

New Zealand Journal of Counselling

Guidelines for Contributors

The purpose of the *Journal* is to provide a forum for the sharing of ideas, information, and perspectives on matters of common concern among practitioners and those undertaking research in the field.

The editors welcome submission of papers, including commentaries, research reports, practice-based articles and brief reports from the Association's members and applicants, as well as from others outside the Association with interests relevant to the field of counselling.

The overriding criteria for selection are that the material is professionally relevant, the presentation is of high quality, and that the writer has communicated effectively with readers.

There are two issues per year. The closing dates for the submission of papers for 2017 are Friday, March 3 for the June issue, and Friday, August 4 for the December issue.

1. Manuscripts should preferably be submitted to the editors as electronic documents in MS Word format, using the Times New Roman 12 pt font and be double spaced throughout, including the reference list, with reasonably wide margins. If submitted in hard copy, they should be typed on one side of A4 paper, and accompanied by a disk copy. (Copies submitted in this way will not normally be returned.) Ensure that pages are numbered.
2. The text should not exceed 5,000 words (excluding notes and references) unless special arrangements have been made with the editors.
3. The title and abstract (no longer than 150 words), and five key words should appear on the first page of the article, or title page. Keep the title short and descriptive of the article. The abstract should cover the intent, scope, general research procedures and principal findings of the article. On a separate page list the name(s), job title, and business and email addresses of the author(s).
4. Authors should consult articles in recent issues of the *Journal* on general matters of style, e.g. conventions regarding headings, tables and graphs, etc. All past issues of the *Journal* are now available at http://www.nzac.org.nz/new_zealand_journal_of_counselling.cfm

5. The text should not be justified but should be left-aligned (i.e. ragged right-hand margin), including headings. Make sure the heading hierarchy is clear and that headings are concise, and keep the number of heading levels to a minimum, preferably no more than three, e.g. **Text heading A** (14 point for title), **Text heading B**, and *Text heading C*. Keep the layout as simple as possible, and do not add additional formatting styles or use Track Changes. Do not have a heading “Introduction” as it should be self-evident that the first part of the text is an introduction. Insert only *one* space after a full stop.
6. The location of tables, figures, graphs, drawings or photographs in the text must be clearly indicated, e.g. [TABLE 2 ABOUT HERE], and they should be attached as separate files (jpeg in the case of drawings or photographs), and/or submitted on separate pages at the end of the article. Make sure each table and figure is numbered correctly and has a heading. Position the heading above the figure or table, and place sources and notes immediately below. Do not embed the heading or caption in a figure. If a table or figure is reproduced or adapted from another publication, be sure you have permission to use it. In the text, always refer to a table by its number (rather than, e.g., “the table below”).
7. Māori orthographic conventions need to be observed by authors, as established by the Māori Language Commission. Briefly, this means macrons are used consistently to mark long vowels. A copy of the document on Māori orthographic conventions can be obtained from the editors or from the source at: http://www.tetaurawhiri.govt.nz/english/pub_e/conventions.shtml. Definitions will not be provided for Māori and Pacific words that are considered to be in common usage, nor will those words be italicised in the text.
8. Footnotes should be avoided. When endnotes may be necessary, number from one upwards and indicate the location of each in the text by a number in superscript.
9. Follow the 6th edition of the APA style guide in general, but use New Zealand spelling. For help with APA style, see <http://owl.english.purdue.edu/owl/resource/560/01/>
10. Citations within the text should include in parentheses the author’s surname and year of publication, consistent with the item in the references at the end of the article. When a quotation has been used, include the page number(s), e.g. (Jones, 2006, p. 30), with a full stop and a space after the *p*. Use double quotation marks around the words quoted, and single for any quote within the quotation itself.

