

Guidelines for Authors

The Career Development Quarterly (CDQ) invites manuscripts regarding career counseling, individual and organizational career development, work and leisure, career education, career coaching, and career management. Methodologies can include but are not limited to literature reviews that make research accessible to practitioners, case studies, history and public policy analyses, qualitative research, and quantitative research of specific relevance to the practice of career development. Each manuscript should include implications for practice because *CDQ* is concerned with fostering career development through the design and use of career interventions. Sections within the journal include the following:

- **Effective Techniques.** Reports of demonstrably effective career counseling methods or programs are featured in this section. They describe theoretically based techniques that advance career development for people of all ages. Qualitative or quantitative data providing evidence of the technique's effectiveness will be included in such manuscripts.
- **Brief Reports.** Manuscripts should contain a clear and concise summary of a study (including rationale, research, and practice).
- **Global Visions.** This section contains manuscripts addressing issues of career counseling and development in countries outside the United States.

Submission of Manuscripts

Manuscripts are to be submitted electronically (in one attachment) in Microsoft Word format (.doc) to <http://mc.manuscriptcentral.com/cdevq>. 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: Paul J. Hartung, *CDQ* Editor, Department of Family and Community Medicine, Northeast Ohio Medical University, 4209 State Route 44, Rootstown, OH 44272-0095; phone: 330-325-6112; e-mail: cdq@ncda.org. Manuscripts are reviewed by at least two editorial board members and typically undergo revision before final acceptance. The Editor makes final decisions regarding publication. About 12 weeks will elapse between acknowledgment of the manuscript's receipt and notification of its disposition.

All submissions are blind peer reviewed. Therefore, authors must submit a manuscript that contains no clues to the authors' identities. 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 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 e-mail) in the following format:

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(Continued on next page)

CDQ Guidelines for Authors (Continued)

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 (e-mail: 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 150 words.

Keywords: Keywords should follow the abstract on Page 2 and are limited to 5 words.

Tables and Figures: No more than 4 tables and 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 are 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

Regular manuscripts must be double-spaced throughout (including references) and must not exceed 44,500 characters (including spaces), 6,250 words, or 25 pages. Occasionally, a longer manuscript may be considered.

Effective Techniques section manuscripts should not exceed 24,920 characters (including spaces), 3,500 words, or 14 pages (including references).

Brief Reports should not exceed 17,800 characters (including spaces), 2,500 words, or 10 pages (including title page, an abstract of no more than 80 words, references, and no more than one table and one figure).

Global Visions manuscripts must not exceed 44,500 characters (including spaces), 6,250 words, or 25 pages.

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Accepted Manuscripts

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