GUIDELINES FOR AUTHORS

Adultspan Journal seeks manuscripts illuminating current information about research, theory, and practice in the field of adult development and aging. The journal seeks submissions that provide leadership on innovative topics, focusing on developmental principles and concomitant counseling implications. The journal promotes accurate information regarding counseling and adult development with research, practice, literature review, conceptual, and personal journey articles.

SUBMISSION OF MANUSCRIPTS

Manuscripts are to be submitted electronically (in one attachment) in Microsoft Word format (.doc) to http://mc.manuscriptcentral.com/adultspan. 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: Suzanne Degges-White, *Adultspan* Editor, Department of Counseling, Adult and Higher Education, Northern Illinois University, 112 Forsythe Lane, DeKalb, IL 60115, email: adultspanjournal@gmail.com. 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 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 for Manuscript Submissions

Title Page: The first page of the manuscript should be masked and contain only 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 email) 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 (email: 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 25–50 words.

Keywords: Keywords should follow the abstract on page 2 and should include 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 the spelling of author names and years is 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. The term *subject* should not be used when referring to a sample of research participants or to an individual participant. Usually, a more specific term should be used (e.g., *clients*, *students*) or, if a more general term is desired, *participants* should be used.

Page Limitations

The manuscript title and headings should be as concise as possible. Manuscripts should be 15 to 20 double-spaced pages total, including all references, tables, and appendices.

Permission Requirements

Lengthy quotations (generally 400 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 ARTICLES

Authors will receive information for submitting a final copy of their article upon acceptance from the journal field editor. This final version of the article should have any previously masked author references and in-text citations reinstated, and include all author names with their departmental and university affiliations. Full contact information should be included for the designated corresponding author (CA). Once the article is in production with the ACA Publications team, the CA will receive copyedited PDF page proofs for review via email. Please note, the article cannot be published until the publisher (Wiley) has received a signed copyright license agreement. The CA will be contacted by Wiley via email to log into the Wiley Author Services (WAS) portal and electronically sign the licensing agreement. This Wiley email request will be sent approximately 2 weeks after the review of the page proofs. The CA is responsible for signing the licensing agreement on behalf of any coauthors.

Receipt of Final PDF File Upon Publication

At the time the CA is prompted to log into the WAS site to execute the licensing agreement, they will need to **select the option to receive an email alert when the issue is published**. Once the article is published, the CA will be able to download a free PDF offprint through the WAS site with information on the terms and conditions regarding its use.

Promote Your Work

After publication, it is important to try to increase your article's visibility by making it easier for people to find, read, comment on, and cite. Wiley and ACA provide helpful resources with the Author Promotional Toolkit.