Author Guidelines for Submitting Articles

Introduction

The Irish Journal of Counselling and Psychotherapy (IJCP) formerly known as Éisteach is the official publication of the Irish Association of Counselling and Psychotherapy and is published quarterly. The journal includes a broad range of clinical, research and educational papers for counsellors and psychotherapists. We seek to provide relevant content, reflective of the diversity within the counselling and psychotherapy community in Ireland. We welcome articles that offer readers; insights which enhance clinical practice, original research and those which provoke reflection on wider issues e.g. social, cultural and philosophical topics relevant to counselling and therapy. We also welcome letters to the Editor, therapist's issues and questions, creative works and book and workshop reviews as well as hearing the voice of students enrolled on professional programmes.

Manuscript Submission

To submit an article for consideration for publication in the IJCP, please send your manuscript electronically (by e-mail) as a Microsoft Word document to; iacpjournal@iacp.ie - please note that we cannot accept manuscripts in other formats at this time.

Articles/Papers:	1000-3000 words max.
Book Reviews:	600 words max.
Therapist's issues and questions:	300-500 words max.
Letters to the Editor:	500 words max.
Workshop Reviews*:	500 words max.

* (Please note that workshop reviews will be published on the IACP website and not in the journal).

Payment for Articles.

A fee will be paid to authors of articles selected for and publication in the IJCP, as follows:

- Circa 3000 words - €250
- Circa 1500 words - €150
- Circa 1000 words - €100

Once an paper has appeared in the print edition of the IJCP, the Editor of the edition in which it appears will send a PDF version of the final article to the author at which time, the author may raise an invoice to the amount listed above and email with their IBAN and BIC bank details to martin@iacp.ie for payment, copying the Editor. Please do not send invoices to the IJCP Editorial Committee directly.

Manuscript Format & Structure

Please forward your work in Microsoft Word format, Times New Roman font, size 12, double-spaced and justified. *Do not send .PDF files as these hinder the peer-review and editing process*. All articles submitted to the IJCP should also include the following;

Author Specified Article Type:
Should be one of a) Academic/Research Paper; b) Practitioner Perspective; c) Reflective Article or d) Voice of the Student Piece.

Title:
Titles should be succinct and accurately represent the content, theme or subject of the paper.

Introduction:
150 words which outlines the content of the article

Section Headings:
Where appropriate, divide article into sections using subheadings (in bold font, left justified). Sub-headings may be indented further.

Summary/Conclusion:
Should reflect a concise summary, key position statement or call to action. No new material not already covered in the main body of the paper should be included.

Citations & References:
Citations to original thoughts should be used to support arguments crediting original thinkers/contributors and seminal works. Reflective papers and student voice contributions are not required to adopt a formal style of writing. All academic works, should be presented using the APA 7th Style (https://www.apastyle.org/).

Autobiographical statement:
150 words describing your qualifications, experience and background. This should be written in the third person and use your preferred personal pronoun.

Contact details:*
Mailing and e-mail address, mobile and landline phone numbers should be provided where possible.

*Note: please indicate how much contact information you wish to be included upon publication of your article.

Acceptance of a manuscript for publication
    Copyright
    Authors submitting an article do so on the understanding that the work has not been published elsewhere prior to its submission for consideration of inclusion in the IJCP

without such information being disclosed on submission, nor is it also being considered for publication elsewhere.

Should there be any reproduction of the article elsewhere (which is permitted after six months following its publication in the IJCP), its prior publication in the IJCP or Éisteach should be acknowledged and appropriately referenced.

Authors are encouraged to check that their work does not present others ideas as their own (plagiarism) by intent or accident. Various plagiarism checking online software tools are available to assist authors with this requirement e.g. PlagScan, Grammarly, etc.

Notes:
Manuscripts in the incorrect format will be returned to the author. The peer review process can take time and result in several edit/review iterations in line with industry standards. Therefore, it is important that authors identify the category of work they are submitting for consideration (see below).

Maximising Accessibility to The Irish Journal of Counselling and Psychotherapy - What can be published?
In addition to the authors' guidelines printed in our Winter 2016 edition of Éisteach (and on www.iacp.ie), the Editorial Board wishes to further simplify the publishing process. We wish to broaden access and accommodate the diversity of membership within the IACP. Consequently we invite articles of four types, each with different criteria in terms of presentation and academic requirements. The aim is to enhance inclusiveness and diversity in the material published, while simultaneously maintaining high standards of publication. The four categories of article are;

1. **Academic/Research Papers** - An article designated as academic work will either be based on original research, or comprise a comprehensive literature review of the chosen topic. In both cases, the writing must be evidence-based and substantive claims must be supported by the literature, or the research conducted. Qualitative, quantitative or mixed methods are welcome, however quantitative findings should be described in language that will allow readers unfamiliar with statistics to appreciate the significance of the findings. Work in this category must apply the American Psychological Association (APA) style.

