

Guidelines for Authors

The *Journal of College Counseling* mission is to advance the college counseling knowledge base and inform the practice of counseling professionals at two- and four-year colleges and universities. The *Journal's* authors include college counseling practitioners, researchers, and educators. All articles published in the *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 articles should be based on studies employing sound, defensible qualitative or quantitative designs. There are three manuscript categories: Research; Professional Issues and Innovative Practice; and College Counseling Case Studies.

- **Research** studies may include both quantitative and qualitative designs and should follow APA guidelines for content and format. Research articles should address important college counseling questions and include implications for practice and future studies. They should not exceed 25 pages in length, including references, figures, and up to 2 tables. The journal actively seeks research manuscripts.
- **Professional Issues and Innovative Practice** articles 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 articles 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 articles must offer implications for professional practice and future research; innovative practice articles 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 articles usually describe a practice that already has been successfully implemented or piloted. The journal actively seeks these manuscripts. They should not exceed 25 pages and shorter submissions, especially innovative practice articles, are acceptable.
- **College Counseling Case Studies** articles are published in the Journal to advance the professional development of college counseling professionals and illustrate important aspects of college counseling practice. These articles 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 articles. If interested in publishing a case study, contact the Editor directly at jcc@odu.edu.

All manuscripts should be prepared according to the *Publication Manual of the American Psychological Association* (5th ed.). APA guidelines should be followed for all aspects of manuscripts, including: format of manuscript, figures, tables, references and citations, and other details of editorial style. Authors are encouraged to report data in terms of effect sizes and to discuss the practical significance of results for practitioners in college counseling settings. All manuscripts should include a 50–70 word abstract. Care should be taken to avoid language that would imply bias against individuals on the basis of race or ethnicity, sexual orientation, gender, age, or disability. Authors are encouraged to consult “Gender Equity Guidelines,” available from ACA, and to refer to guidelines in the fifth edition of the APA publication manual. Authors should not submit more than three tables and two figures with each manuscript. Include only essential data, combine tables wherever possible, and avoid duplication of information in text. Figures should be submitted as clean, camera-ready art in sans serif type no smaller than 8 points. Do not use footnotes.

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Manuscripts should be submitted in electronic format (MS Word, WordPerfect, RTF, or DOS text) as an e-mail attachment sent to jcc@odu.edu or as a file saved to 3.5" diskette and mailed to Dr. Alan M. Schwitzer, Editor of the *Journal of College Counseling*, Old Dominion University, Department of Educational Leadership and Counseling, Darden College of Education, EDU 110, Norfolk, VA 23529-0157. The submitting author's name and the software used must be clearly labeled on the diskette. Submissions that do not adhere to these Guidelines for Authors will be returned without review. Authors whose manuscripts have been accepted for publication are expected to provide both a hard copy and an electronic copy of the manuscript (final version) to the editor. Diskettes (3½") or attachments should be submitted either in generic (ASCII) or MS Word format for IBM-compatible computers or in text file format for Macintosh computers. ACA Publications Department will provide authors with a computer printout of the edited article for their final review prior to publication. Authors bear full responsibility for the accuracy of all references, figures, and tables.

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