



# 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 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 email. All special issue or section proposals undergo an anonymous peer review.

### 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 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 because all manuscripts go through a blind peer review. 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 specific requirements or the manuscript submission will be considered incomplete. A manuscript is eligible for editorial review for publication in *TPC* only if all of the following requirements are satisfied in full:

- The entire manuscript must be double-spaced 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 an abstract of 100–150 words and five keywords drawn from the abstract.
- The manuscript must be in English, unless the author(s) demonstrates their 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 seventh 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, 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.
- The manuscript must be submitted as a Microsoft Word document, and all materials must be in one file.
- The authors must submit a completed Manuscript Submission Form, which includes the contact author's name, professional and academic credentials, position, place of employment, and contact information (i.e., physical address, email address, and telephone number), as well as each additional author's name, credentials, affiliation, and email address. The Manuscript Submission Form can be found at [tpcjournal.nbcc.org/submission](http://tpcjournal.nbcc.org/submission). Submission of the Manuscript Submission Form indicates the authors' intention to have the manuscript published in *TPC*. The form is not complete unless the contact author initials each item on the second page and signs their name at the bottom.

Manuscripts not meeting the submission requirements will be returned. Manuscripts also may be returned to the author(s) without review for various reasons, including: (a) the subject matter of the manuscript is inconsistent with the subjects identified in Section III.A above, (b) the editor does not consider the manuscript to be a major contribution to professional counseling or related disciplines, or (c) the writing style of the manuscript is deemed unacceptable.

Manuscript submissions must be submitted electronically to *TPC* 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 email acknowledging receipt of the manuscript at the email 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 to determine how long the video will remain online. All videos are subject to TPC copyright policies.

- **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.
- **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 and that the recording area is quiet. Videos should only be shot horizontally and from a stabilized position; do not have someone hold the camera.
- **Technical Requirements:** Recording from a laptop or smart phone should produce sufficient quality. 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:
  - File type: Mp4 file
  - Bitrate: 3 Mbps minimum, 6 Mbps best
  - Video size: 720p (1280x720) or 1080p (1920x1080)
  - 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 TPC a Copyright Assignment and Contribution Use Agreement, located at [tpcjournal.nbcc.org](http://tpcjournal.nbcc.org). This agreement accomplishes the following:

- Transfers to TPC all copyright and other ownership rights held by the author in their 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 their own personal and/or academic use, including use of the material in future books and other publications created by the author, provided that the TPC copyright is properly acknowledged; no NBCC or TPC endorsement is implied; and the author indicates that the manuscript was originally published by TPC
- 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 *TPC* 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 *TPC* 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 or *TPC* for submitting original material to *TPC*, for having the copyright to their manuscript assigned to *TPC*, or for using the published manuscript for NBCC and *TPC* 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 60 days after the email acknowledging receipt of the manuscript is sent to the author(s), *TPC* will provide an electronic notice to the author(s) concerning *TPC*'s determination regarding the manuscript. Specifically, the notice will indicate whether the manuscript is:

- Accepted for publication
- Under consideration with revisions required
- Rejected for one of the following reasons:
  - Manuscript requires major revision before further consideration
  - Manuscript is unlikely to reach *TPC* standards after revision
  - Manuscript content is 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* (7th edition)].

Any manuscript being resubmitted for further consideration after revisions have been made must be accompanied by a completed Author Revisions Form, found at [tpcjournal.nbcc.org/submission](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 certain revisions proposed by the editor or the reviewers. Resubmissions should be sent to [tpcjournal@nbcc.org](mailto:tpcjournal@nbcc.org). Please note in your email that you have previously submitted this manuscript to *TPC*. At the *TPC* editor's discretion, resubmissions may be routed directly to the *TPC* editor for review, or they may pass through the blind peer review process again. Please note that if a manuscript is resubmitted and receives a rejection for the second time, that manuscript should not be resubmitted again unless approved by the editor.

Authors of manuscripts accepted for publication must submit the final manuscript via email 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 for each author of the manuscript; 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 suitability 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 matching the manuscript topics indicated by the author(s) on the Manuscript Submission Form. Guest reviewers also may be utilized if necessary.
- **Step 3: Manuscript Disposition**—Upon completion of the review process—for most manuscripts, within 60 days of author(s) 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 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 clarity and consistency with APA style.

- **Step 4: Manuscript Revisions**—Manuscripts revised for further consideration must be submitted to *TPC* through the *TPC* email address. Resubmissions must include a new copy of the manuscript, as well as the Author Revisions Form, 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 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 *TPC* staff, each author of the manuscript must sign and return a separate Copyright Assignment and Contribution Use Agreement.
- **Step 6: 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 7: Continuing Education Questions**—Upon acceptance of a 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 8: 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.