**Professional School Counseling**

**Practitioner Research Manuscript: Checklist for Authors & Reviewers**

Please use this checklist to guide manuscripts for submission as well as for reviews:

<table>
<thead>
<tr>
<th>Introduction Section</th>
<th>Is this content included?</th>
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<tbody>
<tr>
<td>Introduces the issue and its importance</td>
<td></td>
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<tr>
<td>Content is relevant to school counseling practitioners</td>
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<tr>
<td>Concludes with the purpose for the research</td>
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<tr>
<td>One to two paragraphs in length</td>
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</tbody>
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**Literature Review**

- Content is relevant, specific to school counseling, timely
- Content is well organized, focused and has appropriate flow
- Content is well cited
- Clarity of why the practitioner research was initiated
- Concludes with purpose and/or research questions
- Introduction to the site and practitioner researchers (and/or authors’ roles)

**Method, Results & Discussion**

- Research method presented
- Participants, instrumentation, procedures are clearly presented
- Clarity of data collection and analysis
- Results presented clearly
- Discussion summarizes findings and analyzes them in light of relevant literature
- Discussion identifies next steps and/or future research
- Limitations are offered if relevant
- Provides concrete implications for targeted audiences (e.g., school counselors, counseling educators, supervisors, school counseling interns.)

**Other Manuscript Components**

- Abstract includes a sentence about the research issue, the purpose of the study and a brief overview of the findings
- Title is appropriate
- Conclusion briefly summarizes key findings and connection to relevant literature
- Uses correct APA Style throughout (e.g., grammar, references, citations, headings etc.)
- References
- Tables/Figures (three or fewer)
- Page limit is appropriate (i.e., 20 pages or less not including references, abstract, or title page.)