



# Policies and Procedures

## I. TPC Mission Statement

*The Professional Counselor (TPC)* is the official, refereed, open-access, electronic journal of the National Board for Certified Counselors, Inc. and Affiliates (NBCC), dedicated to research and commentary on empirical, theoretical and innovative topics in professional counseling and related disciplines. *TPC* publishes original, peer-reviewed manuscripts. *TPC* was designed for the following purposes:

- ❖ Promote the professional practice of counseling and related disciplines
- ❖ Promote scholarship and encourage discussion on topics affecting counselors and related professionals
- ❖ Provide an online scholarly resource for the counseling profession

## II. TPC Vision

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

The electronic submission of manuscripts, coupled with an online 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 reading audience. Additionally, an open-access 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* Subject Matter

The editors of *TPC* invite manuscripts related to empirical, theoretical and innovative topics in professional counseling and related areas, including the following: mental health counseling; school counseling; career counseling; couple, 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 disciplines. The content represented in the articles does not necessarily reflect the opinions of NBCC or its affiliates.

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 are also 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 issues of *TPC* will be published on specific topics in counseling, supervision, research or helping as a facilitation process. Guest editors interested in presenting special topics for consideration should contact the *TPC* editor via e-mail. All special section proposals are peer-reviewed anonymously.

### B. Manuscripts Not Accepted For Publication in *TPC*

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 complete manuscript submission consists of two fully executed items: (1) the manuscript and (2) the Manuscript Submission Form. Prior to submission, the names and information revealing the authors' identities must be removed from the manuscript, since all manuscripts are blind peer-reviewed. Such information may only appear in the Manuscript Submission Form. References to authors and specific institutions, or any similar identifying information, will not be revealed until after the manuscript has been accepted for publication. 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 following requirements are satisfied in full:

#### 1. Manuscript

- ❖ The entire manuscript must be double-spaced, including references, and prepared in 12-point Times New Roman font.
- ❖ The manuscript must not exceed 31 pages, including tables, figures and references. Longer manuscripts may be considered, but must first be authorized by the editor prior to submission.
- ❖ No names, addresses or other identifying information should appear on the title page or elsewhere in the manuscript.
- ❖ The manuscript must include at least five keywords and an abstract of 100–150 words.
- ❖ The manuscript must be in English, unless the author(s) demonstrates his or 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 sixth edition of the *Publication Manual of the American Psychological Association*. 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.
- ❖ Acceptable electronic formats for artwork (figures, tables, graphs, etc.) include TIFF, EPS, .doc, .docx, .xls and .xlsx.
- ❖ The manuscript must be submitted as a Microsoft Word document, and all materials must be in one file.

#### 2. Manuscript Submission Form

- ❖ The authors must submit a completed Manuscript Submission Form, which includes the contact author's name, professional or academic credentials, position, place of employment, and contact information (i.e., physical address, e-mail address and telephone number), as well as each additional author's name, professional or academic credentials, affiliation and e-mail address. The Manuscript Submission Form can be found at <http://tpcjournal.nbcc.org/submission>. Submission of the Manuscript Submission Form indicates the authors' intention to have the manuscript published in *TPC*.

Manuscripts not meeting the submission requirements will be returned. Manuscripts also may be returned to the author(s), without editorial board 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 *TPC*, (3) the editor does not consider the manuscript to be a major contribution to professional counseling or related disciplines, or (4) the writing style of the manuscript is deemed

unacceptable.

Manuscript submissions must be submitted electronically to NBCC at [tpcjournal@nbcc.org](mailto:tpcjournal@nbcc.org) unless prior approval for the submission of the manuscript in an alternate form has been granted by the *TPC* editor. Following electronic submission of a manuscript, the author will receive an e-mail acknowledging receipt of the manuscript at the e-mail address provided in the Manuscript Submission Form.

#### **D. Submission and Retention of Empirical Data**

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

#### **E. NBCC Code of Ethics/Research Activities**

The authors of manuscripts must attest that their research activities have complied with applicable NBCC *Code of Ethics* directives relating to such research, including the treatment of human and animal subjects. See the NBCC *Code of Ethics* directives on research and publication. The *Code of Ethics* is available at [www.nbcc.org/ethics](http://www.nbcc.org/ethics).

#### **F. Book and Multimedia Review Policy**

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

Publishers wishing to have their books considered for review in *TPC* may contact the managing editor for more information at [tpcjournal@nbcc.org](mailto:tpcjournal@nbcc.org). Unsolicited reviews will not be accepted. All reviews accepted for publication are subject to copy editing for length, format consistency and content. Published reviews will be accompanied by a statement describing the review author's credentials and institutional affiliation. Reviews do not reflect the opinions or policies of NBCC.

#### **G. Video Submission Requirements**

*TPC* hosts videos of authors discussing issues related to their published article. The video allows the author(s) to share article information from a personal perspective. *TPC* reserves the right to accept, reject and edit a video, and determine how long it will remain online. All videos are subject to *TPC* copyright policies.

##### **1. Content and Style Recommendations**

Authors should include a brief overview of the article, a description of what started the interest in the topic, and an explanation of the article's relevance or implications. Authors should have a professional appearance and a casual presentation style.

