

Published quarterly in association with the American Rehabilitation Counseling Association. *Rehabilitation Counseling Bulletin* (RCB) publishes articles on rehabilitation counseling that contribute to the professional knowledge base. The major emphasis of the journal is data-based research reports.

## Types of Manuscripts

The following types of manuscripts are considered for publication:

- **reports of original empirical research**, both quantitative and qualitative
- **essays** of a theoretical nature
- **methodological treatises**
- **comprehensive literature reviews**
- **intensive case studies**
- **research critiques**
- **Brief reports** are reports of research projects or program innovations. They are 700 to 1,000 words (approximately four double-spaced typewritten pages), with results and implications occupying at least half of the article. A 25- to 50-word (double-spaced) abstract should accompany the article.

Other types of contributions to professional knowledge in rehabilitation counseling that may be considered include articles that explain an innovative technique or application, point/counterpoint debates on a current controversy challenging the profession, or insightful essays on an important issue. Contributions of these kinds may be considered for a special section of the journal.

## Acceptance Criteria

The editor assumes that when an author submits a manuscript to RCB for review, the author (a) assures that the manuscript is not being considered concurrently by another journal; (b) has not published a substantial part of the article or the findings elsewhere; (c) is responsible for the accuracy of all statements and findings; (d) agrees that the editor has the right to edit the manuscript as necessary for publication, if accepted (such that content is not changed); and (e) will obtain permission, if appropriate, to quote and reproduce material owned by someone else.

## Manuscript Preparation

Guidelines specified in the *Publication Manual of the American Psychological Association* (6th edition, 2010) should be followed. Pay particular attention to the sections concerning guidelines for non-sexist language, avoiding ethnic bias, and disabilities.

**NOTE. Authors for Whom English Is a Second Language:** It is highly recommended to have a colleague or copyeditor who is fluent in English review the manuscript before submission.

### General

1. Authors must submit a **SEPARATE TITLE PAGE FILE** with (1) article title; (2) first name, middle initial, and last name of each author, with highest academic degrees; (3) names of institutions to which each author is affiliated, along with complete addresses AND e-mail addresses; and (4) any acknowledgments, financial disclosure information, author notes, and/or other text that could identify the authors to reviewers.

2. **Format:** 8½ × 11 in. document; 1-in. margins; double spacing, left alignment, Times New Roman, 12-pt. type. Include title and abstract.
3. **Heads:** Do not use small capital letters.
4. Place figures in separate files. Tables may appear at end of main text file or as separate files. **Tables should be double-spaced;** please use Word's table functions. All tables and figures must be cited in text.
5. Use tab key and centering functions for head alignment, paragraph indents, and so forth. **DO NOT USE THE SPACE BAR.**
6. Use endnotes sparingly. Number with Arabic numerals starting with 1 and continuing through the article. **Example:** (see Note 1). **NO** footnotes.

### Artwork

Figures must be production-ready. Because most art will be reduced to fit, use bold type that is large enough to be reduced and still be readable, and make sure rules/tick marks are at least 1 pt. Acceptable electronic formats for art: TIFF, EPS, Word, or Excel. For scans/photos, download the SAGE **Image Resolution Guidelines** from the Instructions & Forms link at <http://mc.manuscriptcentral.com/rcb>. If you have trouble when loading Excel files, copy and paste them into a Word document.

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