



# **Editorial Policy & Contributor Guidelines**

2024

# Table of Contents

<b>Introduction</b>	<b>2</b>
Acknowledgement of Country	2
Purpose	2
Editorial Vision	2
<b>Editorial Guidelines</b>	<b>2</b>
<b>Target Audience</b>	<b>3</b>
Content Framework	3
<b>Contributor Guidelines</b>	<b>4</b>
Word Length	4
Peer Review Process	5
Publishing Schedule	5
Deadline	5

<b>NAME</b>	<b>Editorial and Contributor Guidelines</b>
<b>AUTHOR</b>	ACA CEO
<b>APPROVER</b>	ACA CEO
<b>EFFECTIVE DATE</b>	April 2024
<b>REVIEW DATE:</b>	April 2025

*This document may be reviewed outside of the review cycle as required by the needs of the business.*

# Introduction

## Acknowledgement of Country

ACA acknowledges the Traditional Custodians of the lands, and recognise the continuity and connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islander Cultures and to Elders past and present, and emerging young leaders.

We acknowledge the Yuggera people, on whose land our offices reside, and the Indigenous peoples beyond our shores.

## Purpose

Counselling Australia (CA) is a professional online magazine designed to educate and inform professionals working within the Mental Health and Wellbeing sector.

The CA Magazine values the different theories, approaches, and practices for counsellors. Designed to engage positive discussion and action within the sector, its purpose is to:

- provide content to enhance professional development and practice; and
- promote and raise the professional profile and status of counsellors in Australia.

The purpose of this document is to inform of the policies and processes when seeking to have an article published in the CA Magazine.

## Editorial Vision

To provide meaningful and relevant information to professionals working within the healthcare sector.

## Editorial Guidelines

The following guidelines provide a framework around article submission for consideration for publication.

1. Articles must be of original work (not published elsewhere), regardless of whether they are research, policy, practice, or conceptual articles. The work is relevant to:
  - a) counselling and psychotherapy (with implications and recommendations for the practice of counselling/psychotherapy or mental health care);
  - b) cross-disciplinary issues relevant to counselling and psychotherapy;
  - c) fresh thought and innovation in the practice and understanding of counselling and psychotherapy—communicating information about advanced theory, policy, and practice; and special interest articles.
2. Research articles are to include:
  - a) professional education and development for counsellors relevant to the context of delivering services in the Asia-Pacific region.
  - b) include theoretical and empirical papers relating to the practice of counselling, and psychotherapy.

- c) Research data using quantitative, qualitative or mixed methods. They may range in scope from large surveys to case studies and are from a broad variety of contexts for the advancement of theory and practice.
  - d) Article is submitted in English (language).
3. The statement of principles from the Australian Press Council should apply.
  4. Editorial content is independent and strictly differentiated from advertising content. The editorial working group may engage non-editorial staff who are subject matter experts to assess specialist articles. The article contributors express their opinions, which are not necessarily those of ACA or the CA Journal editorial committee. ACA opinions will be clearly marked as such. Journalists and photographers should only use personal information for the intended purpose. A person who supplies personal information should be aware of the purpose and reasonably expect it will be used for that purpose. Reasonable steps must be taken to ensure that the personal information collected is accurate, complete, and up-to-date. Plain English is encouraged, avoiding jargon and abbreviations where possible, and sensitivity to mental health content guidelines (such as Mindframe Australia) ACA takes no responsibility for losing any unsolicited images, artwork or papers.
  5. ACA reserves the right to accept or reject any article submitted under the guidelines of this document.
  6. ACA reserves the right to designate the category and edition for which the article will be published.

## Target Audience

The CA Magazine is primarily targeted to the Counselling Profession, in particular Registered Counsellors, Students, Academics and Educators within the sector. This magazine will also target other professionals and members of the public with an interest in mental health and wellbeing.

## Content Framework

The CA Magazine covers a range of sections including (but not limited to):

- Editor's Note
- Industry and Events – Key Dates
- Book Reviews
- Technology Reviews
- Question & Answers (Q&A's)
- Case Studies
- Feature Articles
- Peer Review
- Community News and Resource
- People Profiles

The CA Magazine is particularly interested in focus areas on:

- Professional Practice
- Regional, Rural and Remote Australia
- Indigenous articles
- NDIS
- Supervision

# Contributor Guidelines

The following guidelines are to be used when submitting an article for peer review:

1. The article should be submitted in the following format:
  - a. Cover letter (include your name, experience, qualifications and contact details)
  - b. Submit a short synopsis using the Online 'Article submission enquiry' Form.
  - c. The body of the paper must not identify the author
  - d. The article is to be submitted in MS Word format via email.
  - e. The article is to be single-spaced, in 12 font and with minimal formatting.
2. Articles may be submitted by members, practitioners, academics, authors, and researchers specifically in psychotherapy and counselling or relevant emerging topics in the broader health services industry.
3. Authors should follow the ACA Code of Ethics and appropriate other guidelines, reporting, editing, and publication of scholarly work, such as the International Committee of Medical Journal Editors, especially regarding ethical considerations.
4. ACA may request rewording or clarification for correcting prior to being accepted.
5. Articles are to be appropriately referenced (APA format preferred) to support evidence and should be listed alphabetically.
6. Authors should omit any identifying personal information about clients/patients unless it is essential for scientific purposes, and they have obtained the client/patient's written informed consent.
7. Case studies must have a signed release/consent by the client attached to the article for permission for publication.
  - a. A client or bereaved person has the right to refuse or terminate an interview or photographic session at any time.
  - b. The author must seek permission to quote from, or reproduce, copyright material from other sources and acknowledge this in the article.
  - c. Personal experience, opinions or anecdotal statements should be clearly identified as such.
8. Imagery
  - a. Please provide relevant photo/s to accompany the article as the main image/s, ensuring you have copyright to do so, this can include an author headshot (TIF, PNG or JPG file format, more than 72dpi). Please include photo caption/s and photographer name/s for crediting.
  - b. If appropriate, videos can also be embedded in the article. Please provide a suitable URL and copyright.

## Word Length

Word lengths vary and limits may apply depending on the type of article submitted. The below is to be used as a guide:

- Articles – up to 1,500 words
- Peer-reviewed research – up to 1,500 words
- Reflection on practice (critical and reflective articles, debates, and thought-provoking content) – 800 to 1,500 words
- Book or podcast reviews - 150 to 600 words.

- Training and development insights - 600 to 1,200 words
- Opinion/commentary – 800 to 1,200 words.

## **Peer Review Process**

Two assessors advising the editor on the article's appropriateness for publication will read the refereed article. The Magazine has an editorial working group of experienced academics, practitioners, trainers, and specialists.

## **Publishing Schedule**

The Magazine is a quarterly publication every March, June, September, and December.

## **Deadline**

Submissions can be received at any time. The following deadlines reflect the final article having been submitted, peer reviewed and approved for publication.

Publishing deadlines are as following every year:

- 1 February
- 1 May
- 1 August
- 1 November

Submitting by these deadlines does not guarantee that your article will be published in the next edition.



**ACA** | AUSTRALIAN  
COUNSELLING  
ASSOCIATION

Unit 2/42 Finsbury Street  
Newmarket QLD 4051  
Australia – Yuggera Country

P : 07 3356 4255  
E : [aca@theaca.net.au](mailto:aca@theaca.net.au)  
W : [www.theaca.net.au](http://www.theaca.net.au)

© 2024 All Rights Reserved.

*ACA acknowledge and respect the Aboriginal and Torres Strait Islander peoples as the country's first peoples and nations, and recognise them as traditional owners and occupants of land and waters.*