

Professional School Counseling

Featured Research Manuscript: Checklist for Authors & Reviewers

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

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