



TPC Journal Policy and Submission Guidelines

September 26, 2012

Name of Organization: National Board for Certified Counselors and Affiliates, Inc. (NBCC)

Website: tpcjournal.nbcc.org

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I. TPC Journal Mission Statement

The Professional Counselor: Research and Practice (TPC) is the official, open source, electronic journal of the National Board for Certified Counselors and Affiliates, Inc. (NBCC) dedicated to research and commentary on empirical, theoretical and innovative topics in the field of professional counseling and related areas.

The *TPC Journal* publishes original, peer-reviewed manuscripts relating to: mental health counseling; school counseling; career counseling; couples, marriage, and family counseling; counseling supervision; theory development; professional counseling issues; international counseling issues; program applications; and, integrative reviews of counseling and related fields. The purpose of the *TPC Journal* is to:

- Promote the professional practice of counseling and related fields;
- Promote scholarship and encourage discussion on topics affecting counselors and related professionals; and,
- Provide an online resource for the counseling profession.

II. TPC Journal Vision

The *TPC Journal's* vision includes the timely publication of research and commentary in professional counseling and related areas, utilizing advances in technology. The use of paper manuscripts, and air and ground mail services, has become cost-prohibitive, inefficient, and unnecessarily contributes to the depletion of natural resources.

The submission of manuscripts electronically, coupled with an on-line administration process, makes the management of manuscript submissions, review processes, and author-editor communications more efficient, thereby decreasing the time required for the writer/researcher to present the manuscript to the practitioner. Additionally, an open source, electronic journal provides for greater accessibility of professional counseling literature to practitioners, especially internationally, which in turn may lead to more efficient application of the literature to professional practice.

III. Editorial Policies, Procedures and Manuscript Submission Requirements

A. *TPC* Journal Subject Matter.

The editors of the *TPC* Journal invite manuscripts related to empirical, theoretical, and innovative topics in the field of professional counseling and related areas, including: mental health counseling; school counseling; career counseling; couples, marriage, and family counseling; counseling in student affairs; addictions; professional counseling issues; supervision; theory development; program applications; international counseling; and, integrative reviews of counseling and related fields.

Manuscripts utilizing research methodologies may include quantitative and/or qualitative methods that have direct relevance to the broad practice of professional counseling. In addition, *TPC* may accept literature reviews, case studies, and public policy analyses relevant to the practice of counseling. International authors who prepare manuscripts relating to the global aspects of counseling also are encouraged to submit their work. Consistent with *TPC*'s mission, all submitted manuscripts must include a discussion of the topic in terms of its implications for the profession.

Periodically, special sections of the *TPC* Journal will be published on specific or innovative topics in counseling, supervision, research, or helping as a facilitation process. Guest editors interested in presenting special topics for consideration should contact the Editor via email. All special section proposals are peer-reviewed anonymously.

B. Manuscripts Not Accepted For Publication in the *TPC* Journal.

Manuscripts under consideration for publication in another journal, or that have already been published in another journal will not be accepted for review or publication in *TPC*. Also, a manuscript that has already been published in whole or in part should not be submitted for review. Manuscripts containing inaccurate research or factual information, or other inappropriate materials, will not be accepted by the *TPC* Editor. Questions regarding a previous publication issue should be presented to the *TPC* Editor by the author(s).

C. Manuscript Submission Requirements.

A manuscript is eligible for Editorial 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(es) and phone number(s). The Submission Cover Form can be found at tpcjournal.nbcc.org. [Note: Submission of the Manuscript Submission 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. 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 the Editor's 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.

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.

D. Submission and Retention of Empirical Data.

The Author(s) of manuscripts submitted to the *TPC* Journal must, upon request, submit the empirical data supporting the content of the manuscript, and maintain such information for at least six (6) years after the date of the manuscript’s publication in *TPC*.

E. NBCC Code of Ethics/Research Activities.

The Author(s) of the manuscript must agree that their research activities have complied with applicable NBCC Code of Ethics terms relating to such research, including the treatment of human and animal subjects. See NBCC Code of Ethics, Section E, Research and Publication. The NBCC Code is located at <http://www.nbcc.org/Assets/Ethics/nbcc-codeofethics.pdf>.

