

# Guidelines for Authors

The *Journal of College Counseling (JCC)* mission is to advance the college counseling knowledge base and inform the practice of counseling professionals at 2- and 4-year colleges and universities. The *Journal's* authors include college counseling practitioners, researchers, and educators. All articles published in *JCC* must be grounded in the current literature and are expected to have implications for practice. All manuscripts must be well organized and clear in presentation of ideas and information. Research manuscripts should be based on studies using sound, defensible qualitative or quantitative designs. There are three manuscript categories:

- **Research.** These studies may include both quantitative and qualitative designs and should follow American Psychological Association (APA) guidelines for content and format. Research manuscripts should address important college counseling questions and include implications for practice and future studies.
- **Professional Issues and Innovative Practice.** Manuscripts may present an in-depth analysis and discussion of current issues related to the practice of counseling professionals in higher education settings or introduce and describe an innovative counseling method for higher education. These manuscripts should include a critical review of the relevant literature and research related to the professional issue addressed or a summary review of the literature pertaining to the innovative practice introduced. Professional Issues manuscripts must offer implications for professional practice and future research; Innovative Practice manuscripts should provide a clear description of the innovative method, technique, approach, or program, along with appropriate rationale and recommendations for implementation in professional practice. Innovative Practice manuscripts usually describe a practice that already has been successfully implemented or piloted.
- **College Counseling Case Studies.** These manuscripts are published in the *Journal* to advance the professional development of college counseling professionals and illustrate important aspects of college counseling practice. These manuscripts are of a clinical nature. Authors take appropriate steps to safeguard clientele. Case Studies submissions are accepted only by invitation from the Editors. Do not submit unsolicited Case Studies manuscripts. If interested in publishing a case study, contact the Editor directly at shefeto@oldwestbury.edu.

## Submission of Manuscripts

Manuscripts are to be submitted electronically (in one attachment) in Microsoft Word format (.doc) to <http://mc.manuscriptcentral.com/jcc>. 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: Oren Shefet, *JCC* Incoming Editor, The State University of New York, The College at Old Westbury, Counseling and Psychological Wellness Services, Student Union Building, Suite 100, Long Island, NY 11568; phone: 516-876-3053; email: shefeto@oldwestbury.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.

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* (7th ed.; 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 and Page Limitations 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:

(Continued on next page)

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## JCC Guidelines for Authors (Continued)

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 50–75 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, 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.

### Page Limitations

Manuscripts should not exceed 23 double-spaced pages (approximately 42,000 characters with spaces or 6,000 words) including references, tables, and figures. Shorter submissions, especially Innovative Practice manuscripts, are acceptable.

### Permission Requirements

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## Accepted Articles

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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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