

# AUTHOR GUIDELINES

## Counselor Education and Supervision

### Sections

1. [Submission and Peer Review Process](#)
2. [After Acceptance](#)

## 1. Submission and Peer Review Process

**Once the submission materials have been prepared in accordance with the Author Guidelines, manuscripts should be submitted online at <https://mc.manuscriptcentral.com/ces>.**

Full instructions and support are available on the ScholarOne submission site, and a user ID and password can be created on the first visit. Technical support can be obtained by phone (888-503-1050) or via the red Get Help Now link in the upper right-hand corner of the log-in screen.

This journal does not charge submission fees.

For article-specific questions and feedback, please contact:

Spencer G. Niles, *CEAS* Editor  
The College of William & Mary  
School of Education  
Suite 1112, PO Box 8795  
Williamsburg, VA 23187  
phone: 757-221-2315  
email: [aces.journal.editor@gmail.com](mailto:aces.journal.editor@gmail.com)

### Article Preparation Support

[Wiley Editing Services](#) offers expert help with English Language Editing, as well as translation, manuscript formatting, figure illustration, figure formatting, and graphic design—so you can submit your manuscript with confidence.

Also, check out our resources for [Preparing Your Article](#) for general guidance about writing and preparing your manuscript.

### Article and Free Format Submission

In addition to the usual structured submission, *Counselor Education and Supervision* also offers [Free Format submission](#) for a simplified and streamlined submission process.

Before you submit, you will need:

- The title page of the manuscript, including:
  - A brief informative title containing the major key words. The title should not contain abbreviations (see [Wiley's best practice SEO tips](#)).
  - Coauthor details: full name, institutional affiliation where the work was conducted, with a footnote for each author's present address if different, and email address. (*Why is this important? We need to keep all coauthors informed of the outcome of the peer review process.*)
- An ORCID ID: This is freely available at <https://orcid.org>. (*Why is this important? Your article, if accepted and published, will be attached to your ORCID profile. Institutions and funders are increasingly requiring authors to have ORCID IDs.*) This journal encourages ORCID. Please refer to [Wiley's resources on ORCID](#).
- Abstract: The abstract should not exceed 50 words and should express the central idea of the manuscript.
- Keywords: Five keywords that convey the main topics and best promote search optimization of your work.
- Acknowledgments
- Statements relating to our ethics and integrity policies, which may include any of the following (*Why are these important? We need to uphold rigorous ethical standards for the research we consider for publication.*):
  - data availability statement
  - funding statement
  - conflict of interest disclosure
  - ethics approval statement
  - client/participant consent statement
  - permission to reproduce material from other sources
  - clinical trial registration
- Your manuscript: This should be an editable file that includes the main text, references, figures, and tables, or separate files—whichever you prefer.
  - Main text: All required sections should be contained in your main text file, including abstract, keywords, introduction, method, results, discussion, limitations and future directions, and conclusion.
  - References: References should be prepared according to the *Publication Manual of the American Psychological Association* (7th ed.).

In-text citations should follow the author-date method (e.g., Jones, 2020). A complete reference list should be presented alphabetically by last name at the end of the article. Verify that all citations in the text are listed in the reference section, and vice versa, and that the spelling of author names and years are consistent. A DOI should be provided for all references where available.

- Figures: Each figure must be complete with title, and all abbreviations must be defined in the figure note. Figures should be uploaded in the highest resolution possible (e.g., at least 150–300 dpi). Include definitions of all symbols used in the figure and explain all units of measurement. Figures can be uploaded as separate files.
- Tables: Each table must be complete with title, and all abbreviations must be defined in the table note. Footnotes should consist of letters (in alphabetical order as a, b, c, etc.), and *p* values should be presented as asterisks in the table and explained in the table note.
- Supplementary information should be submitted in separate files.

If the text, figures, or tables are difficult for you to read, they will also be difficult for the Editors and reviewers, and the Editorial Office will send it back to you for revision. Your manuscript may also be sent back to you for revision if the quality of English language is poor.

**Important: Articles are peer reviewed under a double-blind policy. Please anonymize your manuscript and supply a separate title page file.** Upon acceptance, you will be asked to submit a fully nonblinded, final version of your article.

To submit, login at <https://mc.manuscriptcentral.com/ces> and create a new submission. Follow the submission steps as required and submit the manuscript.

