**GUIDELINES FOR AUTHORS**

The *Louisiana Journal of Counseling (LJC)* publishes articles that have broad interest for a readership composed mostly of counselors and other mental health professionals who work in private practice, schools, colleges, community agencies, hospitals, and government.  This journal is an appropriate outlet for articles that (a) critically integrate published research, (b) examine current professional and scientific issues, (c) report research that has particular relevance to professional counselor, (d) report new techniques or innovative programs and practices, and (e) examine LCA as an organization.

**MANUSCRIPT CATEGORIES**

Manuscripts must be scholarly, based on existing literature, and include implications for practice.  The following categories describe the nature of submitted manuscripts.  However, manuscripts that do not fall into one of these categories may also be appropriate for publication.  These categories were adapted from the American Counseling Association’s *Journal of Counseling and Development (JCD)*.  

1.   **Conceptual pieces.** New theoretical perspectives may be presented concerning a particular counseling issue, or existing bodies of knowledge may be integrated in innovative ways. 

2.   **Research studies.**  Both quantitative and qualitative studies are published in *LJC*.  The review of the literature should provide the context and need for the study, followed by the purpose for the study and the research questions.  The methodology should include a full description of the participants, variables, and instruments used to measure them, data analyses, and results.  The discussion section includes conclusions and implications for future research and counseling practice. 

3.   **Practice articles.**  Innovative counseling approaches, counseling programs, ethical issues, and training and supervision practices may be presented.  Manuscripts must be grounded in counseling or educational theory and empirical knowledge. 

4.   **Assessment and Diagnosis.** Focus is given to broad assessment and diagnosis issues that impact counselors.

**MANUSCRIPT REQUIREMENTS**

All manuscripts must adhere to the guidelines set forth in the *Publication Manual of the American Psychological Association (7th ed.)*. The APA *Publication Manual* sets forth all guidelines concerning manuscript format, abstract, citations and references, tables and figures, graphs, illustrations, and drawings.  Special attention should be given to the guidelines regarding the use of nondiscriminatory language when referring to gender, sexual orientations, racial and ethnic identity, disabilities, and age. In addition, the terms “counselor” and “counseling” are preferred to “therapist” and “therapy.”

1.   Submit 2 copies of your manuscript to lcajournal@lsuhsc.edu. One copy is an **electronic, blind copy** in Word of the entire manuscript with the saved header MANUSCRIPTTITLEBLIND and the second copy is an electronic with author information copy in Word of the entire manuscript with the saved header MANUSCRIPTTITLEAUTHORSLASTNAME.

2.   Include a cover letter with your manuscript submission that contains your name and title, place of employment and position, address, telephone number, and e-mail address.

3.   Manuscripts should not exceed 18 pages, including references.

4.   Lengthy quotations (330-500 words) require written permission from the copyright holder for reproduction.  Adaptation of tables and figures also requires reproduction approval. It is the author’s responsibility to secure this permission and present it to the *LJC* editor at the time of manuscript submission.

5.   Once a manuscript has been sent, the manuscript will be sent out for peer review. The reviewers will select that the manuscript may either be approved, approved with minor revisions, approved with major revisions, or denied. Once the manuscript is received back to [lcajournal@lsuhsc.edu](mailto:lcajournal@lsuhsc.edu) by the reviewers, [lcajournal@lsuhsc.edu](mailto:lcajournal@lsuhsc.edu) will notify the author of the manuscript status and provide a deadline for revisions for acceptance.

6.   The *LJC* is published annually.

7.   Material that has been published or is currently under consideration by another periodical should not be submitted.

8.   Generally, authors can expect a publication decision of approved, approved with minor revisions, approved with major revisions, or denied within 3 months after the acknowledgment of receipt.

9.   Manuscripts that do not conform to the APA *Publication Manual* 7th Edition guidelines will be returned without review.