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

<table>
<thead>
<tr>
<th>Introduction Section</th>
<th>Is this content included?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduces the issue and its importance</td>
<td></td>
</tr>
<tr>
<td>Content is relevant to the scope and purpose of the journal (e.g., school counseling)</td>
<td></td>
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<tr>
<td>Concludes with a brief purpose statement</td>
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<tr>
<td>Introduction is clearly demarcated from the literature review</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Literature Review</th>
<th></th>
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<tbody>
<tr>
<td>Content is well-organized, focused, and has appropriate flow throughout</td>
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<tr>
<td>Relevant, timely, foundational literature is described and (as relevant) critiqued, specifically school counseling literature</td>
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<tr>
<td>Content is well cited (e.g., author refrains from assertions that are not backed by existing literature)</td>
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<tr>
<td>Concludes with purpose statement, stating rationale and research question(s)</td>
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<tr>
<th>Method (see below re: quantitative and qualitative)</th>
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<tbody>
<tr>
<td>Research method described in detail and appropriately cited</td>
<td></td>
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<tr>
<td>Participants and sampling procedures clearly presented (For quantitative studies, report response rate)</td>
<td></td>
</tr>
<tr>
<td>Data collection and analysis clearly described</td>
<td></td>
</tr>
<tr>
<td>For qualitative studies, include a section for trustworthiness strategies and a reflexivity statement; provide a thick, rich description of data analysis, procedures, and findings</td>
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<tr>
<td>For quantitative studies, clearly identify variables and instrumentation; provide the Cronbach’s alpha for instruments/assessments used</td>
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<tr>
<th>Results</th>
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<tr>
<td>Results presented clearly and correspond to research questions</td>
<td></td>
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<tr>
<td>Authors refrain from making interpretations about the results in this section</td>
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<tr>
<td>For quantitative studies: Provide effect sizes where applicable</td>
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<th>Discussion</th>
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<tr>
<td>Discussion summarizes findings and analyzes them in light of relevant literature</td>
<td></td>
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<tr>
<td>Provides concrete implications for targeted audience (e.g., practicing school counselors, district-level supervisors/coordinators, school counselor educators, pre-service school counselors, etc.)</td>
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<tr>
<td>Recommends future research that should be conducted</td>
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<tr>
<td>Thorough limitations are presented</td>
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<tr>
<td>Manuscript ends with a conclusion section; this may briefly summarize key findings of the study and briefly tie in relevant literature</td>
<td></td>
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<tr>
<th>Use of APA Style, etc. (refer to most current APA manual)</th>
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<tr>
<td>Abstract includes a brief overview of the findings and refrains from citations</td>
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<tr>
<td>Title is appropriate</td>
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<tr>
<td>Uses correct APA style throughout (e.g., grammar, references, citations, headers, etc.)</td>
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<tr>
<td>Typically contains three or fewer tables/figures</td>
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<tr>
<td>Page limit is appropriate (Manuscripts submitted to the Featured Research category should not exceed 20 pages, not including references, abstract, or title page. Longer manuscripts will be considered if the methodology warrants.)</td>
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