

## GUIDELINES FOR AUTHORS

### Aims and Scope

Adultspan seeks manuscripts that illuminate current information about research, theory, and practice in adult development and aging. The journal seeks submissions that provide leadership on innovative topics, focusing on developmental principles and concomitant counseling implications.

### Alignment with Journal Guidelines

The journal promotes accurate counseling and adult development information through research, practice, literature reviews, conceptual articles, and personal journey articles. Research articles follow the content required by APA Journal Article Reporting Standards (JARS), including all the necessary sections (i.e., abstract, keywords, introduction, method, results, discussion, limitations, future directions, conclusion, and references).

Anyone may submit an original article to be considered for publication in Adultspan Journal provided they own the copyright to the work being submitted or are authorized by the copyright owner or owners to submit the article. Authors are the initial owners of the copyrights to their works (an exception in the non-academic world to this might exist if the authors have, as a condition of employment, agreed to transfer copyright to their employer).

## SUBMISSION TYPES

**Research Article** - This submission is written to report findings from a research study. A research article must include eight major sections: Title, Abstract, Introduction, Positionality Statement, Method, Results, Discussion (including implications and future research), and References. The implications should include a section for practicing counselors. Submissions should not exceed 25 pages double spaced including (cover page, abstract, references, tables, and figures).

**Conceptual Article** - This submission is written to bridge the gaps in literature related to the adult population. Authors are required to identify a theoretical or conceptual framework guiding their work and are encouraged to utilize figures to illustrate their conceptual framework. Articles that are interdisciplinary in nature are welcome. Submissions should not exceed 25 pages double spaced including (cover page, abstract, references, and figures).

**Practitioner Focused Article** – This submission is written to disseminate viewpoints, data, reflections and evidenced based strategies to professionals working with older adults. Authors are encouraged to include models of best practice to address issues of importance to professionals serving this population. Authors must include a positionality statement. Submissions should not exceed 25 pages double spaced including (cover page, abstract, references, tables, and figures).

**Perspectives Article** - This submission is written in editorial format, expresses one or more viewpoints, opinions, reflections, or experiences on issues of importance to professionals working specifically with older adults. Authors must include a positionality statement and are encouraged to be creative and include pictures or other forms of media along with their narrative. Submissions should not exceed 5 references or 1,500 words.

### **Article Processing Fees (APC)**

Authors are responsible for an article processing fee for accepted manuscripts. Payment must be made within 7 days of the article acceptance. Please submit your receipt of payment along with your confirmation to publish your manuscript in Adultspan. Invoices can be provided upon request.

#### **Fee Amount**

- **\$175.00 (USD)** For all research, conceptual, literature reviews, and practitioner focused articles, of up to 26 pages.
- **\$75.00 (USD)** For all perspective articles, of up to 8 pages.

#### **Instructions for Payment:**

1. Payment is accepted through PayPal only. PayPal link:  
<https://www.paypal.com/ncp/payment/KC435GPRG2J2Y>
2. Using the PayPal link, you can pay your APC via Venmo, debit or credit card, or PayPal directly.
3. Payment must be completed within 7 days of acceptance to ensure a timely publication workflow.
4. Invoices can be provided upon request.

## **SUBMISSION OF MANUSCRIPTS**

### **General Submission Rules**

Submitted articles cannot have been previously published, nor be forthcoming in an archival journal or book (print or electronic). Please note: "publication" in a working-paper series does not constitute prior publication. In addition, by submitting material to *Adultspan Journal*, the author is stipulating that the material is not currently under review at another journal (electronic or print) and that he or she will not submit the material to another journal (electronic or print) until the completion of the editorial decision process at *Adultspan Journal*. If you have concerns about the submission terms for *Adultspan Journal*, please contact the editors.

### **Formatting Requirements**

*Adultspan Journal* requires all submissions from the initial manuscript to the final revision to follow all formatting rules. See Final Manuscript Preparation Guidelines included below for details. Although bepress can provide limited technical support, it is ultimately the responsibility of the author to produce an electronic version of the article as a high-quality Microsoft Word document that can be converted to a PDF file. It is understood that the current state of technology of Adobe's Portable Document Format (PDF) is such that there are no, and can be no, guarantees that documents in PDF will work perfectly with all possible hardware and software configurations that readers may have.

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- Posting of the article on the internet as part of a non-commercial open access institutional repository or other non-commercial open access publication site affiliated with the author(s)'s place of employment (e.g., a Phrenology professor at the University of Southern North Dakota can have her article appear in the University of Southern North Dakota's Department of Phrenology online publication series); and
- Posting of the article on a non-commercial course website for a course being taught by the author at the university or college employing the author.