11. Quoted material of more than 40 words should be indented 1.5 cm from the left-hand margin (set as a block quotation). The source of the quotation should be on a new line below the quotation within parentheses, and ranged right (i.e., be on the right-hand margin). No quotation marks should be used around block quotations.
12. Authors alone are responsible for securing, when necessary, permission to use quotations or other illustrations from copyrighted materials. Any charges connected to permissions will be paid by the article's author(s).
13. The reference list at the end of the article should be arranged alphabetically by authors' surnames. If a source has been accessed electronically, please ensure that any web address provided will be accessible to readers. Named databases such as ProQuest are not appropriate, as much of our readership is unable to use that information. However, do include a doi number for journal articles where it is available. The following examples should be used as a guide, paying particular attention to the sequence of items in the reference and to the capitalisation and punctuation:

Aviram, R. B., Brodsky, B. S., & Stanley, B. (2006). Borderline personality disorder, stigma, and treatment implications. *Harvard Review of Psychiatry*, 14(5), 249–256. doi:10.1080/10673220600975121

Hulme, K. (1981). Mauri: An introduction to bicultural poetry in New Zealand. In G. Amirthanayagam & S. C. Harrex (Eds.), *Only connect* (pp. 290–310). Honolulu, HI: Center for Research in the New Literatures in English.

Ifekwunigwe, J. O. (Ed.). (2004). *'Mixed race' studies: A reader*. London, England: Routledge.

Johnston, M. (2007, April 21). Census planners blasted for 'distorted' ethnicity statistics. *The New Zealand Herald*. Retrieved April 27, 2007, from http://www.nzherald.co.nz/section/1/story.cfm?c_id=1&objectid=10435396.

Keddell, E. (2006). Pavlova and pineapple pie: Selected identity influences on Samoan-Pākehā people in Aotearoa/New Zealand. *Kōtuitui: New Zealand Journal of Social Sciences Online*, 1, 45–63.

Krueger, R. A., & Casey, M. A. (2000). *Focus groups: A practical guide for applied research* (3rd ed.). Thousand Oaks, CA: Sage.

Kukutai, T. (2005, August 23). *White mothers, brown children: Understanding the intergenerational transmission of minority ethnic identity*. Paper presented at the Annual American Population Association Meeting, Philadelphia, PA.

NB: The place of publication for a book is always a city (not a state, province or country). The city of publication should be followed by the name of the country

where the publisher is located, or, in the case of US publishers, by the two-letter abbreviation of the state name where the city is located.

14. Use abbreviations sparingly; overuse hinders rather than aids clarity. Where an abbreviation or acronym is used, spell out in full at the first reference, with the abbreviation in brackets immediately after, and then use the abbreviation in the rest of the article. With abbreviations i.e., and e.g., use no italics but full stops and a comma when used within parentheses or in a table or figure; when used in the text, write out in full. At the beginning of a sentence, write out a number or percentage in full rather than using a numeral.
15. Use bold type sparingly, and do not use bold or underlining in the text for emphasis; instead, use italics, but do so sparingly as well.
16. It is advisable to submit a manuscript to one or two colleagues for critical comment and proofreading before submitting it for publication.
17. The editors reserve the right to make minor alterations or deletions to articles without consulting the author(s), as long as such changes do not materially affect the substance of the article. Authors will be contacted if clarification is required.
18. All articles will be reviewed by at least two referees before a decision regarding publication is made. In the review process, the identities of both the author(s) and the referees will remain anonymous.
19. Authors are asked to avoid the use of sexist language, and generalisations about all people from limited data.
20. Submission does not guarantee publication. Furthermore, publication does not imply that the views expressed in any article represent those of the New Zealand Association of Counsellors.
21. The primary mode of delivery for published articles now is the online version of the *Journal*. If you would like a copy of your own article, you can download it as a pdf from the NZJC website as soon as each issue appears.
22. The typical process to publication will be:
 - Submission of paper
 - Acknowledgement of receipt
 - Paper sent to referees
 - Feedback to author following receipt of referees' responses re acceptance/ changes needed
 - Resubmission following author modifications (if required)
 - Copy-edit

- Proofs created
- Publication

Manuscripts for consideration should be emailed to *both* editors, Margaret Agee and Philip Culbertson, at: m.agee@auckland.ac.nz and p.culbertson@auckland.ac.nz

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