

Practice Brief Submission Guidelines

The American Counseling Association's (ACA) Center for Counseling Practice, Policy, and Research is proud to offer Practice Briefs as a benefit to ACA members. The goal of this project is to provide brief, research-based summaries of topics that are relevant to practicing counselors. These Practice Briefs are intended to enhance counselor practice, thus inviting quality consumer care. Each Practice Brief is approximately five pages in length, single-spaced, includes recent references, and contemporary internet-based resources. Each Practice Brief goes through a rigorous, peer-review process before publication.

TOPIC SELECTION

ACA Practice Briefs can address any counseling-related topic that is directly beneficial to counseling students, professionals, and educators. The topic should be specific enough to be adequately addressed within the specified formatting and page length. Topics can cover best practices, evidence-based practices, and research-based approaches related to a wide variety of consumer-presenting issues and counseling topics

Practice Brief authors should be experts in the topic area. An expert is an individual or group of individuals who have a special skill or knowledge set in a particular counseling area (Merriam-Webster, 2014). Authors should have extensive experience, publications, and presentations on the identified topic.

PREPARATION OF PRACTICE BRIEFS

Writing style and citation guidelines should follow the 6th edition of the Publication Manual of the American Psychological Association (APA, 2009). However, all Practice Briefs should be formatted in a manner that echoes the formatting of the following Submission Guidelines:

- One-inch margins
- Times New Roman 12-point Font
- Title—centered, upper- and lower-case lettering, bold, 16-point font
- Author Names—centered directly under the title, italicized, 12-point font, one space after
- Main Headings—centered, written in all capital letters, bold, 12-point font, and separated by a 12-point space before and after
- All Other Headings—follow APA (2009) guidelines

Although visual formatting should mimic these Submission Guidelines, Practice Brief main headings are as follows:

- Description of _____ (topic; should match title and this description should be brief and succinct as readers are mostly interested in intervention strategies)
- Identification/Assessment Strategies (if applicable)
- Interventions Strategies (this section should be the most lengthy and detailed)
- Related internet resources that may inform counselor practice should be integrated into the Practice Brief References

Practice Briefs should be grounded in research, and authors should limit the use of references that are more than five years old. Additionally, at least 4–5 web-based resources should be integrated into each Practice Brief, which should be formatted similar to the following example:

Resources:

For a free, online APA formatting guide, see: <https://owl.english.purdue.edu/owl/>

For examples of accepted and edited ACA Practice Briefs, see: <http://www.counseling.org/knowledge-center/center-for-counseling-practice-policy-and-research/practice-briefs>

SUBMISSION AND REVIEW PROCESS

Authors interested in submitting a Practice Brief should submit a letter of interest to the Executive Editor, Dr. Victoria Kress, at victoriaEkress@gmail.com. This letter should detail the author's expertise in the topic area and should include a brief outline of the proposed Practice Brief. If the author/authors are then invited to submit the Practice Brief, the Practice Brief will be reviewed by the associate editors, and acceptance will be based upon consensus of the peer reviewers. Authors should expect a manuscript disposition decision within 90 days of the initial submission.

REFERENCES

American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Merriam-Webster (2014). Expert. Retrieved from <http://www.merriam-webster.com/dictionary/expert>