

## Guidelines for Submitting Articles for the Journal

### Introduction

The Irish Journal of Counselling and Psychotherapy incorporating Éisteach is the official publication of the Irish Association of Counselling and Psychotherapy and is published quarterly. It publishes a broad range of clinical, research and educational material for counsellors and psychotherapists. We seek to provide content relevant to, and reflective of, the diversity within the counselling community. We welcome articles that promote improvement in clinical practice, research and that provoke thinking on the wider issues, to include the social, cultural and philosophical relevant to counselling and therapy. We also welcome letters to the Editor, therapist's issues and questions, book and workshop reviews.

### Manuscript Submission

To submit an article to The Irish Journal of Counselling and Psychotherapy incorporating Éisteach, please send your manuscript electronically by e-mail attachment to: [eisteachjournal@iacp.ie](mailto:eisteachjournal@iacp.ie)

**Articles:** 1000-3000 words max.

**Book Reviews:** 600 words max.

**Workshop Reviews:** 500 words max.

(Please note that workshop reviews will be published on the IACP website and not in the journal).

**Therapist's issues and questions:** 300-500 words max.

**Letters to the Editor:** 200 words max.

### Payment for Articles.

A fee will be paid to authors of articles published, as follows:

- Circa 3000 words - €250
- Circa 1500 words - €150
- Circa 1000 words - €100

Once an author has been notified that an article has been selected for publication and the work is published, the author should raise an invoice to the amount listed above and email with their IBAN and BIC details to [martin@iacp.ie](mailto:martin@iacp.ie) for payment. Do not send invoices to The Irish Journal of Counselling and Psychotherapy incorporating Éisteach Editorial Committee please.

### Manuscript Format & Structure

Please forward your work in Microsoft Word format, Times New Roman font, size 12, double-spaced. Do not send .pdf files. All articles submitted to Éisteach should also include the following;

#### **Introduction:**

150 words which outlines the content of the article

#### **Division:**

Divide article into sections using subheadings (in bold, left justified).

**Autobiographical statement:**

100 words describing your qualification, experience and background

**Contact details:**

Mailing and e-mail address, mobile and landline phone numbers

\*Note: please indicate how much contact information you wish to be included upon publication of your article.

**Acceptance of a manuscript for publication****Copyright**

Authors submitting an article do so on the understanding that the work has not been published prior to its publication in The Irish Journal of Counselling and Psychotherapy, or the Éisteach without such information being disclosed to us, nor is it being considered for publication elsewhere at the time of submission.

Should there be any reproduction of the article elsewhere, which is permitted after six months following its publication in The Irish Journal of Counselling and Psychotherapy, its prior publication in The Irish Journal of Counselling and Psychotherapy or Éisteach should be acknowledged.

**Note:**

Manuscripts in an incorrect format will be returned to the author.

**Maximising Accessibility to The Irish Journal of Counselling and Psychotherapy - What can be published?**

In addition to the authors' guidelines printed in our Winter 2016 edition of Éisteach (and on [www.iacp.ie](http://www.iacp.ie)), the Editorial Board wishes to further simplify the publishing process. We wish to broaden access and accommodate the diversity of membership within the IACP, consequently we invite articles of four types, each with different criteria in terms of presentation and academic requirements. The aim is to enhance inclusiveness and diversity in the material published, while simultaneously maintaining high standards of publication. The four categories of article are;

1. **Academic Papers** - An article designated as academic work will either be based on original research, or comprise a comprehensive literature review of the chosen topic. In both cases, the writing must be evidence-based and substantive claims must be supported by the literature, or the research conducted. Qualitative, quantitative or mixed methods are welcome, however quantitative findings should be described in language that will allow readers unfamiliar with statistics to appreciate the significance of the findings. Work in this category must apply the American Psychological Association (APA) style.
2. **Practitioner Perspectives** - Articles, which address clinical issues in counselling & psychotherapy primarily from the counsellors' experience in delivering treatment to clients, may also refer (where relevant) to significant authors, but can be principally based on clinical experience and observation. Such articles are often based on a psychotherapist's work with many clients who presented with the same or similar issues. Any passing reference to actual clients must be brief and anonymised. Full

case histories are not accepted (even with consent), in order to avoid any possible inadvertent breach of client confidentiality. This category provides a voice for you the practitioner to educate, inform, contribute or encourage discussion in our field, expressing your professional basis and your passion for your subject.

