



# 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) the manuscript and (2) the 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.

### 1. Manuscript

#### Manuscript Formatting

Prepare manuscripts according to the sixth edition of the *Publication Manual of the American Psychological Association*. Follow the APA 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 email attachment of Microsoft Word .doc or .docx format. Acceptable electronic formats for images (figures, tables, etc.) include TIFF, EPS, .doc, .docx, .xls and .xlsx. All images should fit within a vertical (portrait) page in the manuscript; do not use images requiring a horizontal (landscape) page.

### 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 form is not complete unless the first/contact author initials each item on the second page, and signs his or her name at the bottom. The Manuscript Submission Form is available at <http://tpcjourn.al/nbcc.org/submission>

## **Electronic Submission**

Authors must submit manuscript submissions electronically to *TPC* at [tpcjourn@nbcc.org](mailto:tpcjourn@nbcc.org). Following electronic submission of a manuscript, the author(s) will receive a “Manuscript Submission Received” email at the email address provided in the Manuscript Submission Form. This email 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 suitability for *TPC* and adherence to the applicable terms of the *NBCC Code of Ethics*. Two editorial review board members will review each manuscript using the Manuscript Review Form and track changes within the manuscript Word document. The *TPC* editorial staff makes every attempt possible to use reviewers with expertise matching the manuscript topics indicated by the author(s) on the Manuscript Submission Form. Guest reviewers also may be utilized if necessary.

### **Step 2: Manuscript Disposition**

Upon completion of the review process—for most manuscripts, within 60 days of authors getting the “Manuscript Submission Received” email—*TPC* will provide an electronic notice to the author(s) concerning *TPC*’s determination regarding the manuscript. The decision will be one of the following: accepted for publication, under consideration with revisions required, or rejected due to one of the following reasons: manuscript requires major revision before further consideration, manuscript is unlikely to reach *TPC* standards after revision, or manuscript content is 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 the author(s) with acceptance information, recommended edits, and other review items. 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 through the *TPC* email. Resubmissions must include a new copy of the manuscript, as well as the Author Revisions Form found on the *TPC* website, which requires authors to identify the specific revisions that they have made to the manuscript, as well as 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. If an editorial revision cannot be resolved, the *TPC* editor will make a final determination concerning revision and publication of the manuscript.

### **Step 4: Digest**

Upon acceptance of a manuscript for publication in *TPC*, the author(s) 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 a manuscript for publication in *TPC*, but before significant work is done on the manuscript by the *TPC* staff, each author of the manuscript must sign and return a Copyright Assignment and Contribution Use Agreement.

### **Step 6: Manuscript Publication**

Accepted manuscripts are usually published in *TPC* within 60 days of acceptance. In preparation for publication, the manuscript will undergo plagiarism and reference checks, copy editing, formatting, proofreading, and other processes. Author(s) should monitor emails and promptly respond to any queries.

For more information, please email [tpcjourn@nbcc.org](mailto:tpcjourn@nbcc.org).