

# guidelines for authors

The *Journal of Employment Counseling (JEC)* seeks articles illuminating theory or practice in employment counseling, reporting professional experimentation or research, or exploring current client vocational problems or the professional concerns of counselors.

## SUBMISSION OF MANUSCRIPTS

Manuscripts are to be submitted electronically (in one attachment) in Microsoft Word format (.doc) to <https://mc.manuscriptcentral.com/joec>. 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: Dale S. Furbish, *JEC* Editor, Auckland University of Technology, Graduate Diploma in Career Development, AUT Private Bag 92006, Mail Center A14, Auckland 1142, New Zealand; phone: 011-64-9-921-9999, ext. 5557; fax: 011-64-9-921-9984; e-mail: [dale.furbish@aut.ac.nz](mailto:dale.furbish@aut.ac.nz). Manuscripts are reviewed by at least two editorial board members and typically undergo revision before final acceptance. Allow 12 weeks from receipt of the manuscript to notification of decision from the reviewers. The Editor makes final decisions regarding publication.

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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.

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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:

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**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.

*(Continued on next page)*

## **JEC Guidelines for Authors** (Continued)

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### **Page Limitations**

Manuscripts should be no longer than 15 double-spaced pages. Make titles, all headings, and subheadings as concise as possible.

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