence-based data to address one or more aspects of Gordon Paul's famous 1967 question (paraphrased): What works best for this particular client with this particular problem with this particular counselor in this particular setting? Manuscripts could include but are not limited to data-based outcome studies, meta-analyses, and practice-focused reviews of the literature.
- **Theory.** These manuscripts provide a new theoretical perspective on a particular issue or integrate existing bodies of knowledge in an innovative way. A review of the literature, one type of conceptual piece, provides a critical overview of existing conceptual and empirical knowledge in a particular area. All theoretical pieces must include implications for counseling practice and, when appropriate, implications for public policy related to the counseling profession.
- **Research.** Both qualitative and quantitative studies are published in *JCD*. In these manuscripts, the review of the literature provides the context and need for the study, logically leading to the purpose and research questions. The methodology includes a full description of the participants, variables and instruments used to measure them, data analyses, and results. Authors are expected to discuss the clinical significance of the results. *JCD* requires authors to follow the *Publication Manual of the American Psychological Association* (6th ed.; American Psychological Association [APA], 2010) with regard to reporting effect size (see p. 34 of the *APA Publication Manual*). Authors should consult Thompson (2002; *Journal of Counseling & Development*, 80, 64–71) and Trusty, Thompson, and Petrocelli (2004; *Journal of Counseling & Development*, 82, 107–110) for guidelines on effect sizes. The use of confidence intervals, including confidence intervals for effect size, can be very helpful. The Discussion section includes conclusions and implications for counseling practice, public policy (when appropriate), limitations of the study, and future research.
- **Assessment & Diagnosis.** These manuscripts focus on broad assessment and diagnosis issues that have direct relevance for the practitioner. In general, *JCD* does not publish developmental work on individual scales or tests.
- **Profiles.** These manuscripts focus on one or more persons who have made significant contributions to the profession through scholarship, leadership, and/or innovative practices. This section is also devoted to profiling organizational aspects of ACA. One example is a historical review of one of ACA's divisions in relation to significant achievements that have positively affected the counseling field. Authors should contact the Editor prior to developing a manuscript for the Profiles section.

## Submission of Manuscripts

Manuscripts are to be submitted electronically (in one attachment) in Microsoft Word format (.doc) to <https://mc.manuscriptcentral.com/jc-d>. 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 log-in screen. For

additional inquiries, contact the journal field editor: Spencer G. Niles, *JCD* Editor, Department of Educational Psychology, Counseling, and Special Education, Pennsylvania State University, 125 CEDAR Building, University Park, PA 16802-3110; e-mail: [jc-d@psu.edu](mailto:jc-d@psu.edu); fax: 814-865-7066. 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 an abbreviated manuscript title in the header, not to exceed 80 characters and spaces.

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 *APA Publication Manual*. 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:

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](mailto: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 75 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

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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

Research section submissions must not exceed 30 pages, including references. For submissions to the Practice, Theory, or Assessment & Diagnosis sections, manuscripts must not exceed 25 pages, including references. Profiles section manuscripts must not exceed 15 pages, including references. Manuscript titles are limited to 80 characters.

Any submissions that do not adhere to length limitations will be returned without review.

### 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

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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