
guidelines for authors

The *Journal of Multicultural Counseling and Development (JMCD)* invites articles concerned with research, theory, and program applications relevant to multicultural interests, intersectional identities, and/or experiences in all areas of counseling and human development.

submission of manuscripts

Manuscripts are to be submitted electronically (in one attachment) in Microsoft Word format (.doc) to <http://mc.manuscriptcentral.com/jmcd>. Full instructions and support are available on the site and a user ID and password can be obtained on the first visit. Support can be contacted by phone (888-503-1050) or via the red Get Help Now link in the upper right-hand corner of the log-in screen. For additional inquiries, or to propose a special topic area for consideration, contact Cirecie A. West-Olatunji, *JMCD* Editor, XULA Center for Traumatic Stress Research, Xavier University of Louisiana, Counseling Program, DOEC, 1 Drexel Drive, Box 59, New Orleans, LA 70125; phone: 504-520-5392; email: colatunj@xula.edu.

All submissions are reviewed by the editorial team. Submissions that are consistent with journal guidelines, focus on journal content, and are potentially publishable will be sent out for blind peer review. Manuscripts sent out for blind review are reviewed by at least two editorial board members and typically undergo revision before final acceptance. The average time frame for the review process is 6–8 months from time of first submission to final manuscript decision. The Editor makes final decisions regarding publication. Authors must submit a manuscript that contains no clues to the authors' identity. Citations that may reveal the authors' identities (e.g., "in an extension of our previous work [citation of work with authors' names]") should be masked (e.g., ["Authors, 2011"]). The authors' names, positions or titles, places of employment, and mailing addresses should appear on one cover title page only, not in an author footnote. Other subsequent pages should include only the manuscript title in the header.

Appropriate institutional review board (IRB) review and approval should accompany all studies involving human participants or research material derived from human participants. This information should be clearly stated in the Method section of the manuscript. In addition, the manner in which informed consent was obtained from the study participants (i.e., oral, written, online/electronic) should also be stated in the Method section. If the study was exempted from IRB approval, that information should be indicated in the Method section. Failure to provide this information in the manuscript may result in the manuscript being returned without review.

As *JMCD* increasingly receives international manuscripts, it is important to emphasize the requirement for ethical treatment of human participants regardless of country/institutional requirements and given that some countries and institutions may not require a formal IRB as in the United States. In a country/institution where there is no IRB process in place, it is the authors' responsibility to comply with the 2014 *ACA Code of Ethics* (see <http://www.counseling.org/resources/aca-code-of-ethics.pdf>) in terms of how their sample was treated. Authors should clearly specify in the Method section the procedures they used to comply with these standards. Authors are required to state how they responded to their countries'/institutions' requirements (if applicable) regarding the ethical treatment of the study participants. Failure to provide this information may result in the manuscript being returned without review.

Authors submitting manuscripts to *JMCD* should not simultaneously submit them to another journal, nor should manuscripts have been published elsewhere in substantially similar form or with substantially similar content.

preparation of manuscripts

Authors should carefully prepare their manuscripts in accordance with the following instructions. All manuscripts should be prepared according to the *Publication Manual of the American Psychological Association* (6th ed.; American Psychological Association [APA], 2010). Manuscripts should be as concise as possible, yet sufficiently detailed to permit adequate communication and critical review. Consult the APA *Publication Manual* for specific guidelines regarding the format of the manuscript, abstract, citations, references, tables, figures, and other matters of editorial style. Authors are encouraged to include tables and figures only when they substantially further the manuscript's objectives.

In addition to regular articles, *JMCD* has three special sections: Application: Theory to Competent Practice, Global Perspectives, and Hearing Our Elders. Application articles feature contributions that apply cross-cultural content to real-world experiences/events and reflect the adaptation or relevance of theoretical and practice approaches in work with specific populations, how teaching strategies promote cross-cultural competence, and connections between research and the communities where studies were conducted. Global Perspectives articles reflect research and application from an international context and include research conducted by international scholars in their home countries or abroad; research by domestic authors using international samples; and theoretical, practice-oriented, and teaching articles that reflect critical themes in counseling and development from a global perspective. Hearing Our Elders articles feature interviews with historic visionaries whose contribution and prominence have shaped multicultural counseling. Interviews will provide a historical context for the birth, growth, and future directions of the multicultural counseling movement.

