

OCA Guidelines Newsletter Manuscript Submission Guide



Attention professionals, students and counselor educators; please consider submitting your papers, ideas or proposals to the *Guidelines*. Each issue strives to provide information on legal/ethical issues, advocacy, current trends, student perspectives and articles from professionals in the field. OCA will take into consideration all manuscripts.

Current *Guidelines* deadlines for manuscript submissions are as follows:

- **Fall Issue:** October 1st of each year
- **Spring Issue:** March 1st of each year

Below are guidelines to follow when submitting manuscripts:

- Manuscripts should be submitted electronically as a Microsoft Word document file.
- Please submit text using normal formatting (12 point, times new roman, single spaced)
- Please provide at the beginning of your manuscript the following: title, author name(s) (as you would like published), email address(s), place(s) of employment, job description(s)
- Manuscripts should not exceed 1200 words in length.
- Include a reference section. Please note that reference sections will not be published but maintained incase inquiries are made for references.

Please Note: The *Guidelines* editor has full editing control of manuscript submissions regarding content, formatting and layout. All efforts will be made to work with authors in making edits and adjustments, but changes may be made without author approval in order to work articles into allotted publication space.

All manuscripts can be directed to the editor, Shawn Grime, at [**ohiocounseling@gmail.com**](mailto:ohiocounseling@gmail.com).