

Professional School Counseling
Practitioner Research Manuscript: Checklist for Authors & Reviewers

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

Introduction Section	Is this content included?
Introduces the issue and its importance	
Content is relevant to school counseling practitioners	
Concludes with the purpose for the research	
One to two paragraphs in length	
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.)	