F. Multimedia Review Policy

TPC accepts recent books and other multimedia on topics relevant to the field of professional counseling and related areas, and will provide a critical review for *The Professional Counselor* audience. Most reviews will be 500 words or less.

Publishers wishing to have their books considered for review in *The Professional Counselor* may contact the managing editor for more information. Unsolicited reviews will not be accepted. All reviews accepted for publication are subject to copyediting for length, format consistency and content. Published reviews will be accompanied by a statement describing the review author’s credentials and institutional affiliation.

IV. Copyright Assignment and Intellectual Property Terms

Upon acceptance of the manuscript for publication in the *TPC Journal*, the Author must sign and return to NBCC a Copyright Assignment and Contribution Use Agreement, located at tpcjournal.nbcc.org. This Agreement:

- Transfers to NBCC all copyright and other ownership rights held by the Author in his/her original material, including all rights of reproduction, distribution, performance, display, and the right to create derivative works;
- Grants non-exclusive, limited rights and permissions to the Author to use the Author's original material, at no cost, for his/her own personal, academic use, including use of the material in future books and other publications created by the Author, provided that: the NBCC copyright is properly acknowledged; no NBCC endorsement is implied; and, the Author indicates that the manuscript was originally published by NBCC; and,
- Grants the Author the limited right to present the material orally.

[Note: Permission to use the original material for any other purpose must be approved by NBCC in writing prior to such use.]

In the event that the Author(s) uses in the manuscript any non-original materials created or owned by a third party, the Author(s) must: identify specifically such material to NBCC upon submission of the manuscript for review; properly credit the copyright holder/author with respect to such material; submit written authorization from the copyright holder permitting the Author(s) to use such material in the manuscript; and, submit to the Editor the copyright holder's written permission to reproduce such material for publication in the *TPC Journal*. Failure to satisfy these requirements will result in the manuscript not being considered for publication in the *TPC*.

Authors should never assume that material downloaded from the Internet may be used without obtaining appropriate permission. Authors bear full responsibility for the accuracy and content of all aspects of their submissions, including, but not limited to, text, graphs, tables, references, quotations and artwork. Manuscripts that do not conform to these policies will be returned to the Author(s) without review.

Authors will not receive any compensation or royalty from NBCC for preparing a manuscript for the assignment to NBCC of the copyright related to the original material prepared by the Author, or for using the published manuscript for NBCC continuing education.

Copyrights related to the *TPC Journal* will be registered by NBCC with the Library of Congress, U.S. Copyright Office.

V. Manuscript Review and Disposition Process

Approximately sixty (60) days after the “Acknowledgment of Receipt of Manuscript” email is sent to the Author(s), NBCC will provide an electronic Notice to the Author(s) concerning NBCC’s determination regarding the manuscript. Specifically, the Notice will indicate whether the manuscript is:

- Accepted for publication in *TPC*;
- Under consideration and requires resubmission; specifically, the manuscript requires revisions to address certain issues or deficiencies identified by the Editor or during the peer-review process, and/or non-conformance with *TPC* Journal policies or APA style guidelines; or,
- Rejected and will not be published in *TPC*.

[Note: Author(s) of manuscripts that are accepted for publication, or revised and resubmitted for consideration, should expect editing for consistency with APA style.]

All manuscripts requiring resubmission must include a completed Author Resubmission Form, located at tpcjournal.nbcc.org which requires the Author(s) to identify: the specific revisions that have been made to the manuscript; and, the reasons supporting the Author(s) decision not to make revisions proposed by the Editor or the reviewers. The Manuscript Review Form, which is completed by anonymous reviewers of the manuscript, is located at tpcjournal.nbcc.org.

Authors of manuscripts accepted for publication must submit the final manuscript via e-mail only. If a manuscript is accepted, the Editor reserves the right to edit the manuscript as needed for publication in *TPC*; however, content will not be changed. All final decisions regarding the acceptance or rejection of a manuscript for publication are made by the *TPC* Editor.

Once a manuscript has been officially accepted, the Author(s) must submit to the *TPC* Editor a signed Copyright Assignment and Contribution Use Agreement.