2. **Practitioner Perspectives** - Articles, which address clinical issues in counselling & psychotherapy primarily from the counsellors' experience in delivering treatment to clients, may also refer (where relevant) to significant authors, but can be principally based on clinical experience and observation. Such articles are often based on a psychotherapist's work with many clients who presented with the same or similar issues. Any passing reference to actual clients must be brief and anonymised. Full case histories are not accepted (even with consent), in order to avoid any possible inadvertent breach of client confidentiality. This category provides a voice for you the practitioner to educate, inform, contribute or encourage discussion in our field, expressing your professional basis and your passion for your subject.

3. **Reflective Articles** - Reflective articles centre on a member's personal experience of a theme such as depression, or bereavement. These articles do not necessarily refer to specific client work, but focus on the personal development of the therapist, or supervisor and perhaps the application of that experience to client work. Reflective articles may also address specific topics in the field of counselling and psychotherapy, or reflections on the past, present or future of our profession. Reflective pieces do not require APA referencing but must be adequately well written to be considered for publication.

4. **Voice of the Student Piece** - As tomorrows professionals, we want to encourage the voice of students of counselling and psychotherapy as they encounter the many facets of modern professional practice and personal development. Student articles, therefore, may conform to any of the above descriptions. While high standards of writing are expected, student articles need not meet the same rigour that is expected of accredited members. Articles which are pertinent to the student experience of aspects of training or self-development are welcome, in addition to work relating to psychological topics. Where a student wishes to convert a thesis or research project conducted in training, these must conform to any other academic/research article (see section one above).

Book Reviews

We are happy to receive book reviews for publication in the IJCP. Authors wishing to have their book reviewed and considered for publication should send a paper copy to the IACP Head Office addressed to:

Book Reviews,
Irish Association for Counselling & Psychotherapy,
First Floor, Marina House, 11-13 Clarence Street,
Dun Laoghaire, Co Dublin, Ireland.

On receipt, the office will acknowledge the request for review. A book reviewer will then be assigned by the office, the book will be packaged and sent to the reviewer. Once the book review has been completed, the reviewer sends a written account of the book in Ms-Word format via email attachment back to the office. This will then be forwarded by the office to the IJCP mailbox (iacpjournal@iacp.ie) for consideration for publication and include author and reviewer email contact details. Books submitted for review will not be returned to the author.

Depending on the number of books received by the Editorial Committee, publication may take some time and will be subject to editorial review (peer review and quality assurance). Reviews which do not meet publication standard will be referred back to the reviewer for revision by the Editorial Committee. Once a review has been approved for publication, the editor of that edition will confirm same to the author and reviewer.

The Publication Process

Please be aware that the IJCP editorial board consists of IACP members working in a voluntary capacity, and that the board meets approximately five times a year. The journey from submission to print is a slow process, and you can expect months to elapse before

publication as often, based on the often random nature of submissions, the committee prefers to group works into editorial themes for publication. As a result, your work would be queued pending allocation to a themed edition. *Patience with the process is greatly appreciated.*

Once an editorial decision is made on a theme, selected articles considered to fit with that theme is anonymised and reviewed by two members of the editorial board (a lead reviewer and a second). Feedback is collated and sent to you by the lead reviewer. Usually, some revision is necessary and some works may be rejected. Preparing manuscripts for publication is an iterative process often involving several interactions between the author and lead reviewer until it is considered ready for publication.

Steps in the Publication Process
1. Submit the article to iacpjournal@iacp.ie
2. Receipt of article will be acknowledged.
3. Article will be blind reviewed by two members of the board.
4. Feedback will be sent to the author and the article will be accepted or declined.
5. If accepted, revision is usually requested.
6. On receipt of the revised draft, the Editorial Board will decide on the date of publication, or the article may be held on file for a future edition. You will be informed of that decision.

Disposal of documents
Documents received by IACP will be destroyed after an appropriate period of time as per the IACP Retention policy. Keep a copy of any articles / correspondence you send to IACP for your own records.

Writing in the Academic Style (American Psychological Association, 7th ed.)
The IJCP has adopted the writing and publishing standard of the APA, now in its seventh edition. The standard sets out clear rules for writing, use of language, author voice and citation/referencing for materials referred to in academic works.

Referencing is a system whereby the author acknowledges the work of other writers and the sources of information cited in the article. Your own views and opinions need not be referenced, but any claim should be supported by evidence, in order to give your work sufficient creditability. For example an opening broad claim, such as, 'Clients are increasingly presenting with various anxieties since the economic recession took hold.' The above claim may seem to be obviously true, but it should nonetheless be supported with references from such sources as the HSE, economic organisations, newspaper articles, books, webpages or academic articles. By supporting the claim with evidence, your work will carry more weight. It is important not to state opinions as fact. Authors should demonstrate critical thinking and reasoned argument when presenting work for publication.

