

ACA, Wiley Journals MEMBER AND AUTHOR Frequently Asked Questions

Wiley handles the subscription management, electronic access, and printing of the 10 journals listed below and the subscription management of *Counseling Today*.

ACA JOURNALS/DIVISIONS INCLUDED IN PARTNERSHIP

ADULTSPAN Journal (AADA)

The Career Development Quarterly (NCDA)

Counseling and Values (ASERVIC)

Counselor Education and Supervision (ACES)

Journal of Addictions & Offender Counseling (IAAOC)

Journal of College Counseling (ACCA)

Journal of Counseling & Development (ACA)

Journal of Employment Counseling (NECA)

The Journal of Humanistic Counseling (AHC)

Journal of Multicultural Counseling and Development (AMCD)

MEMBER BENEFITS

- All journals listed above are available online to current ACA and division members through the Wiley Online Library.
- Journal content is digitized back to Volume 1, Issue 1, for each of the 10 journals. Current ACA and division members have FREE electronic access to the journal(s) they receive now—as well as the digital archive.
- ACA members receive a 25% discount on Wiley books. The discount is available online at Wiley.com and the promotion code is **SD109**. *Note: This is an ACA-only membership benefit and this code should not be shared with others.*

ELECTRONIC ACCESS

Q: How can I gain electronic access to the journal(s) I currently receive?

A: Log into the ACA website, click on the Publications page and then **“Electronic Journal Access”** in the drop down menu, which will link to your journal(s) in the Wiley Online Library. You must log into the ACA website each time you wish to access your journal(s).

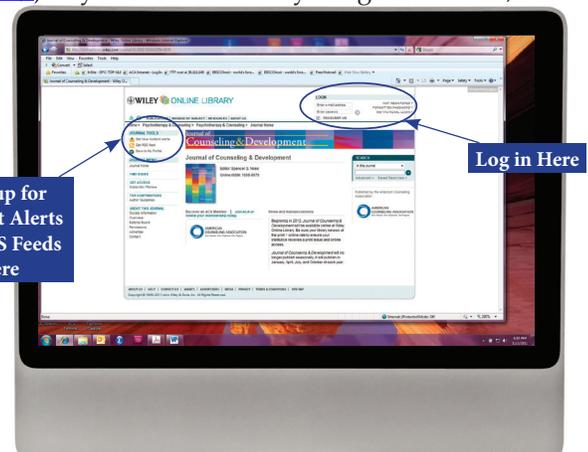
Q: How can I set up an e-mail alert to make sure I am notified when each new issue is published?

1. Log into the Wiley Online Library (<http://onlinelibrary.wiley.com/>). If you are not already a registered user, you can create a profile. You will be asked to supply your name, e-mail, location, and areas of interest. Once registered, return to the journal homepage.
2. Select **“Get New Content Alerts”** from **Journal Tools** on the top of the left-hand side menu.
3. You will now receive an e-mail when a new issue is published.
4. Repeat on each homepage for the journals you currently receive.

Q: What is an RSS feed and how can I set one up?

A: RSS (Really Simple Syndication) is a web feed that automatically downloads a list of the latest issue’s articles and abstracts as they are published. You can direct your feed to your inbox, blog, or RSS reader by following the steps below.

1. Log into the journal homepage or, if not yet registered, into the Wiley Online Library as in Step 1 above.
2. Select **“Get RSS feed”** from **Journal Tools** on the top of the left-hand side menu.
3. You may now customize where you’d like your feed.
4. Repeat on each homepage for the journals you currently receive to obtain more title-level feeds.



(over)

PRINT COPIES

Q: What if I still would like a print copy of my journal(s)?

A: You can indicate that you would like to receive print copies on your annual membership renewal or you can call ACA Member Services at 800-347-6647 x222 / 703-823-9800 x222 to let us know your preference.

Q: Is there a charge to receive print copies of my journal(s)?

A: ACA and the divisions listed below charge members the following fees to receive print copies:

Journal of Counseling & Development (ACA) – \$35.00 per volume year, published quarterly
The Career Development Quarterly (NCDA) – \$15.00 per volume year, published quarterly
Counseling and Values (ASERVIC) – \$20.00 per volume year, published biannually
Counselor Education and Supervision (ACES) – \$14.00 per volume year, published quarterly
Journal of Addictions & Offender Counseling (IAAOC) – \$25.00 per volume year, published biannually
Journal of College Counseling (ACCA) – \$25.00 per volume year, published three times per year
Journal of Humanistic Counseling (AHC) – \$15.00 per volume year, published three times per year
Journal of Multicultural Counseling and Development (AMCD) – \$25.00 per volume year, published quarterly

Q: What if I do not receive a print copy of an issue?

A: Please contact Wiley Journal Customer Service regarding your claim. Please allow 3–6 weeks for claims fulfillment.

Wiley Customer Service at cs-journals@wiley.com

Tel: Americas (toll free) +1-800-835-6770 • Tel: Europe, Middle East, and Africa: +44 (0)1865 778315 • Tel: Asia: +65 6511 8000

PRINT COPY SINGLE ISSUES

Q: What if I want to purchase a single issue of a journal or *Counseling Today*?

A: Single issues of journals can be purchased through Wiley at the contact numbers above. Single issues of *Counseling Today* can be purchased through ACA Member Services at 800-347-6647 x222 / 703-823-9800 x222. *Note: ACA members receive a complimentary print subscription to Counseling Today.*

JOURNAL AUTHOR BENEFITS & FAQs

Benefits of Publishing in ACA Journals

- Journal article authors have access to electronic editorial offices through ScholarOne, a web-based system for journal manuscript submission and management. URLs for individual ScholarOne sites and article submission information can be found in the Author Guidelines for each journal in the Wiley Online Library or on the ACA website (<http://www.counseling.org/Publications/counseling-journals>).
- Increased international dissemination of research through Wiley's global marketplace
- Greater readership potential, leading to increased article citations and higher journal rankings

Q: As a journal article author, but not a member of ACA (or division), can I still gain online access to the journal issue in which my article appears?

A: Upon print publication of the journal, the corresponding author of your article will receive an e-mail notification with a unique link to download a final PDF of your 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 PDF for the corresponding author and any coauthors of the article.

Q: As a journal article author, but not a member of ACA (or division), what if I want to see all articles in the journal issue to which I contributed?

A: Access the ACA landing page (www.acajournals.com), identify the specific journal you have contributed to, and view the current issue contents or the abstracts free of charge.

If you wish to view the full text of an article, you can purchase online access for a 24-hour period. If you already have a Wiley Online Library (or Wiley InterScience) user account, simply log in and purchase the article. New users will be prompted to register before an article can be purchased.

Q: Are offprints of my article available?

A: Yes. During the journal issue production process, the corresponding author of the article is sent a link to an on-line form with ordering and payment information. The minimum quantity per order is 25 copies. Offprints are shipped approximately 2–3 weeks after publication of the issue in which your article appears.

Q: How do I request permission to reproduce previously published material from an ACA journal?

A: Permissions information can be found in the Wiley Online Library under "About This Journal" at the Permissions link in the left-hand column of the journal homepage.