VI. Timeline of Electronic Manuscript Submission Process

Step 1: Preparation of Manuscript for Anonymous Review

The first page of the manuscript must include the title, abstract and the beginning of the paper. No names, addresses, or other identifying information should appear on the title page, or elsewhere in the manuscript. Please consult the APA Publication Manual (6th edition) frequently when preparing the manuscript for submission. Upon final acceptance of the manuscript for publication, identifying information may be added, at the Editor’s discretion. Acceptable electronic formats for artwork (figures, tables, graphs, etc.) include: TIFF; EPS; Word; and, Excel.

Step 2: Completion of Manuscript Submission Cover Form/ Electronic Submission of Manuscript

All manuscripts must be submitted via email attachment and include a completed electronic *TPC Manuscript Submission Cover Form* as a separate attachment to the same email. Upon electronic receipt of the completed Form, manuscript, abstract, 375 to 400 word Digest, and six (6) key words, the contact Author will receive an “Acknowledgment of Receipt of Manuscript” email. This email will include a Review Code/Manuscript Number.

Step 3: Electronic Review Process

All manuscripts will undergo an initial review for appropriateness for the *TPC Journal*, and adherence to the applicable terms of the NBCC Code of Ethics. If a decision is made to review the manuscript, it will be given a Review Code/Manuscript Number. The Review Code/Manuscript Number should always be used whenever the Author makes an inquiry to NBCC concerning the manuscript.

Two editorial board members will be assigned to review each manuscript using the electronic *TPC Manuscript Review Form*. Every attempt is made to use reviewers with expertise as closely related to the topic of the manuscript as possible, as indicated by the Author on the Manuscript Submission Cover Form. If necessary, guest reviewers may also be utilized to perform manuscript reviews.

Step 4: Manuscript Disposition

Upon completion of the review process, NBCC will provide the contact Author with an electronic Notice concerning NBCC’s determination regarding the manuscript; specifically, whether the manuscript is: accepted for publication in *TPC*; under consideration and requires resubmission; or, rejected and will not be published in *TPC*. The Manuscript Review Form from anonymous reviewers will be provided to the contact Author. The Editor Disposition Form from the *TPC* Editor will provide instructions to the contact Author for manuscripts that have been accepted, or those under consideration and requiring resubmission. All *TPC* Editor Decisions regarding publication are final and not subject to further review.

Step 5: Revised Manuscript Resubmission

Manuscripts resubmitted for further consideration must be submitted to the *TPC* Editor electronically, and must include the electronic Author Resubmission Form, which requires the Author(s) to identify the specific revisions that have been made to the manuscript, as well the reasons supporting the Author(s) decision not to make revisions proposed by the reviewers. Failure to address or respond to all reviewer comments will result in rejection of the manuscript for publication.

In the event that an editorial revision cannot be resolved between the reviewer and the Author, the *TPC* Editor will make a final determination concerning the publication of the manuscript.

Step 6: Author Copyright Assignment and Contribution Use Agreement

Upon acceptance of the manuscript for publication in the *TPC* Journal, the Author(s) of the manuscript must sign and return a Copyright Assignment and Contribution Use Agreement to NBCC.

Step 7: Manuscript Publication

Following the Editor's acceptance determination, the manuscript usually will be published in the *TPC* Journal within one hundred and twenty (120) days.

VII. Indexing

TPC is currently indexed with: Academic Search Complete, Current Abstracts, Education Research Index, SocINDEX, Vocational and Career Collection, and Ulrichs. TPC is seeking indexing in the following publications: Academic Search Premier; Applied Social Sciences Index and Abstracts; British Library Medical Information Service; Current Contents/Social and Behavioral Sciences; Current Index to Journal in Education; Education Research Complete; Higher Education Abstracts; Psychological Abstracts, PsycINFO; PsycARTICLES; PsycEXTRA; ERIC; Social Sciences Full Text and Education Full Text (Wilson); ISI Web of Knowledge (Reuters); ASSIA Applied Social Science Index and Abstracts; CSA Sociological Abstracts; ProQuest Social Science Journals; ProQuest Education Journals; Gale Psychology Collection; Scopus; Social Science Citation Index; and Social SciSearch. The *TPC* Journal Annual Index is archived at: tpcjournal.nbcc.org.