



# **Manuscript Submission Guidelines**

*The Professional Counselor (TPC)* is the peer-reviewed, open-access academic journal of the National Board for Certified Counselors (NBCC). *TPC* publishes articles on various topics for counseling professionals in diverse settings, as well as human services-related topics. Manuscripts should be scholarly and relevant to the research and practice of counselors and related professionals.

## **Manuscript Submission Requirements**

A complete manuscript submission consists of two fully executed items: (1) manuscript and (2) Manuscript Submission Form. A cover letter is not required for submission. Each item must follow the specific requirements in full, or the manuscript submission will be considered incomplete. A manuscript is eligible for editorial review for publication in *TPC* if all of the requirements described below are satisfied in full.

### **1. Manuscript**

#### **Manuscript Formatting**

Prepare manuscripts according to the sixth edition of the *Publication Manual of the American Psychological Association*. Follow the APA publication manual's instructions for structure, content and writing style. Manuscripts should be detailed yet concise, not exceeding 31 pages, including tables, figures and references. Double-space the entire manuscript and use 12-point Times New Roman font.

#### **Language**

Authors must prepare manuscripts in English, unless they demonstrate their inability to write and translate into English. At the editor's sole discretion, the editor may authorize a manuscript to be translated into English, at no cost to the authors.

#### **Title Page**

Page 1 of the manuscript submission should include only the title of the manuscript. No names, addresses, or other identifying information should appear on the title page, or elsewhere in the manuscript. The title should concisely summarize the main idea of the manuscript in as few words as possible.

#### **Abstract and Keywords**

Page 2 should include the abstract and keywords. Follow the APA publication manual's guidelines for completing an abstract, a

comprehensive summary of the article. Keep the abstract length between 100 and 150 words. Below the abstract, list five keywords. These keywords should be embedded in the abstract.

#### **References**

Follow the APA publication manual's guidelines for citations and references. Verify that all references appearing in the text are also listed in the reference section of your paper, and conversely remove any references that were not cited or included in the text. References should include a digital object identifier (DOI) when available.

#### **File Format**

Submit the manuscript as an e-mail attachment of Microsoft Word .doc or .docx format. Acceptable electronic formats for images (figures, tables, graphs, etc.) include TIFF, EPS, .doc, .docx, .xls and .xlsx.

### **2. Manuscript Submission Form**

The form includes each author's name, professional and academic credentials, position, place of employment, and contact information. Submission of the Manuscript Submission Form indicates the author's intention to have the manuscript published in *TPC*. The Manuscript Submission Form is available at <http://tpcjournal.nbcc.org/submission>

## Electronic Submission

Authors must submit manuscript submissions electronically to NBCC at [tpcjournal@nbcc.org](mailto:tpcjournal@nbcc.org). Following electronic submission of a manuscript, the author(s) will receive an "Acknowledgment of Receipt of Manuscript" e-mail at the e-mail address provided in the Manuscript Submission Form. This e-mail will include a manuscript number. If the manuscript submission is incomplete, the author(s) will receive instructions on how to complete their submission. Manuscripts not meeting the submission requirements will be returned. Manuscripts also may be returned to the contact author, without review, for various reasons, including: (1) the subject matter of the manuscript is inconsistent with *TPC's* objectives, (2) the editor does not consider the manuscript to be a major contribution to the counseling profession or related areas, or (3) the writing style of the manuscript is deemed unacceptable.

## Timeline of Manuscript Review and Publication Process

### Step 1: Electronic Review Process

All manuscripts will undergo an initial review for appropriateness for *TPC* and adherence to the applicable terms of the *NBCC Code of Ethics*. Two editorial board members will review each manuscript using the electronic *TPC* Manuscript Review Form. The *TPC* editorial staff makes every attempt possible to use reviewers with expertise as closely related to the topic of the manuscript, as indicated by the author(s) on the Manuscript Submission Form. If necessary, guest reviewers also may be utilized to perform manuscript reviews.

### Step 2: Manuscript Disposition

Upon completion of the review process (usually approximately 90 days after sending the author(s) an "Acknowledgment of Receipt of Manuscript" e-mail), NBCC will provide an electronic notice to the author(s) concerning NBCC's determination regarding the manuscript, specifically, whether the manuscript is accepted for publication in *TPC*, under consideration with revisions required, rejected with resubmission required, rejected with resubmission not recommended, or not suitable for *TPC*. The contact author will receive Manuscript Review Forms from at least two anonymous reviewers, along with their edited copies of the manuscript. The Editor Disposition Form from the *TPC* editor will provide instructions to the contact author for a manuscript that has been accepted, or under consideration with revisions required. All *TPC* editor decisions regarding publication are final and not subject to further review. Authors of manuscripts that are accepted for publication or revised for further consideration should expect editing for consistency with APA style and clarity.

### Step 3: Manuscript Revisions

Manuscripts resubmitted for further consideration must be submitted to the *TPC* editor and managing editor electronically. Authors must include the electronic Author Revisions Form, which requires authors to identify the specific revisions that they have made to the manuscript, as well the reasons supporting the decision not to make revisions proposed by the reviewers (if any). Failure to address or respond to all reviewer comments may 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 publication of the manuscript.

### Step 4: Digest

Upon acceptance of the manuscript for publication in *TPC*, authors must submit a 500-word digest, summarizing the manuscript in clear, nontechnical language.

### Step 5: Author Copyright Assignment and Contribution Use Agreement

Upon acceptance of the manuscript for publication in *TPC*, the authors of the manuscript must each sign and return Copyright Assignment and Contribution Use Agreements to NBCC.

### Step 6: Manuscript Publication

Accepted manuscripts are usually published in *TPC* within 90 days of the editor's determination. In preparation for publication, the manuscript will undergo reference checks, copy editing, formatting, proofreading, etc.

For more information, please e-mail [tpcjournal@nbcc.org](mailto:tpcjournal@nbcc.org).