

Guidelines for Authors

Journal of Addictions & Offender Counseling (JAOC) invites articles of interest to professionals in the fields of addictions and offender counseling. Types of submissions generally fall into the following sections and should be identified by type when submitted:

- **Qualitative or Quantitative Research.** Qualitative and quantitative designations refer to major types of research manuscripts; however, mixed designs and evaluation research may be submitted.
- **Position Papers.** These manuscripts present a particular statement about an issue, demonstrating that the perspective is valid and worth implementing.
- **Innovative Approaches.** This section includes manuscripts that describe innovative new treatment methods, substantive modifications of existing methods or models, and/or innovative applications of existing methods/treatment models.
- **Literature Reviews.** Integrative, well-focused literature reviews that critically address the state of the art of particular problems and solutions, including meta-analyses, will be considered.

Submission of Manuscripts

Manuscripts are to be submitted electronically in Microsoft Word format (.docx) to <http://mc.manuscriptcentral.com/jaacoc>. Full instructions and support are available on the site (as well as at <http://mchelp.manuscriptcentral.com/gethelpnow/>), 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, or if Internet access is not available, contact the journal field editor: John M. Laux, JAOC Editor, The University of Toledo, College of Health and Human Services, MS 119, 2801 West Bancroft Street, Toledo, OH 43606, phone: 419-530-4705, email: JAOC.JAAOC@utoledo.edu. Manuscripts are reviewed by at least two editorial board members and typically undergo revision before final acceptance. Any manuscripts not meeting these minimum guidelines will be returned to the corresponding author for modification and resubmission before the manuscript is distributed to the editorial board members for review. The Editor makes final decisions regarding publication.

All submissions are blind peer reviewed and should include (a) a complete manuscript (nonblinded copy) written according to the specifications listed below, (b) an anonymous (blind) copy of the same manuscript that removes any author information or clues to the authors' identity, and (c) a cover letter. The cover letter should contain the following:

- Name, complete mailing address, phone number, and email address of the contact person for communication regarding the manuscript (i.e., corresponding author)
- A statement indicating that American Counseling Association ethical standards have been observed when conducting research (if applicable)
- Indication of the type of submission (e.g., qualitative research, quantitative research)

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. Please note that by submitting your manuscript to *JAOC*, you are agreeing that it may be screened for originality during the peer review and production processes.

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* (7th ed.; American Psychological Association [APA], 2020). 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 blinded manuscript should be masked and contain only the title of the manuscript.*

***Note.** A separate, nonblinded, complete file should be uploaded at the above website with the blinded manuscript. The title page of this nonblinded 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).

JAOC Guidelines for Authors (Continued)

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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 40 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. 195–224, for more detailed information on table preparation and pp. 225–250 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, digital object identifier (DOI; if available, 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. See also “Additional APA Notes” under “Instructions and Forms” link at <http://mc.manuscriptcentral.com/jaac>.

Page Limitations

Manuscripts should not exceed 20 double-spaced pages total, excluding the title page, abstract, all references, tables, and figures.

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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.

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