3. **Reflective Articles** - Reflective articles centre on a member's personal experience of a theme such as depression, or bereavement. These articles do not necessarily refer to specific client work, but focus on the personal development of the therapist, or supervisor and perhaps the application of that experience to client work. Reflective articles may also address specific topics in the field of counselling and psychotherapy, or reflections on the past, present or future of our profession. Reflective pieces do not require APA referencing but must be adequately well written to be considered for publication.
4. **Student Corner** - As tomorrow's professionals, we want to encourage the voice of students of counselling and psychotherapy as they encounter the many facets of modern professional practice and personal development. Student articles, therefore, may conform to any of the above descriptions. While high standards of writing are expected, student articles need not meet the same rigour that is expected of accredited members. Articles which are pertinent to the student experience of aspects of training or self-development are welcome, in addition to work relating to psychological topics.

### **The Publication Process**

Please be aware that The Irish Journal of Counselling and Psychotherapy incorporating Éisteach editorial board consists of IACP members working in a voluntary capacity, and that the board meets approximately five times a year. The journey from submission to print is a slow process, and you can expect months to elapse before publication.

Each article is anonymised and reviewed by two members of the board and their feedback is collated and sent to you by the chairperson. Usually, some revision is necessary. (Not every submission is accepted). Once an article is ready for publication, it is held on file. The date of publication will depend on how many articles are on file, whether or not the subject matter is similar to other articles recently published and other factors. Consequently, any given article could be published quickly or may be held on file for some time. Patience with the process is appreciated.

### **Steps in the Publication Process:**

- Submit the article to [eisteachjournal@iacp.ie](mailto:eisteachjournal@iacp.ie)
- Receipt of article will be acknowledged.
- Article will be blind reviewed by two members of the board.
- Feedback will be sent to the author and the article will be accepted or declined.
- If accepted, revision is usually requested.
- On receipt of the revised draft, the Editorial Board will decide on the date of publication, or the article may be held on file for a future edition. You will be informed of that decision.

## **Disposal of documents**

Documents received by IACP will be destroyed after an appropriate period of time as per the IACP Retention policy. Keep a copy of any articles / correspondence you send to IACP for your own records.

## **References:**

Referencing is a system whereby the author acknowledges the work of other writers and the sources of information cited in the article. Your own views and opinions need not be referenced, but any substantial statement of fact should be supported by evidence, in order to give your work more creditability. For example an opening broad claim, such as, 'Clients are increasingly presenting with various anxieties since the economic recession took hold.' The above claim may seem to be obviously true, but it should nonetheless be supported with references from such sources as the HSE, economic organisations, newspaper articles, books, webpages or academic articles. By supporting the claim with evidence, the following article will carry more weight. It's also possible that the claim is not true overall, in spite of your belief or experience. By referring to authoritative sources, you can be sure.

There are many styles of referencing, but The Irish Journal of Counselling and Psychotherapy incorporating Éisteach follows the American Psychological Association (APA) reference style. The full guidelines are published in the *APA Publication Manual of the American Psychological Association, Sixth Edition* which is available via Amazon or another bookseller of your preference. There is also a useful *Concise Guide* available. To aid you in applying the basic rules of the APA Style, we have included a referencing summary below which will help you apply the standard. Please note, that in order to avoid plagiarism, all work should be cited and the authors(s) credited as per the standard.

## **Citations**

Citations refer to the mention of a source in the text, usually at the end of a sentence. If the author (surname only) is mentioned in the sentence, only the year of publication and page number (in the case of a direct quote) are included in parentheses.

