

Manuscript Requirements

Manuscript Preparation:

- All manuscripts should be prepared according to the Publication Manual of the American Psychological Association (7th ed.). Authors should consult the APA Publication Manual for guidelines regarding the format of the manuscript, abstract, citations and references, tables and figures, and other matters of editorial style.

NOTE: JCI does not publish footnotes. Instead, incorporate any footnotes into the text or include an endnote.

Manuscript Length Limitations:

- Manuscript titles are limited to 80 characters.
- **Author(s) Name:** The manuscript provides the author(s) name only (i.e., no degrees or position titles listed) and university name. Example: Jane Doe –The University of Iowa
- **Abstracts:** The abstract should express the central idea of the manuscript in nontechnical language. The abstract should be on page 2 and is limited to 75 words. Remember the font should be no larger than 12, Times New Roman, and in Italics.
- **Table and Figures:** Tables and figures should be used only when essential. No more than three tables and two figures with each manuscript will be accepted. Figures (graphs, illustrations, line drawings) must be supplied as camera-ready art (glossies prepared by commercial artists) whenever possible. If electronic artwork is supplied, it must be a minimum resolution of 600 dots per inch (dpi) up to 1,200 dpi. Halftone line screens should be a minimum of 300 dpi. JPEG or PDF files are preferred. (See APA Publication Manual 7th edition for further details on figure preparation.) Figure captions are to be on an attached page, as required by APA 7th style.
- **References:** References should follow the style detailed in the APA 7th edition Publication Manual. Check all references for completeness, including year, volume number, and pages for journal citations. Make sure that all references mentioned in the text are listed in the reference section and vice versa and that spelling of author names and years are consistent.
- **Footnotes or Endnotes:** Do not use. Incorporate any information within the body of the manuscript.
- **Other:** Authors must also carefully follow APA Publication Manual guidelines for nondiscriminatory language regarding gender, sexual orientation, racial and ethnic identity, disabilities, and age. In addition, the terms counseling, counselor, and client are preferred, rather than their many synonyms.
- **Page Limitations:** The manuscripts submitted to the Research section must not exceed 20 pages, including references. **NOTE:** Any submissions that do not adhere to length limitations may be returned without review. Remember the font should be no larger than 12 and in Times New Roman (except for the abstract –see abstract for formatting).
- Manuscripts submitted to the Practice, Professional Exchange and Professional Dialogue are not to exceed 15 pages.
- Media review manuscripts are not to exceed 10 pages.

JCI Editorial Review:

Manuscripts are reviewed by at least two editorial board members. Manuscripts typically undergo revision before final acceptance. The Editors make final decisions regarding publication.

NOTE: Manuscripts are accepted for consideration with the understanding that they have not been published previously and are not being considered simultaneously for publication elsewhere. The right to reject any manuscript or return it to the author for format, style, or other revisions before accepting it for publication is reserved by the editorial staff.

Submission Process:

Electronically submit as a Microsoft Word attachments one copy of the manuscript with authors' names and affiliations on the cover sheet, along with a letter briefly describing the topic of the manuscript and identifying the appropriate JCI section to smdunham@ncat.edu or kewolff@northpark.edu

- **The subject line of the e-mail message must state “JCI: manuscript submission.”**

Authorship:

- JCI expects authors to follow the ACA Code of Ethics (ACA, 2021) regarding publication, including authorship, concurrent submission to only one publication, and informed consent for research participants, and piecemeal publication of research data. In a cover letter, authors should include statements indicating that they have complied with specified ACA ethical standards relevant to their manuscript.

Note to Author(s):

Author(s) must also carefully follow APA Publication Manual 7th edition guidelines for nondiscriminatory language regarding gender, sexual orientation, racial and ethnic identity, disabilities, and age.

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NOTE: JCI has a completely electronic manuscript submission and review process.