People seeking an exception, or who have questions about use, should contact the editors.

### **Marketing Published Articles**

As a part of our pledge to increase access and visibility of research published in the *Adultspan Journal* we ask that all authors agree to the following:

- Market/promote your published article through social media and other platforms
- Participate in an Adultspan 5 Minute Spark Chat highlighting your main findings

Additionally, you should participate in other marketing activities to promote your research, establish your reputation, get additional citations, and increase recognition in the field. Some additional suggestions for article promotion and sharing include:

- Discussing your findings in webinars, panels, and podcasts
- Sharing the Adultspan issue that includes your article with colleagues
- Presenting your study/article at conferences, through CE opportunities, and in the classroom

### **General Terms and Conditions of Use**

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## **PREPARATION OF MANUSCRIPTS**

Regarding Blind Review Manuscripts are reviewed by at least two editorial board members and typically undergo revision before final acceptance. The Editor makes final decisions regarding publication. All submissions are blind peer reviewed. Therefore, authors must submit a manuscript that contains

- no clues to the authors' identity.
- Citations that may reveal the authors' identities (e.g., "in an extension of our previous work [citation of work with authors' names]") should be masked (e.g., ["Authors, 2020"]).
- The authors' names, positions or titles, places of employment, and mailing addresses should appear on one cover title page only, not in an author footnote.
- Other subsequent pages should include only the manuscript title in the header.

### **Formatting Requirements**

Authors should carefully prepare their manuscripts in accordance with the following instructions:

- All manuscripts should be prepared according to the Publication Manual of the American Psychological Association (7th ed.; American Psychological Association [APA], 2020).

### **Page Limitations**

- Manuscripts should be as concise as possible, yet sufficiently detailed to permit adequate communication and critical review.
- Manuscripts should be 15 to 25 double-spaced pages total, including all references, tables, and appendices.
- Consult the APA Publication Manual for specific guidelines regarding the format of the manuscript, abstract, citations and references, tables and figures, and other matters of editorial style. Tables and figures should be used only when essential.
- Submit your manuscript, including tables, figures, appendices, etc., as a single file.

### **Selected Sections for Manuscript Submissions**

#### **Title Page:**

- The first page of the manuscript should be masked and contain only the title of the manuscript
- Prepare a separate, supplemental file labeled “Title Page” and upload in addition to the blinded manuscript. This title page document should contain the article title, the names and affiliations of all coauthors, author notes or acknowledgments, and complete contact information of the corresponding author who will review page proofs (including complete mailing address and email) in the following format: Author(s) Name only (i.e., no degrees or position titles listed), Department Name, University Name, at City (if applicable). Author Name is now at Department Name, University Name, at City (if changed from above listing). Correspondence concerning this article should be addressed to Author Name, full mailing (including street or PO Box) address, City, State (using postal abbreviation), zip code (email: [name@name.edu](mailto:name@name.edu)).

### **Abstract:**

- The abstract should express the central idea of the manuscript in nontechnical language
- It should be on page 2 and is limited to 150 words
- The abstract should include a brief review of the background, methods, results, conclusion, and implications for your study.

### **Keywords:**

- Keywords should follow the abstract on page 2 and should include 5 words

### **Positionality Statement:**

- All manuscripts require a 500-word positionality statement. Positionality statements provide readers with insight into the authors identities and how those identities might shape ideas that are presented. Only include relevant information that connects your identity, areas of expertise and interest to the specific ideas presented in the manuscript. The goal is transparency, however, only share information you are comfortable with being in the permanent record through publication. Empirical manuscripts should include the statement in the methods section and conceptual manuscripts should include the statement after the literature review.

### **Tables and Figures:**

- No more than 3 tables and 2 figures with each manuscript will be accepted.
- Please be sure to indicate the table or figure callouts within the manuscripts. However, do not embed tables or figures within the body of the manuscript.
- Each table or figure should be placed on a separate page following the reference list.
- Figure captions are to be on an attached page, as required by APA style.

- Figures (graphs, illustrations, line drawings) must be supplied in electronic format with a minimum resolution of 600 dots per inch (dpi) up to 1200 dpi. Halftone line screens should be a minimum of 300 dpi.
- Word files are preferred so we can easily modify if needed.
- (See the most current APA Publication Manual for more detailed instructions on table and figure formatting.)

