

## **General Submission Guidelines for All *Insights into Clinical Counselling* Articles:**

Thank you for expressing your willingness to pen an article for *Insights into Clinical Counselling*. As you may know, the magazine of the BCACC now goes not just to our 2300+ members and members of other counselling associations, but to numerous doctor's offices, private sector agencies and government agencies as well. As such it's a great way to educate the membership and public at large on a topic of mutual interest and about your professional expertise in that area.

While it may look like a lot, the following are some basic and simple style and formatting requests that I ask contributing authors to ensure they follow. It makes my job immeasurably easier and that makes it more likely that your article will be included in our magazine in a timely fashion.

You likely would naturally do some or all of these already, so have a quick read through and keep these in mind please as you write.

I encourage you to please do a double check for adherence to the bulleted points below prior to sending me the completed version of your article.

I am always happy to answer questions if the following is unclear. Just email me directly @ [insights\\_editor@bc-counsellors.org](mailto:insights_editor@bc-counsellors.org)

Likewise, I expect to work with you, once I receive your submission, on any edits and changes. So please know I'm not expecting a perfect document to arrive on my desktop. These simple formatting bits allow me to set about the task of reading and tweaking (if and as necessary) your article right away.

Here goes:

- Documents must arrive to me in Word doc format. i.e. not PDF, Note Pad, etc.
- Whatever font you use to write the article, please ensure you've changed it to Times Roman 12 pt font prior to pressing 'send.'
- Articles should come to me single spaced.
- Titles should be bolded and centred and *not* underlined. Eg.

### **The Smart Way To Make Sure Your Article Gets Published**

- Your name and credentials should appear centred and unbolded directly underneath the title. Eg.

Michelle Morand, MA, RCC

- Please do not indent for new paragraphs. While that may be APA format it doesn't work for space consideration in a magazine so we do not indent new paragraphs.
- Please use only a single space at start of new sentence - not double.
- Periods, commas, etc. go inside quotes not outside. Your mindfulness of this saves me a lot of time.
- Please ensure you include a brief 2-3 sentence biography at the end of your article (not on a separate page or in the email you send with your article). You are encouraged to include your email and / or phone number for readers to contact you directly but you are not obligated to do this.
- Your bio should be placed after all text pertaining to the article (including footnotes) and before the reference section. A few lines of separation from the article text and the title: **Biography** are helpful.
- Please place your reference section (even if it's just one book) on a separate page entitled as follows:

### **References**

- Please use APA format for references – I.e. In text references are required where appropriate and should look like: (Smith, 2007) with reference section attached at the very end of the article in APA format.

That's it, that's all.

Thank you for your consideration of these points. I appreciate it greatly and again, if you have any questions at all as you're writing or preparing to submit your article please email.

Also, please note, unless we're (you and I) working on a last minute magazine deadline I do not respond to calls or emails from noon Friday to 9 am Monday. I'm sure you'll agree that work/life balance is a fundamental necessity.

Michelle Morand,  
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