There are many styles of referencing, but the IJCP follows the American Psychological Association (APA) reference style. The full guidelines are published in the *APA Publication Manual of the American Psychological Association, Seventh Edition* which is available via

Amazon or another bookseller of your preference. There is also a useful *Concise Guide* available. To aid you in applying the basic rules of the APA Style, we have included a referencing summary below which will help you apply the standard. Please note, that in order to avoid plagiarism, all work should be cited and the authors(s) credited as per the standard.

Citations

Citations refer to the mention of a source in the text, usually at the end of a sentence. If the author (surname only) is mentioned in the sentence, only the year of publication and page number (in the case of a direct quote) are included in parentheses.

1. Typical forms of citations are as follows:
   a. <u>In text citation</u>: Author Surname/s (year) found that…
   b. <u>In-text citation with direct quote</u>: Surname/s (year) discovered "…" (p. 99)
   c. Parenthetical citation: e.g. sentence (Author Surname/s, year, page number)…

      For example: (Snowdon, 2010) or (Snowdon, 2010, p. 8) or (Snowdon, 2010, pp. 8-11).

   d. Paraphrasing means putting an author's ideas into your own words. Paraphrased citations follow the same format as above: (Surname/s, year) - page numbers are not technically required for paraphrased material but including them would be beneficial.

   e. Citation inserted into the body of a sentence:
      For example: Snowdon (2010) states that "Jung had a strong belief in God" (p. 12).

2. Use of *et al.*;
   a. When a work has two authors, cite both names every time the reference occurs in your text.
   b. When a work has more than two authors cite only the surnames of the first two authors followed by et al. – ensure that the references at the back of the manuscript contains each authors of the paper cited.
   c. Where more than one source contains the same two authors and year, add as many additional authors before et al. in order to make each citation distinct.

3. A Group or organisation;
   a. Provide the full name of the group in the first time it is cited, abbreviated versions are acceptable after the first instance is stated.
      For example: "… Ireland's National Public Service Broadcaster, Raidió Teilifís Éireann (RTÉ) in a case …"

4. Anonymous;
   a. If the piece has no attributable author … ("name of the piece/article/work", year) or
   b. If the book or other source has no identifiable author … the book "name of book" (year).
   c. Or, "quote" (Anonymous, year)
   d. In all cases for Anonymous, ensure that Anonymous is added to your references in the usual format, that is, use the word 'Anonymous' in place of the author's name.

References

At the end of the article a list of all works cited in the article should appear in alphabetical order by author surname, in a list entitled 'References' (in bold and centred at the top of a new page). No bullet points or numbering are used. Only works cited should be referenced and all references must be cited in the article. Sources that you read but did not cite, should <u>not</u> be listed.

Digital Object Identifiers (DOI) should be included where possible for all works.

1. **For an entire book:**
   a. Surname, Initial. Initial. (year). *Title of work*. Publisher.
      (note that only the first word in the title in capitalised, unless there is a subtitle also).

      For example: Van Deurzen-Smith, E. (1997). *Everyday mysteries: Existential dimensions of psychotherapy*. Routledge.

2. **E-books can be referenced as follows:**
   a. Surname, Initial. Initial. (year). Title (edition). DOI or Retrieved from http://….

3. **An edited book:**
   Surname, A. A. (year). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx-xxx). Publisher.

4. **Journal Article:**
   Surname, A. A., Surname, B. B. & Surname, C. C. (year). Title of article. *Title of Periodical (Volume)*Issue Number, pp-pp. DOI

      For example:
      Nevin, A. (1990). The changing of teacher education special education. Teacher Education and Special Education: *The Journal of the Teacher Education*

Division of the Council for Exceptional Children, 13(3-4), 147-148.
https://doi.org/10.1177/088840649001300301

Note: '13' above refers to the volume number and 3-4 to the issue number with the 147-148 denoting the page range of the article.

5. A video:

Name of Production Company (Producer). (year). *Title of video* [DVD]. Available from http://...

6. A song or piece of music:

Writer, Initial. Initial. (year). Title of song. On Title Of Album. [CD]. Location: Label.

    i.   In-text citation: "Song Title" (Singer, year, track number).

7. Podcast:

Surname, Initial. Initial. (Producer). (year, month, day). *Podcast name* [Audio podcast]. Retrieved from http://...

8. A DVD:

Surname, Initial. Initial. (Producer). (year). *Title* [DVD]. Available from http://…

9. Blog Post:

Surname, Initial. Initial. (year, month, day). *Title of post* [description of forum]. Retrieved from http://…

10. A You Tube Video:

Poster, Initial. Initial. (year, month, day). *Title of video* [Video file]. Retrieved from http://...