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***Journal of the Pennsylvania Career Development (JPCA) Author Submission Requirements***

1. Manuscripts should not exceed 30 pages, including references.
2. Manuscripts should be typewritten, double-spaced (including references and extensive quotations) with 1” margins on all sides.
3. **Title Page:** Identify the title page with a running head. The title page should include title (not more than 80 characters), author, affiliation, and an author’s note with contact information. Author’s note should be formatted exactly as it appears in this example:

Author Name, Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, University Name [or Company affiliation]. Correspondence concerning this article should be addressed to Author Name, Department of \_\_\_\_\_\_\_\_\_\_\_\_, University, Street address, City, State, zip code (e-mail: xxxxx@xxxx.edu).

1. **Abstract:** Begin the abstract on a new page and identify the abstract page with the running head and the number 2 typed in the upper right-hand header of the page. The abstract should not exceed 75 words.
2. **Keywords:** Keywords should follow the abstract on page 2 and are limited to 5 words.
3. **Text:** Begin the text on a page 3 and identify the text page with the running head and page number 3 typed in the upper right-hand header of the page. Type the title of the article centered at the top of the page and then type the text. Each subsequent page of the text should carry the running head and page number.
4. **Tables and Figures:** No more than 3 tables and 2 figures with each manuscript will be accepted. Do not embed tables or figures within the body of the manuscript. Each table or figure should be placed on a separate page following the reference list
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8. In addition to the specific requirements of the JPCA, authors will adhere to all requirements of the *Publication Manual of the American Psychological Association (6th ed.)*.
9. An electronic copy of the manuscript should be e-mailed to the editor: Dr. Terence Yee (pcajournal@gmail.com).

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