

## *GSCA Journal* Guidelines for Authors

1. All manuscripts should conform to the guidelines for publication listed in the *Publication Manual of the American Psychological Association, 5<sup>th</sup> edition*.
2. Submit an original and two copies of the manuscript to the editor by May 1, 2008 **OR** **earlier if possible** as the reviewers need time to read and make suggestions. These are to be hard copies rather than email attachments so that the APA format stays intact.
3. Submit a cover letter with your submission. On the manuscript include a cover page with the title of the article, the name, title, institutional affiliation, address, and telephone numbers (day and evening) for each author, and the date of submission. Provide a summer address and phone number in addition to a school address for the first author. Email contact information is also helpful. The first author will be the person contacted by the editor.
4. You need not submit the manuscript on CD at this time. If/when accepted the manuscript on CD will be a requirement. The CD must be “*writable*”. A CD that is “*read*” **only** will not allow for any additional revisions that might be needed.
5. Do not submit previously published material or material that is currently under consideration by another publisher.
6. Author(s) bear full responsibility for the accuracy of references, quotations, tables and figures. While the editorial review board member and the editor review these, it is not their responsibility to verify for accuracy.
7. Manuscripts that do not comply with the guidelines will be returned without review to the author(s).
8. Send your submissions to:  
*GSCA Journal*  
Dr. Susan Boes, Editor  
University of West Georgia  
Counseling and Educational Psychology  
Carrollton, GA 30118