***Counselor Education and Supervision (CEAS)*** is dedicated to publishing articles concerned with research, theory development, or program applications related to counselor education and supervision. The journal is concerned with the preparation and supervision of counselors in agency or school settings; in colleges and universities; or at local, state, or federal levels. Sections within the journal include the following:

- **Counselor Preparation.** Research and theory articles that address counselor education curriculum and the preparation, supervision, and development of counselor education students.
- **Supervision.** Research and theory articles on counseling supervision.

- **Research Articles.** General research and position papers related to ongoing professional development for counselors, supervisors, and counselor educators not specifically falling into other specific categories such as supervision or counselor education.
- **Commentary.** Position papers or research relevant to counselor education and supervision. Relevant areas include diversity, accreditation, licensure, counselor function, supervision issues, and other timely topics.
- **Description of Innovative Practice.** Clearly delineated and substantiated descriptions of new methods, ideas, and innovations in counselor education and supervision. Manuscripts must include a review of the literature establishing a basis for the methods; a description of the methods, including the context in which the methods are used; and a qualitative or quantitative evaluation of the method.
- **Education.** Research and theory articles that address culturally competent theory, research, and practice focused on instruction, course design, and evaluation in the classroom, practicum, and field experience.

Manuscript submissions in any category should generally be about 20–25 pages, including the main text and references. Tables and figures should be included to present detailed data and clarify or enhance a discussion.

*Counselor Education and Supervision* uses U.S. spelling.

Do not use footnotes or endnotes in the article; incorporate any such material into the text.

For special issue suggestions, please contact the Journal Editor.

## Figures and Supporting Information

Figures, supporting information, and appendices can be supplied as separate files. You should review the [basic figure requirements](#) for manuscripts for peer review, as well as the more detailed post-acceptance figure requirements. View [Wiley's FAQs](#) on supporting information.

**Color figures.** Color figures may be published online free of charge; however, the journal charges for publishing figures in color in print. If the author supplies color figures at Early View publication, they will be invited to complete a color charge agreement in RightsLink for Wiley Author Services. The author will have the option of paying immediately with a credit or debit card, or they can request an invoice. If the author chooses not to purchase color printing, the figures will be converted to black and white for the print issue of the journal.

## Open Access

This journal is a hybrid journal that publishes both subscription and open access articles. You will have the option to choose to make your article open access after

acceptance, which will be subject to an article publication charge (APC). You can [read more about APCs](#) and whether you may be eligible for waivers or discounts through your institution, funder, or a country waiver.

## **Preprint policy**

Please find the Wiley preprint policy [here](#).

*Counselor Education and Supervision* will consider for review articles previously available as preprints. You may also post the submitted version of a manuscript to a preprint server at any time. You are requested to update any prepublication versions with a link to the final published article.

However, because articles are peer reviewed under a double-blind policy, please note that if authors share their manuscript in preprint form, this may compromise their anonymity during peer review.

## **Data Sharing and Data Availability**

This journal encourages data sharing. Review [Wiley's Data Sharing policy](#) where you will be able to see and select the data availability statement that is right for your submission.

## **Data Citation**

Please review [Wiley's Data Citation policy](#).

## **Data Protection**

By submitting a manuscript to or reviewing for this publication, your name, email address, affiliation, and other contact details the publication might require will be used for the regular operations of the publication. Please review [Wiley's Data Protection Policy](#) to learn more.

## **Funding**

You should list all funding sources in the Acknowledgments section. You are responsible for the accuracy of their funder designation. If in doubt, please check the [Open Funder Registry](#) for the correct nomenclature.

## **Authorship**

All listed authors should have contributed to the manuscript substantially and have agreed to the final submitted version. Review Wiley's [editorial standards](#) for a description of authorship criteria.

## **Reproduction of Copyright Material**

If lengthy excerpts (generally 400 cumulative words or more from one source) are included, or if previously published tables or figures from copyrighted works owned by third parties are reprinted in their entirety, in part, or adapted, credit must be given. For more information, visit [Wiley's Copyright Terms & Conditions FAQ](#).

The corresponding author is responsible for obtaining written permission to reproduce the material in print and other media from the publisher of the original source, and for supplying Wiley with that permission upon submission.

## **Peer Review**

Articles are peer reviewed under a double-blind policy. Manuscripts will only be sent for review if the Editor determines that the manuscript meets the appropriate quality and relevance requirements.

