



Manuscript Submission Guidelines

The Professional Counselor (TPC) is the official journal of the National Board for Certified Counselors, Inc., and Affiliates (NBCC), dedicated to publishing original and innovative peer-reviewed research and scholarship in an electronic, open-access format to inform counselors and members of related helping professions.

Manuscript Submission Requirements

A complete manuscript submission consists of two fully executed items: (1) the manuscript and (2) the manuscript submission form and upload contained within the Submittable online platform. A cover letter is not required for submission. A manuscript submission is considered complete and eligible for editorial review for publication in *TPC* only if all the requirements described below are satisfied.

I. Manuscript

Manuscript Formatting: Prepare manuscripts according to the seventh edition of the Publication Manual of the American Psychological Association (APA7). Follow the APA manual's instructions for structure, content, and writing style. Other basic requirements for *TPC* manuscripts include:

- The entire manuscript must be double-spaced and in 12-point Times New Roman font.
- The manuscript must not exceed 31 pages, including tables, figures, and references. Submissions over 31 pages will be returned to authors for revision to fit the page limit.
- The manuscript must include a title page and a second page containing the abstract and exactly five keywords. More guidance on these items appears below.
- All images (figures, tables, etc.) should fit within a vertical (portrait) page in the manuscript; do not use images requiring a horizontal (landscape) page.

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 pulled directly from the abstract and should be as specific to the manuscript as possible.

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 must include a digital object identifier (DOI) when available. With the exception of seminal texts, cited references should be recent to indicate a relevant literature review.

File Format: The Submittable platform will accept an upload of your manuscript in Microsoft Word .doc or .docx format. All applicable images (figures, tables, etc.) should be contained within the manuscript document and should not be sent as separate attachments.

II. Manuscript Submission Form

Author(s) must submit their manuscript through the Submittable platform. The manuscript submission form to be completed within the platform includes the contact author's name, all professional and academic credentials, position and place of employment, and contact information (i.e., physical business correspondence address, email address, and telephone number). *Coauthor information will not be collected unless the manuscript is accepted for publication.* Please fill out the form in its entirety and with as much specificity as possible. Submission should only be performed through the Submittable platform and should not be transmitted through email or other means.

Submission of a manuscript indicates an intention to have the manuscript published in *TPC* and serves as an agreement that the manuscript will not be submitted elsewhere while under *TPC* review.

The *TPC* Submittable page can be found at <https://nbccf.submittable.com/submit>.

Artificial Intelligence (AI) Policies

TPC and NBCC have developed a set of policies regarding AI use and documentation for any submission to the journal, as well as for members of the editorial and peer review teams. Authors must review the AI policies prior to submitting their manuscript and complete any steps for disclosure both within the manuscript itself and the submission form on Submittable. Any manuscript determined to have used AI in a manner counter to the *TPC* and NBCC policies will be removed from review and consideration for publication. Authors can find the AI policy document here: <https://bit.ly/TPCaiPolicy>

Electronic Submission

Authors must submit manuscript submissions electronically to *TPC* through the Submittable platform. Following submission of a manuscript, the submitter will receive a "Manuscript Submission Received" email at the address they provided. This email will include a manuscript number for future reference. If the manuscript submission is not complete, *TPC* will provide instructions on how to complete it. Manuscripts may be returned to the contact author without reaching the peer review stage for various reasons, including: (1) the manuscript submission continues to be incomplete, (2) the subject matter of the manuscript is inconsistent with *TPC*'s objectives and audience, or (3) the writing style of the manuscript is deemed unacceptable. Note: If a confirmation email has not been received within 5 business days (excluding holidays), it is the responsibility of the author(s) to follow up with the editorial staff at tpcjournal@nbcc.org.

General Timeline of the Manuscript Review Process

Step 1: Electronic Review Process

All manuscripts undergo an initial review for suitability for *TPC* as well as an electronic plagiarism check. The manuscript is then reviewed by members of the editorial staff, associate editors, and peer reviewers, always in a fully blinded review process. The *TPC* editorial staff makes every attempt possible to use reviewers with expertise matching the manuscript topics indicated by the author(s) on the submission form. All peer review materials are then sent to the *TPC* editor, who performs their own review and then considers the peer review materials when making the final publication decision on the manuscript.

Step 2: Manuscript Disposition

Upon completion of the review process—for most manuscripts, within 90 days of authors getting the submission receipt email—authors will receive a message through the Submittable platform concerning *TPC*'s determination regarding the manuscript, as well as any review feedback that the editor deems constructive. The disposition message will also contain any information on revision and resubmission, if applicable.

Additional policies can be found in the *TPC* Policies and Procedures document on the *TPC* website. For more information, please email tpcjournal@nbcc.org.