SELECTED SECTIONS AND PAGE LIMITATIONS FOR MANUSCRIPT SUBMISSIONS

Title Page: The first page of the manuscript should be masked and contain only the title of the manuscript.*

***Note.** Prepare a separate, supplemental file labeled "Title Page" and upload at the above website in addition to the blinded manuscript. This title page document should contain the article title, the names and affiliations of all coauthors, author notes or acknowledgments, and complete contact information of the corresponding author who will review page proofs (including complete mailing address and email) in the following format:

(Continued on next page)

JMCD Guidelines for Authors (Continued)

Author(s) Name only (i.e., no degrees or position titles listed), Department Name, University Name, at City (if applicable). Author Name is now at Department Name, University Name, at City (if changed from above listing). Correspondence concerning this article should be addressed to Author Name, full mailing address (including street or PO Box), City, State (using postal abbreviation), zip code (email: name@name.edu).

Abstract: The abstract should express the central idea of the manuscript in nontechnical language. The abstract should be on page 2 and is limited to 75 words. Abstracts are translated into Spanish.

Keywords: Keywords should follow the abstract on page 2 and should include 5 words.

Tables and Figures: No more than 3 tables and 2 figures with each manuscript will be accepted. Please be sure to indicate the table or figure callouts within the manuscripts. However, 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. Figure captions are to be on an attached page, as required by APA style. Figures (graphs, illustrations, line drawings) must be supplied in electronic format with a minimum resolution of 600 dots per inch (dpi) up to 1200 dpi. Halftone line screens should be a minimum of 300 dpi. JPEG or PDF files are preferred. (See *APA Publication Manual*, pp. 128–150, for more detailed information on table preparation and pp. 150–167 for further details on figure preparation.)

References: References should follow the style detailed in the *APA Publication Manual*. Check all references for completeness, including year, volume number, and pages for journal citations. 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 is consistent.

Footnotes or Endnotes: Do not use. Incorporate any information within the body of the manuscript.

Other: 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.

Page Limitations

The following presents approximate character count limits for your manuscript submission with a corresponding number of tables and figures. These ranges equal a final typeset article of 12 pages. There may be variability in manuscript length; however, please adhere as closely as possible to these limits.

Allotted Number of Characters (and Spaces)*	Total Tables and Figures
33,000	0
30,250	1
27,500	2
24,750	3
22,000	4
19,250	5

*In Microsoft Word, go to “Tools” or “Review” (depending on version), then “Word Count” to obtain the number of characters and spaces in your document.

PERMISSION REQUIREMENTS

Lengthy quotations (generally 400 cumulative words or more from one source) require written permission from the copyright holder for reproduction. Previously published **tables or figures** that are used in their entirety, in part, or adapted also require written permission from the copyright holder for reproduction. Permission is required for the use of available measures/instruments unless explicitly voided by the individuals who created or adapted the instrument. Permission is also required if the author plans to adapt an existing instrument created by someone else. It is the **author’s responsibility** to secure such permission. A copy of the publisher’s written permission must be provided to the Editor immediately upon acceptance for publication.

revised and resubmitted manuscripts

A detailed cover letter is required for manuscripts with a revise and resubmit status (i.e., the author is invited to revise the manuscript as per editorial reviews and resubmit to the journal for further consideration regarding publication). The cover letter must address all points raised in the manuscript’s editorial reviews. Failure to provide a comprehensive cover letter along with the resubmitted manuscript may result in the manuscript being returned without further publication consideration.

accepted manuscripts

Authors will receive information for submitting a final copy of their manuscript upon acceptance from the Editor. Your article cannot be published until the publisher (Wiley) has received the appropriate signed license agreement. Once the article has been finalized for print production, the corresponding author will receive an email from Wiley’s Author Services system, which will ask him or her to log in and will present him or her with the appropriate license for completion. Page proofs for review will be sent to the corresponding author only via email.

RECEIPT OF FINAL PDF FILE UPON PUBLICATION

In-press articles are not to be posted on the Internet. Upon publication of the journal, the corresponding author will be able to download a free PDF offprint of the article through the Author Services site. Information on the terms and conditions regarding the use of the final article PDF for the corresponding author and/or any coauthors is available on the site.