GJCP Submission Guidelines:

1. Manuscripts should be submitted electronically (as a Microsoft Word document) to coep.journal@gmail.com

2. Also complete the GJCP Cover Letter, including the name, degree program, and degree track, and signatures for all authors. First authors generally take the lead in securing the signatures of all co-authors. Also include a 2-4 sentence mini-bio for each authors (examples included in the GJCP Cover Letter form).

Submit a hard copy of the GJCP Cover Letter to the Chief Editor's mailbox (in the COEP Office), or by mail:

Amy Kowalski
Chief Editor, Graduate Journal of Counseling Psychology
Department of Counseling and Educational Psychology
School of Education, Marquette University
P.O. Box 1881
Milwaukee, WI 53205

3. Submitted manuscripts should be prepared according to the Publication Manual of the American Psychology Association (5th ed.). Manuscripts in which APA style is not suitable (e.g., commentaries, letters to the editor, GSO Annual Reports) may be submitted “as is.” Furthermore, all submissions should be typed in 12-point font, Times New Roman style, and be double spaced, with margins set at 1.0.

4. Suggested length for articles (including cover page and references):
   - Major Contributions (most submissions): 5-15 pages
   - Letters to the Editor: 1-2 pages

5. First authors are responsible for submitting articles to GJCP, and for notifying co-authors of the manuscript submission and any changes that the review process requests.

6. All submitted manuscripts will go through a blind peer review process. Submissions will be reviewed independently by three peer reviewers from the COEP department. After the review process, feedback will be sent via email to the address you indicate on the cover sheet (see below). Submission status will be reported via email. Submission status will be one of the following:
   - Accepted
   - Accepted pending Revisions
   - Rejected with Feedback

7. All accepted manuscripts are subject to editing. The author will receive an edited copy for review before publishing.
8. The first author is expected to address all feedback comments, even if they elect not to follow suggestions given by the reviewers.

9. All submissions should be received by the proposed deadline. Submissions received after the deadline may be denied review and will be returned to the authors. Authors may resubmit their submissions for the next journal issue.

10. For practicum course-related case presentations, case reports, and assessment presentations, personally identifying client information (e.g., name, town/city in which they reside, date of birth) must be omitted completely or changed in a manner in which their identity remains protected. Additionally, it is recommended that treatment clinics, attending psychologists, other treatment providers, referral sources, and other identifying information be replaced with pseudonyms.

11. Authors should identify themselves on only the title page of their manuscript and nowhere else. It is very important that in-text references including the work of any of the authors be replaced with “Author Citation” to facilitate the blind review process. The references section does not need to be blinded. Manuscripts that are not appropriately blinded will be returned to the authors.

Contact:

Questions should be directed to coep.journal@gmail.com