In-house submissions (i.e., papers authored by Editors or Editorial Board members of the journal) will be sent to Editors unaffiliated with the author or institution and monitored carefully to ensure there is no peer review bias.

Wiley's policy on the confidentiality of the review process is [available here](#).

## **Guidelines on Publishing and Research Ethics in Journal Articles**

This journal requires that you include in the manuscript details of institutional review board approvals, ethical treatment of human and animal research participants, and gathering of informed consent, as appropriate. You will be expected to declare all conflicts of interest, or none, on submission. Please review Wiley's policies surrounding [human studies, animal studies, clinical trial registration, biosecurity, and research reporting guidelines](#).

This journal follows the core practices of the [Committee on Publication Ethics \(COPE\)](#) and handles cases of research and publication misconduct accordingly (<https://publicationethics.org/core-practices>).

This journal uses iThenticate's CrossCheck software to detect instances of overlapping and similar text in submitted manuscripts. Read [Wiley's Top 10 Publishing Ethics Tips for Authors](#) and [Wiley's Publication Ethics Guidelines](#).

## 2. After Acceptance

### First Look

After your manuscript is accepted, your files will be assessed by the Editorial Office to ensure they are ready for production. You may be contacted if any updates or final files are required. Otherwise, your manuscript will be sent to the Wiley production team.

### Wiley Author Services

When an accepted article is received by Wiley's production team, the corresponding author will receive an email asking them to log in or register with [Wiley Author Services](#). You will be asked to sign a publication license at this point as well as pay for any applicable APCs.

### Copyright & Licensing

You may choose to publish under the terms of the journal's standard copyright agreement or Open Access under the terms of a Creative Commons (CC) license.

Standard [reuse and licensing rights](#) vary by journal. Note that [certain funders](#) mandate a particular type of CC license be used.

*Self-Archiving Definitions and Policies:* Note that the journal's standard copyright agreement allows for [self-archiving](#) of different versions of the article under specific conditions.

### Proofs

Authors will receive an email notification with a link and instructions for accessing HTML page proofs online with their proofs included as a PDF. Authors should make sure that any renumbered tables, figures, or references match text citations. Proofs must be returned within 48 hours of receipt of the email.

### Article Promotion Support

[Wiley Editing Services](#) offers professional video, design, and writing services to create shareable video abstracts, infographics, conference posters, lay summaries, and research news stories for your research—so you can help your research get the attention it deserves.

### Author Name Change Policy

In cases where authors wish to change their name following publication, Wiley will update and republish the article and redeliver the updated metadata to indexing services. Our editorial and production teams will use discretion in recognizing that name changes may be of a sensitive and private nature for various reasons, including (but not limited to) alignment with gender identity, or as a result of marriage, divorce, or religious conversion. Accordingly, to protect the author's privacy, we will not publish a correction notice to the article, and we will not notify coauthors of the change. Authors should contact the journal's Editorial Office with their name change request.

## Appendix

### Embedded Rich Media

This journal has the option for authors to embed rich media (e.g., video, audio) within their final article. These files should be submitted with the manuscript files online, using either the "Embedded Video" or "Embedded Audio" file designation. If the video/audio includes dialogue, a transcript should be included as a separate file. **The combined manuscript files, including video, audio, tables, figures, and text, must not exceed 350 MB.** For full guidance on accepted file types and resolution, please see [here](#).

Ensure each file is numbered (e.g., Video 1, Video 2). Titles for the rich media files should be placed at the end of the article.

The content of the video should not display overt product advertising. Educational presentations are encouraged.

Any narration should be in English, if possible. A typed transcript of any speech within the video/audio should be provided. An English translation of any non-English speech should be provided in the transcript.

All embedded rich media will be subject to peer review. Editors reserve the right to request edits to rich media files as a condition of acceptance. Contributors are asked to be succinct, and the Editors reserve the right to require shorter video/audio duration. The video/audio should be high quality (both in content and visibility/audibility). The video/audio should make a specific point; particularly, it should demonstrate the features described in the text of the manuscript.

Participant Consent: It is the responsibility of the corresponding author to seek informed consent from any identifiable participant in the rich media files. Masking a participant's eyes or excluding the head and shoulders is not sufficient. Please ensure that a consent form (<https://authorservices.wiley.com/author-resources/Journal-Authors/licensing/licensing-info-faqs.html>) is provided for each participant.