### **References:**

- References should follow the style detailed in the APA Publication Manual.
- Check all references for completeness, including year, volume number, and pages for journal citations.
  - Make sure that all references mentioned in the text are listed in the reference section and vice versa and that the spelling of author names and years is consistent.
  - References should include the DOI number or the URL where the file was accessed

### **Footnotes or Endnotes:**

- DO NOT USE
- Incorporate any information within the body of the manuscript.

### **Other:**

- Authors must also carefully follow APA Publication Manual guidelines for nondiscriminatory language regarding gender, sexual orientation, racial and ethnic identity, disabilities, and age.
- In addition, the terms counseling, counselor, and client are preferred, rather than their many synonyms.
- The term subject should not be used when referring to a sample of research participants or to an individual participant. Usually, a more specific term should be used (e.g., clients, students) or, if a more general term is desired, participants should be used
- Word files are accepted.

### **Permission Requirements**

- Lengthy quotations (generally 400 cumulative words or more from one source) require written permission from the copyright holder for reproduction.
- Previously published tables or figures that are used in their entirety, in part, or adapted also require written permission from the copyright holder for reproduction.
  - It is the author's responsibility to secure such permission, and a copy of the publisher's written permission must be provided to the Editor immediately upon acceptance for publication.

## **Accepted Articles**

- Authors will receive information for submitting a final copy of their article upon acceptance from the journal field editor.
- This final version of the article should have any previously masked author references and in-text citations reinstated, and include all author names with their departmental and university affiliations.
- Full contact information should be included for the designated corresponding author (CA).
- Once the article is in production with the Adultspan publications team, the CA will receive copyedited PDF page proofs for review via email.

## Authors Checklist for Manuscript Submission

### Before you submit, please check that you have all the components:

#### Format Guidelines

- Please make sure your manuscript follows the Publication Manual of the American Psychological Association (7th ed.; American Psychological Association [APA], 2020).
- Article length is appropriate (i.e., 20-25 pages all-inclusive for conceptual, theoretical, and quantitative articles; 25 pages all-inclusive for qualitative articles).
- Include a running head.
  - Include page numbers and a running head.
  - Include 'running head' twice (once with page numbers and once by itself)
- The title page of the manuscript.
- Coauthor details: Full name, institutional affiliation where the work was conducted, with a footnote for each author's present address if different and email address.
- Abstract: The abstract should not exceed 150 words and should express the central idea of the manuscript. The abstract should be on the second page.
- Keywords: Five keywords that convey the main topics and best promote the search optimization of your work.
- Main text: Including the title, abstract, keywords, positionality statement, Introduction, literature review, method, findings, discussion, limitations, and future directions, and conclusion.
- Introduction
  - The introduction situates the purpose and context of the manuscript.
- Positionality Statement
  - No identifying author information
  - For non-research manuscripts, it is recommended that the positionality statement go after the introduction and prior to the literature review. For research manuscripts (quant, qual, and mixed methods) it is recommended that the positionality statement be in the methods section.

#### Literature Review

A literature review includes a carefully synthesized review of literature relevant to the manuscript.

The literature review is primarily composed of recent (i.e., within the last 5-7 years) literature or includes a clear rationale for using dated literature.

A literature review leads to a clear and logical purpose statement.

- Method
  - The method section includes clear adherence to JARS elements relevant to the design, with all database papers following the JARS standards (<https://apastyle.apa.org/jars/>).
- Discussion, Implications, Limitations, Future Research, and Conclusion
  - Presentation of discussion includes precise adherence to JARS elements (<https://apastyle.apa.org/jars/>), including interpretation within the context of existing literature and appropriate to the scope of findings.
  - Be specific that your article must have Implications for Counselors, Counselor Educators, (OR) Counseling Supervisors /AND Policy (if applicable)
  - Limitations are clearly and sufficiently addressed, and implications for future research and practice are addressed, linking logically to results/findings and discussion.
  - Future research should be implicated in the discussion section.
  - The manuscript ends with a one-paragraph conclusion.
- Reference: References should be prepared according to the American Psychological Association Publication Manual (7th ed.). In-text citations should follow the author-date method (e.g., Jones, 2020). A complete reference list should be presented alphabetically by last name at the end of the article. Verify that all citations in the text are listed in the reference section, and vice versa, and that the spelling of author names and years are consistent. A DOI should be provided for all references available.
- Please review the manuscript evaluation form ([https://mds.marshall.edu/adsp/manuscript\\_evaluation\\_form.docx](https://mds.marshall.edu/adsp/manuscript_evaluation_form.docx))
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