JCLA Author Guidelines

Aims & Scope. The Journal of Counselor Leadership & Advocacy (JCLA), a publication of Chi Sigma Iota Counseling Society International, provides professional counselors, counselor educators, and counseling students with research and evidence-based recommendations in topics that promote scholarship, research, professionalism, leadership, advocacy, and excellence in counseling. Through high-quality research, scholarship, and professional dialogue, the primary purposes of this peer-reviewed journal are to promote the development of leaders to serve in diverse counseling settings, bring awareness to professional and client advocacy initiatives, and provide a forum for discussing professional issues. JCLA welcomes empirical, theoretical, and conceptual pieces focused on leadership, professional and client advocacy, and professional identity for counselors, counseling students, and counselor educators. Because evidence-based practice is at the heart of the counseling profession, JCLA will occasionally publish exemplary scholarship related to evidence-based practice in counseling practice, supervision, and education.

Typically, manuscripts submitted to JCLA fall into one of five categories:

1. Leadership development – Research and conceptual/theoretical articles that address leadership development within counseling practice, supervision, or education
2. Professional advocacy – Research and conceptual/theoretical articles that address professional advocacy within counseling practice, supervision, or education
3. Client advocacy – Research and conceptual/theoretical articles that address client advocacy within counseling practice, supervision, or education
4. Professional identity – Research and conceptual/theoretical articles that address issues related to professional identity and professional identity development within counseling practice, supervision, or education.
5. Evidence-based practice – Original research and grounded literature reviews that may advance the profession via exemplary evidence-based practice in counseling, supervision, or education

Preparation of Manuscripts. Authors must prepare manuscripts in strict adherence with the most recent edition of the APA Publication Manual. Please see the APA Publication Manual for guidance on title page and author note, abstract (not to exceed 75 words) and keywords, format guidelines, citations and references, tables and figures, language/bias, and presentation of statistical results. Submissions must be prepared for blind peer review and may not contain identifying information regarding authors or author affiliations.
The following page limitations apply to JCLA submissions:

- **Research articles** – original quantitative, qualitative, or mixed method research up to 30 pages in length including all references and tables.

- **Theoretical/conceptual articles** – theoretical or conceptual pieces, founded upon on evidence-based practice up to 25 pages in length including all references and tables.

- **Research briefs** – brief summaries regarding original quantitative, qualitative, or mixed methods research up to 15 pages in length including all references and tables.

- **Special features** – From time to time, the editor may consider profiles, media reviews, or other special features for publication in JCLA. Authors are advised to contact the editor prior to developing a special features submission.

**Submission of Manuscripts.** *Journal of Counselor Leadership and Advocacy* receives all manuscript submissions electronically via its ScholarOne Manuscripts site located at http://mc.manuscriptcentral.com/ucla. ScholarOne Manuscripts allows for rapid submission of original and revised manuscripts, and facilitates the review process and internal communication between authors, editors, and reviewers via a web-based platform. ScholarOne technical support can be accessed at http://scholarone.com/services/support. If you have any other requests, please contact Casey A. Barrio Minton, Editor-in-Chief, at jcla@csi-net.org.

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**Illustrations.** Illustrations submitted (line drawings, halftones, photos, photomicrographs, etc.) should be clean originals or digital files. Digital files are recommended for highest quality reproduction and should follow these guidelines:

- 300 dpi or higher
- sized to fit on journal page
- EPS, TIFF, or PSD format only
- submitted as separate files, not embedded in text files

**Color Reproduction.** Color art will be reproduced in color in the online publication at no additional cost to the author. Color illustrations will be considered for publication; however, the author will be required to bear the full cost involved in color art reproduction. Please note that color reprints can only be ordered if print reproduction costs are paid. Print Rates: $900 for the first page of color; $450 per page for the next three pages of color. A custom quote will be provided for articles with more than four pages of color. Art not supplied at a minimum of 300 dpi will not be considered for print.

**Tables and Figures.** Tables should be kept to a minimum. Include only essential data and combine tables wherever possible. Tables and figures should not be embedded in the text, but should be included as separate sheets or files following the reference section of the article. A short descriptive title should appear above each table with a clear legend and any footnotes suitably identified below. All units must be included. Figures should be completely labeled, taking into account necessary size reduction. Captions should be typed, double-spaced, on a separate sheet.

**Proofs.** Electronic page proofs are sent to the designated author. Proofs should be checked and returned within 48 hours.

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