

# *Guidelines for Authors*

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TCA's *Journal of Professional Counseling: Practice, Theory, and Research* is a semi-annual publication seeking to advance clinical, theoretical, and empirical knowledge in counseling and psychotherapy. The journal invites manuscripts that are directed to the mutual interests of counselors and personnel workers in schools, colleges, community agencies, and government agencies. Especially welcome is stimulating writing dealing with: (a) practical and unique applications of counseling techniques/approaches in school and clinical settings, (b) significant quantitative and qualitative research, (c) critical integrations of published research, (d) theoretical and social policy, and (e) scholarly reviews of professional materials.

## *Submission of Manuscripts*

Submit all manuscripts electronically to <https://txca.submittable.com>. Make sure you are in accordance with the instructions below. You will receive a written confirmation acknowledging receipt of your submitted manuscript. Following preliminary review by the editor, manuscripts will be sent for blind review to members of the editorial board. Your manuscript should easily be identified as one of the following types of articles:

### **Research:**

- Quantitative Research Articles: Estimates of effect size should be addressed along with interpretations of practical significance. P-values should be reported accurately and clear description of measures should be provided.
- Qualitative Research Articles: Discussion of trustworthiness appropriate for the qualitative method used in the study must be included. Qualitative methodology must be appropriate for the study.
- Mixed Methods Research Articles: Demonstration of sound mixed methods design must be included.

### **Theory:**

Integrative Literature Reviews: Manuscripts must contribute to the literature and must go beyond reporting findings. Authors should be familiar with and follow the APA Publication Manual (2010) guidelines regarding literature reviews.

### **Practice:**

Manuscripts concerning new practices, innovative use of existing approaches/techniques, or experimental programs should fully describe the application(s) of approaches/techniques in order that readers can have a clear understanding of what is being done. Theoretical foundations and/or research concerning the approach/technique, if such exists, should be included.

### **Trends and Issues:**

Manuscripts should be relevant to current trends and issues affecting counselors, their clients, and the field. Manuscripts may include but are not limited to topics such as social policy, advocacy, and social justice. Sound reasoning and scholarship are expected so

that readers can logically assess the meaning and impact for themselves, their clients, and the field, and should enable readers to identify or clarify issues of importance to them.

### Preparation of Manuscripts

1. Manuscripts should be well-organized and concise so that the development of ideas is logical. Avoid dull stereotyped writing, and aim to communicate ideas clearly to a readership composed of practitioners and educators.
2. Include an abstract no longer than 100 words. The statement should express the central idea of the article in nontechnical language and engage the reader's interest.
3. Shorten article titles so that they do not exceed 50 characters.
4. When reviewing the literature, contain your synthesis to only the more recent studies specific to your research unless discussing seminal articles important to the reader's understanding of the construct being discussed. Exhaustive reviews resulting in an inordinate amount of historical in-text citations are not needed. Your goal should be to assist the reader in understanding the contemporary conceptualization and understanding of the constructs included in your study.
5. Manuscripts should not exceed 20 double-spaced pages, including references, tables, and figures. No more than 3 tables and 2 figures with each manuscript will be accepted.
6. References should follow the style described in the Publication Manual of the American Psychological Association, Sixth Edition, 2010.
7. Never submit manuscripts that are under consideration by another journal.
8. Please take care when copying and pasting your information into the online submission manager. The system has limited formatting abilities. Pay special attention when pasting tables. What you see in the data entry box is what the blind reviewers will see when reviewing your article.
9. Do not use footnotes in your manuscript document or the online submission manager. Use a reference page instead.
10. Attach your manuscript as a MS Word file. Do not include any identifying information on the title page, in your manuscript or in the file name. This file is included in the blind review process. Manuscripts that include identifying information will be automatically declined and authors will be required to resubmit once identifying information is removed.

### Accepted Manuscripts

Allow up to three months from the date of submission for notification of manuscript disposition.

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Authors will receive information for submitting a final copy of their manuscript upon acceptance from the Editor.

Please contact Michelle Hollenbaugh at [Michelle.Hollenbaugh@tamucc.edu](mailto:Michelle.Hollenbaugh@tamucc.edu) with questions about the Journal or article content. For technical issues related to the submission process contact [arturo@txca.org](mailto:arturo@txca.org) for assistance.

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