

GUIDELINES FOR AUTHORS

The Journal of Humanistic Counseling (JHC) invites manuscripts that focus on counseling from a humanistic perspective, highlighting education and development. Featured topics include the design and implementation of humanistic counseling strategies and instructional programs for changing systems into more humanistically oriented organizations. Manuscripts emphasizing the human factors that influence counseling, teaching, learning, growing, and living are sought. They may touch on a wide variety of issues, including humanistic theories and goals, the integration of human potential practices, and strategies for making human service and educational organizations more people responsive. The journal accepts the following types of manuscripts: innovative practices, position paper, literature review, qualitative research, quantitative research, and mixed-methods research. When submitting manuscripts, authors will be asked to indicate which type of manuscript is being submitted.

SUBMISSION OF MANUSCRIPTS

Manuscripts are to be submitted electronically (in one attachment) in Microsoft Word format (.doc) to <https://mc.manuscriptcentral.com/humanistic>. 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 log-in screen. For additional inquiries, contact the incoming journal editor: Matthew E. Lemberger, *JHC* Incoming Editor, University of New Mexico, Department of Individual, Family and Community Education, 128 Simpson Hall, MSC05 3040, 1 University of New Mexico, Albuquerque, NM 87131; phone: 505-277-4535; e-mail: jhc@unm.edu. Manuscripts are reviewed by at least two editorial board members and typically undergo revision before final acceptance. The Editor makes final decisions regarding publication. Disposition is generally determined within 90 to 120 days of submission, and there is a maximum of three submissions for any manuscript.

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

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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.*

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JHC Guidelines for Authors (Continued)

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 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.)

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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.

Provide an adequate description of the sample including not only gender, age range, and socioeconomic status, but also participants' cultural, racial, and ethnic backgrounds. Discuss the clinical significance of results (e.g., effect size, narrative analyses).

Page Limitations: The manuscript should be 12 to 30 double-spaced pages.

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ACCEPTED MANUSCRIPTS

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