

# Rehabilitation Counselling

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## Guidelines for Authors

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*The Australian Journal of Rehabilitation Counselling* is a refereed, international journal which is published twice a year. It contains original contributions dealing with a broad range of topics in the rehabilitation and disability fields. Topics include rehabilitation counselling, case management, rehabilitation education, rehabilitation administration, job placement, vocational assessment, psychosocial rehabilitation, independent living, transition planning, supported employment, industrial rehabilitation and disability management. Authors from Australia, New Zealand, Oceania and South-East Asia are particularly encouraged to submit manuscripts.

Guidelines for preparation and submission of manuscripts are given below. Intending contributors should submit an original plus four copies of their manuscript to:

The Editor, Herbert C. Biggs Ph.D  
Southern Cross University  
Coffs Harbour NSW 2457  
Australia

A cover letter should accompany the manuscript which includes a return address.

### Manuscript Preparation

1. Manuscripts should follow the format, style and typing guidelines detailed in the Publication Manual of the American Psychological Association (4th edition), except that spelling should conform to The Macquarie Dictionary. Manuscripts must be clear and legible.
2. Manuscripts should not exceed 20 double-spaced A4 typed pages inclusive of abstract, text, references, appendices, tables, and figures.
3. Manuscripts should include a cover sheet which shows the title of the article, authors names, organisational affiliation, and a running head.
4. The first page of the manuscript must include only the title.
5. An abstract should follow the title page and contain between 50–100 words.
6. A biographical description (not exceeding 75 words) of the author(s) must be submitted on a separate page that includes highest degree earned, job title, and organisational affiliation.
7. References are given at the end of the text. All references cited in the text must appear in the reference list.

8. Tables and figures should be presented on separate sheets and their approximate location in the text indicated.
9. Manuscripts should not be previously published material or currently submitted to another journal.

### Manuscript Review

1. The Journal uses a blind review process in which the author's identity is anonymous to referees.
2. It is expected that most manuscripts will undergo revision before final acceptance.
3. Unless otherwise indicated in the cover letter, the first author will be responsible for communication with the Editor and editorial revisions of manuscripts.
4. Although feedback will usually be provided to authors, the editor reserves the right to reject a manuscript for publication without providing a rationale for his decision.
5. Final decision regarding acceptance of a manuscript will be made by the Editor.

### Manuscripts Accepted for Publication

1. Upon acceptance for publication, authors must provide the Journal with a computer disk copy (3.5" disk) of their manuscript in addition to a final printed copy. Acceptable word processing formats are Microsoft Word (For Macintosh, Windows, or DOS up to Version 6) and Word Perfect (Up to Version 5.1). The word processing program used and version number should be specified on the disk or on an accompanying letter.
2. When illustrations are used, one camera-ready sheet (of at least 1000 dpi resolution) should be submitted. Diagrams and lettering must have a professional finish.
3. Proofs will be sent to the first author who is expected to return them to the Editor by Express Post or Air Mail within five working days of receipt.
4. Accepted manuscripts become the sole property of the Journal for copyright purposes. However, the author(s) remain responsible for any views expressed in a manuscript that is published.

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