

The Virginia Counselors Journal

Manuscript Submission Guidelines (Revised October, 2011)

We appreciate your consideration of The Virginia Counselors Journal as a publication venue. We ask that the following guidelines be followed for all manuscripts submitted:

1. Manuscripts are not to exceed 20 double-spaced pages, including all references, figures, and tables.
2. Manuscripts are to include a cover page with the title of the article, the name of the author(s), and the institutional or work affiliation and contact information (address, telephone, email) of the first author.
3. Manuscripts are to be typed in Microsoft Word 2000 or newer in 12-point, Times New Roman font. Normal page margins (1" top, bottom, and sides) are to be used, and pages are to be numbered at the top right corner of each page.
4. Manuscripts must adhere to all guidelines of the APA Publication Manual, 6th Edition.
5. Manuscripts should avoid lengthy quotes, and should follow all copyright laws. The author is responsible for the ensuring the accuracy and sufficiency of quotations and references.
6. Manuscripts are not to be submitted that have been previously published or that are under review by another publisher.
7. Manuscripts can be submitted by attaching them along with a cover letter to an email to the co-editors (Victoria Foster & Charles McAdams) at vcjournal@gmail.com.
8. Every effort will be made to have disposition decisions within 60 days of manuscript submission.

Please note that manuscripts received that do not adhere to the above guidelines will not be reviewed for publication.