

International Journal for School-Based Family Counseling

GUIDELINES FOR AUTHORS

The *International Journal for School-Based Family Counseling (IJSBFC)* invites articles concerned with theory, research, policy and practice on aspects of school-based family counseling. The Journal is published online and, at present, once a year.

Originality. All manuscripts must be the original work of the authors, not previously published, and not submitted for publication elsewhere. The *IJSBFC* retains copyright ownership. For any extensive quotation (more than 500 words) used in the manuscript, authors must obtain a letter of permission for its use and submit a copy of the letter with the manuscript. Authors bear full responsibility for the accuracy of references, quotations, tables, and figures.

Client anonymity. Client anonymity must be protected in all manuscripts. Authors should avoid any identifying information in describing clients and their histories. All clinical activities must have been conducted in accordance with the ethical requirements of the professional organisation to which authors belong

Review process. All manuscripts will be sent for initial review to two Consulting Editors, appointed by the Editorial Board. Reviewer comments are sent to authors. Both reviewers and authors remain anonymous throughout the review process. The Senior Editor and the Editorial Board reserve the sole right to reject any manuscript or to return it to the author for revision based on format, style, or editing. Prior to publication, authors will receive a copy of the edited article for final approval. Once an article is accepted for publication, corrections, additions, or substantive revisions (other than for grammar, spelling errors, and dates) are prohibited.

Submission of manuscripts. Authors should submit manuscripts as an E-mail attachment to the Senior Editor. The E-mail will serve as the cover letter.

STYLE

Manuscript. Articles should conform to APA style (using the *Publication Manual of the American Psychological Association, 2005* or later), and be saved in Microsoft Word. Pages should be formatted as 8.5"x11" with 1" margins on all

sides. Text should be double-spaced and in 12 point Times New Roman font. Total length of articles, not including references, tables, and figures should not exceed 5000 words. Authors should avoid jargon, demonstrate multicultural sensitivity, and minimize any bias in language used.

Articles should be presented in the following order:

Title page. This should include the title of the article, each author's name, highest relevant degree and credential, institutional affiliation, and contact information (including postal and E-mail address, fax and phone number). Clarify any funding and special circumstances in an author note.

Abstract. This should not exceed 120 words and must be included on a separate page.

Text. This should use standard APA sections and headings.

References. These should be in APA format, and only contain items cited in the text.

Figures. These should be kept to a minimum. Each figure must be on a separate page and numbered in the order that they are referred to in the text. The text should indicate the desired placement of figures.

(updated July 1st, 2010)