



Manuscript Submission Instructions

A manuscript is eligible for Editor Review for publication in the *TPC* Journal if all of the following requirements are satisfied in full:

- The manuscript must be double-spaced throughout, including references, and prepared in Times New Roman, twelve (12) point font.
- The manuscript must not exceed thirty-one (31) pages, including tables, figures, and references.

[Note: Longer manuscripts may be considered, but must first be authorized by the Editor prior to submission.]

- The manuscript's first page must include an abstract not to exceed fifty (50) words.
- The manuscript must include a separate Digest, of three hundred seventy-five (375) to four hundred (400) words, summarizing the manuscript in clear, non-technical language.
- The Author must submit a complete Manuscript Submission Cover Form, which includes each Author's name, professional and academic credentials, position, place of employment, and contact information, i.e., email address, postal mailing address, and phone number(s). The Submission Cover Form can be found at tpcjournal.nbcc.org.

[Note: Submission of the Cover Form indicates the Author(s) intention to have the manuscript published in *TPC*.]

- The name or other identifying information of the Author(s) or specific institutions must not appear in the manuscript, since all manuscripts are blind-reviewed by peers. Such information may only appear in the Manuscript Submission Cover Form or Digest. Footnotes and other references that may identify Author(s) or specific institutions must be submitted on a separate page.

[Note: References to Authors and specific institutions, or any similar identifying information, will not be revealed until after the manuscript has been accepted for publication.]

- The manuscript must be prepared in English, unless the Author(s) demonstrates his/her inability to write and translate into English. At his sole discretion, the Editor may authorize the manuscript to be translated into English, at no cost to the Author(s).
- The manuscript must be prepared in a professional manner and consistent with the acceptable style of professional literature identified in The Publication Manual of the American Psychological Association (6th edition).

[Note: If the Author(s) is unable to adhere to this style, the Editor may identify a process to allow for the manuscript to be revised consistent with APA's Publication Manual.]

- Manuscripts must be submitted electronically to NBCC at journaleditor@nbcc.org, unless prior approval for the submission of the manuscript in an alternate form has been granted by the *TPC* Editor.
- The manuscript must be submitted as a Microsoft Word attachment. Macintosh formats are also acceptable.

Manuscripts not meeting the submission requirements will be returned. Manuscripts also may be returned to the Author(s), without review, for various reasons, including: (1) the subject matter of the manuscript is inconsistent with the subjects identified in Section III.A above; (2) the subject of the manuscript has already been addressed in a current or prior publication of the *TPC*; (3) the manuscript is not considered by the Editor to be a major contribution to the field of professional counseling or related areas; or, (4) the writing style of the manuscript is found to be unacceptable.

Following electronic submission of a manuscript, the Author will receive an "Acknowledgment of Receipt of Manuscript" email at the email address provided in the Manuscript Submission Cover Form.