##### **2. Environmental Recommendations**

Videos should contain a simple or plain background with no windows or lighting in view. Authors should ensure that the lighting on their face is sufficient and without overexposure, as well as eliminate all background noises while recording.

##### **3. Technical Requirements**

Recording from a laptop or a modern cellphone should produce sufficient quality for a video webcast. An author should leave approximately three to five seconds of silence at the beginning and ending of the video to allow for a smooth transition. Videos cannot exceed three minutes. If the recording settings are adjustable, please set

them to the following:

- ❖ Mp4 file format
- ❖ Bitrate of 2-2.5 mbps.
- ❖ Video size: 480x270 (480 width, 270 height)
- ❖ Constraint Proportions: 16:9

Authors unfamiliar with these settings or unable to make adjustments should submit the video to [tpcjournal@nbcc.org](mailto:tpcjournal@nbcc.org), and the TPC staff will assess the video quality and compatibility.

#### **IV. Copyright Assignment and Intellectual Property Terms**

Upon acceptance of the manuscript for publication in TPC, the authors must each sign and return to NBCC a Copyright Assignment and Contribution Use Agreement, located at <http://tpcjournal.nbcc.org>. This agreement accomplishes the following:

- ❖ 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 and display, and the right to create derivative works;
- ❖ Grants nonexclusive, limited rights and permissions to the author to use the author's original material, at no cost, for his/her own personal and/or 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 nonoriginal 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 TPC. Failure to satisfy these requirements will result in the manuscript not being considered for publication in 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 submitting original material to NBCC, for having the copyright to their manuscript assigned to NBCC, or for using the published manuscript for NBCC continuing education.

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

#### **V. Manuscript Review and Disposition Process**

Approximately 90 days after the e-mail acknowledging receipt of the manuscript 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 with minor changes
- ❖ Under consideration with revisions required
- ❖ Rejected with major revisions and resubmission required
- ❖ Rejected with resubmission not recommended
- ❖ Not suitable for *TPC*

[Note: Authors of manuscripts that are accepted for publication, or revised and resubmitted for consideration, should expect editing for consistency with *TPC* publication style and the *Publication Manual of the American Psychological Association* (6th edition)].

All manuscripts deemed under consideration with revisions required must include a completed Author Revisions Form found at <http://tpcjournal.nbcc.org/submission>, which requires the authors to identify the following: the specific revisions that have been made to the manuscript and the reasons supporting the authors' decision not to make revisions proposed by the editor or the reviewers. All manuscripts deemed rejected with major revisions and resubmission required must be resubmitted to [tpcjournal@nbcc.org](mailto:tpcjournal@nbcc.org) and will be reviewed by at least two different editorial board reviewers before being returned to the editor. Please note in your e-mail that you have previously submitted this manuscript to *TPC*.

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 accepted, the author(s) must submit to *TPC* a signed Copyright Assignment and Contribution Use Agreement; a 500-word digest, summarizing the manuscript in clear, nontechnical language; and five multiple-choice continuing education questions about the article.

## **VI. Timeline of Electronic Manuscript Submission Process**

### **Step 1: Plagiarism Detection**

Upon initial submission, all manuscripts are processed using plagiarism detection software. If the processing reveals significant problematic overlap between the manuscript submission and any previously published materials, especially overlap that appears without citations, the manuscript will be returned to the author. Uncited overlap with materials previously published by the manuscript's own author(s) constitutes self-plagiarism and is considered unethical.

### **Step 2: 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*. At least two editorial board members will review each manuscript deemed appropriate using the electronic 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 3: Manuscript Disposition**

Upon completion of the review process (usually approximately 90 days after sending the author(s) an e-mail acknowledging receipt of manuscript), 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 edited copies of the manuscript. The Journal Editor Disposition Form from the *TPC* editor will provide instructions to the contact author for a manuscript that has been accepted or is under consideration with revisions required. All *TPC* editor decisions regarding publication are final and not subject to further review. Author(s) of manuscripts that are accepted for publication, or revised and resubmitted for consideration, should expect editing for clarity and consistency with APA style.

#### **Step 4: Manuscript Revisions**

Manuscripts revised 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 the publication of the manuscript.

#### **Step 5: 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 6: Continuing Education Questions**

Upon acceptance of the manuscript for publication in *TPC*, the author(s) must submit five multiple-choice questions about their article so that *TPC* readers can earn continuing education credit for reading the article.

#### **Step 7: Author Copyright Assignment and Contribution Use Agreement**

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

#### **Step 8: Manuscript Publication**

Following the editor's acceptance determination, the manuscript usually will be published in *TPC* within 90 days. In preparation for publication, the manuscript will undergo reference checks, copy editing, plagiarism detection, formatting, proofreading, etc.

### **VII. Indexing**

*TPC* is currently indexed with the following databases: ProQuest (Professional ProQuest Central, Research Library and ProQuest Central), GALE Cengage (Gale Psychology Collection), ERIC, EBSCO (Education Source collection) and Ulrichs.

*TPC* is seeking indexing in the following databases: American Psychological Association (PsycINFO), Elsevier (SCOPUS), Thomas Reuters (ISI Web of Knowledge, Social Science Citation Index and Social SciSearch) and CABI.

*TPC* is also seeking expansion into additional databases with each indexing provider.