1. The structure of a citation is as follows:
  - a. In text citation: (Surname, year).
  - b. In-text citation at the end of a direct quote (Surname, year, page number).

For example: (Snowdon, 2010) or (Snowdon, 2010, p. 8) or (Snowdon, 2010, pp. 8-11).

- c. Paraphrasing means putting an author's ideas into your own words. Paraphrased citations follow the same format as above: (Surname, year) - page numbers are not technically required for paraphrased material but including them would be beneficial.
    - d. Citation inserted into the body of a sentence:

For example: Snowdon (2010) states that ‘Jung had a strong belief in God,’ (p.12).

2. Use of et al.;
  - a. When a work has more than six authors, cite only the surname of the first author followed by et al. – ensure that the references at the back of the manuscript contains all authors of the paper
  - b. When there are three to six authors of a source, the student must cite the entire list of names the first time encountered, and then subsequently use (Surname et al.). Again, the complete list of authors must be present in the references at the back of the paper.

For example: ‘An illustration was given by Bradley, Ramirez and Soo (1999). Bradley et al. went on to give further examples..... (1999).’

3. A Group or organisation;
  - a. Provide the full name of the group in the first time it is cited, abbreviated versions are acceptable after the first instance is stated
  - b. E.g. “... Ireland’s National Public Service Broadcaster, Raidio Teilifis Éireann (RTÉ) in a case ...”
4. Anonymous;
  - a. If the piece has no attributable author ... (“name of the piece/article/work”, year) or
  - b. If the book or other source has no identifiable author ... the book “name of book” (year).
  - c. Or, “quote” (Anonymous, year)
  - d. In all cases for Anonymous, ensure that Anonymous is added to your references in the usual format, that is, use the word ‘Anonymous’ in place of the author’s name.

## References

At the end of the article a list of all works cited in the article should appear in alphabetical order by author surname, in a list entitled ‘References’ (in bold and centred at the top of a new page). No bullet points or numbering are used. Only works cited should be referenced and all references must be cited in the article. Sources that you read but did not cite, should not be listed.

### 1. For an entire book:

- a. Surname, Initial. Initial. (year). *Title of work*. Location: Publisher.  
(note that only the first word in the title is capitalised, unless there is a subtitle also).

For example: Van Deurzen-Smith, E. (1997). *Everyday mysteries: Existential dimensions of psychotherapy*. Hove: Routledge.

**E-books can be referenced as follows:**

- b. Surname, Initial. Initial. (year). Title. Retrieved from <http://...>

**An edited book:**

Surname, A. A. (year). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.

**Journal Article:**

Surname, A. A., Surname, B. B. & Surname, C. C. (year). Title of article. *Title of Periodical*, xx, pp-pp.

For example: Nevin, A. (1990). The changing of teacher education special education. *Teacher Education and Special Education: The Journal of the Teacher Education Division of the Council for Exceptional Children*, 13(3-4), 147-148. [‘13’ above refers to the volume number and 3-4 to the issue number].

**A video:**

Name of Production Company (Producer). (year). *Title of video* [DVD]. Available from website. (website refers to an outlet where the DVD can be bought such as [www.amazon.co.uk](http://www.amazon.co.uk)).

**2. A song or piece of music:**

- a. Writer, Initial. Initial. (year). *Title of song*. On Title Of Album [CD]. Location: Label.
  - i. Citation: “Song Title” (Singer, year, track number).

**3. Podcast:**

Surname, Initial. Initial. (Producer). (year, month, day). *Podcast name* [Audio podcast]. Retrieved from <http://...>

**4. A DVD:**

Surname, Initial. Initial. (Producer). (year). *Title* [DVD]. Available from <http://...>

**5. Blog Post:**

Surname, Initial. Initial. (year, month, day). *Title of post* [description of forum]. Retrieved from <http://...>

**6. A You Tube Video:**

Poster, Initial. Initial. (year, month, day). *Title of video* [Video file]. Retrieved from <http://...>