



PENNSYLVANIA COUNSELING
ASSOCIATION

A Branch of the American Counseling Association

Journal of the Pennsylvania Counseling Association (JPCA) Author Submission Requirements

The *Journal of the Pennsylvania Counseling Association (JPCA)* is a professional, refereed journal dedicated to the study and development of the counseling profession. The Editor invites scholarly articles based on existing literature that address the interest, theory, research, and innovative programs and practices of professional counselors. Authors submitting manuscripts to the journal should not simultaneously submit them to another journal, nor should manuscripts have been published elsewhere in substantially similar form or with substantially similar content. All submissions are blind peer reviewed, and authors should expect a decision regarding a manuscript within three months of acknowledgement of receipt.

Similarity Checks and DOIs

JPCA is a member of Crossref. Authors submitting manuscripts are consenting to a Similarity Check that ensures all journal publications are original work. In addition, all published manuscripts will receive a DOI, allowing for searchable access to the article.

Following are guidelines for developing and submitting a manuscript. Any submissions that do not adhere to the following guidelines will be returned without review.

Guidelines

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, and use Times New Roman font.
3. Manuscripts should be compiled in the following order: title page; abstract; keywords; main text introduction, materials and methods, results, discussion; acknowledgments; declaration of interest statement; references; appendices (as appropriate); table(s) with caption(s) (on individual pages); figures; figure captions (as a list).
4. Research manuscripts should use the Journal Article Reporting Standards (JARS) from the current edition of the APA Publication Manual.
5. **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).
6. **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.
7. **Keywords:** Keywords should follow the abstract on page 2 and are limited to 5 words.
8. **Text:** Begin the text on 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.
9. **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. Tables and figures should meet guidelines from the APA Publication Manual and be in an editable format.
10. **References:** References should follow the style detailed in the APA Publication Manual. Check all

references for completeness, including the year, volume number, and pages for journal citations. Please be sure to include DOI numbers as necessary. Make sure that all references mentioned in the text are listed in the reference section and vice versa and that the spelling of author names and years are consistent. Reference lists should include correct documentation of DOIs for all references. DOI accuracy can be checked at <https://www.crossref.org/>.

11. **Footnotes or endnotes:** Do not use. Please incorporate any information within the body of the manuscript.
12. 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.
13. In addition to the specific requirements of the JPCA, authors will adhere to all requirements of the *Publication Manual of the American Psychological Association (7th ed.)*.
14. An electronic copy of the manuscript should be e-mailed to the editor: Dr. Holly Branthoover (pcajournal@gmail.com).

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