|  |
| --- |
| ***Journal of Applied Rehabilitation Counseling*Manuscript Submission Guidelines** |
| Submit electronic manuscripts to Dr. Mary Huber, Editor (mary.huber@wright.edu) |
|  |
| ***REVIEW POLICY*** |
| Because reviewers have agreed to participate in a masked reviewing system, authors submitting manuscripts are requested to submit a *separate cover sheet* which shows the title of the manuscript, all the authors’ names, job titles, email addresses, affiliations with employer or institutional affiliations, postal addresses and telephone numbers.  |
| The first page of the manuscript should omit the authors’ names and affiliations, but should include the title of the manuscript and the abstract. The second page of that document begins with the content of the article. Every effort should be made to see that the manuscript itself contains no clues to the authors’ identities. |
|  |
| ***MANUSCRIPT PREPARATION*** |
| Beginning with submissions received after January 1, 2016, authors should prepare manuscripts according to the Publication Manual of the American Psychological Association (6th ed.). Manuscripts must be formatted as a Word document (version 2007 or later). All manuscripts must follow the criteria below:1. An abstract containing a *maximum* of 150 words.
2. APA formatting must be followed including headings, tables, figures, references, and abstracts. See APA Publication Manual.
3. The content portion of the paper excluding the abstract, the references, and any tables *cannot* exceed 20 double-spaced pages.
4. In general, the journal does not accept literature reviews but we do accept qualitative and quantitative original work as well as conceptual papers. Thus, manuscripts with original data are *highly* encouraged.
5. All manuscripts must avoid terminology that might imply bias against persons on the basis of gender, sexual orientation, racial or ethnic group, disability, or age.
6. Logical flow from liter review through discussion.
 |
| Manuscripts submitted to *JARC* should be concisely written in simple, unambiguous language. They should present materials in logical order, starting with a statement of purpose and progressing through an analysis of evidence to conclusions and implications, with the conclusions clearly related to the evidence presented. Manuscripts failing to meet minimally accepted standards will be returned to authors *unreviewed*. |
|  |
| ***PUBLICATION POLICY*** |
| APA policy prohibits authors from submitting the same manuscript for concurrent consideration by two or more publications. As *JARC* is a primary journal that publishes original material only, APA policy also prohibits publication of any manuscript that has already been published in whole or substantial part elsewhere. Authors have an obligation to consult with the Editor concerning prior publication of any data upon which their manuscript depends. Authors bear the full responsibility for the accuracy of references, tables, quotations, figures, and the overall content of the manuscript. If accepted, the *JARC* Editorial Office will send the primary author a proof of the edited manuscript for his or her final review. |