

## **General Guidelines for *Professional School Counseling* Special Issues**

### Special Issue Editor Qualifications:

- Special issue editors must have a record of refereed publications in professional counseling journals. A current vita should accompany a special issue proposal.
- Individuals who serve as special issue editors must have prior or current editorial board experience, either for PSC or another professional counseling journal.
- Special issue editors must include at least one individual who holds the rank of at least associate professor.

### Types of Articles:

- Special issues may include: invited articles only, manuscripts selected from an open call for contributions, or a combination of both approaches. Special issue editors are expected to detail their approach (research, conceptual, theoretical, or best practice), clearly indicating who they will invite to author manuscripts and why and/or how they will solicit manuscript proposals through open call as well as how they will screen and make final decisions about which manuscripts to include. PSC editors have final decision-making authority.
- Inclusion of at least some empirical articles is preferable unless the special issue editors can provide a clear rationale for why a best practice or conceptual/theoretical special issue is most appropriate.

### Authorship:

We expect to see a diverse range of perspectives reflected in the journal. As such, special issue editors should consider the following:

- Individuals (including special issue editors) whose work is included in a special issue will be permitted to serve as author on no more than a single manuscript in that issue.
- Ideally, unless there is a satisfactory rationale for doing so, no particular institution, state, or region should be overrepresented among authors in any special issue.
- Depending on the nature of the special issue, contributors should be carefully chosen based on their demonstrated expertise through a publication record and/or professional experience.

### If the special issue proposal is accepted:

- Special issue editors are expected to adhere to their original proposal and to keep in contact with the PSC editor regarding any substantive changes.
- Special issue editors should establish a timeline for publication and keep the PSC editor and Kathleen Rakestraw apprised of their progress.
- Manuscripts are expected to adhere to PSC guidelines in terms of category, content, length, etc. If special issue editors want to include manuscripts that differ significantly from those typically published in PSC, they should provide a satisfactory rationale for doing so.
- Special issue editors are solely responsible for editing manuscripts. If they desire, special issue editors can request that the PSC editor and/or editorial board members be involved in providing reviews of manuscripts as well.
- The PSC editor or associate editor has ultimate authority on the special issue and the content of each manuscript.

## **Special Issue Proposal Professional School Counseling**

Please prepare a document in which you address the items below. Note that this is simply a tentative plan. If the proposal is accepted, PSC expects special issue editors to revise (if needed) and finalize specific details of the proposal through discussion with the PSC editor.

1. Topic of your special issue
2. Information about special issue editor(s) (name, title/position, institution, contact information). Be sure to attach a current CV for each editor.
3. If relevant, please indicate how you will minimize any potential conflict of interest. (e.g., a colleague in your department is being asked to contribute a manuscript; the special issue is part of a larger grant)
4. A description of the proposed special issue, including (a) rationale for the special issue, and (b) the relevance of the special issue to school counseling profession.
5. Number and type (research, conceptual, theoretical, best practice) of articles envisioned.
6. How manuscripts will be solicited (through invitation only, open call, or both). If through invitation only, please provide a list of potential authors as well as topics they will address. If through open call, please describe how you will solicit manuscripts as well as how you will screen submissions. If PSC will be assisting with this open call, please specify how the publications office will be involved.
7. Provide a *tentative* timeline for all of the following (as relevant): securing a final list of authors and manuscript topics with abstracts, receiving first drafts, providing feedback on first drafts, and receiving final drafts.

\*\*Please send a copy of your proposal along with each special issue editor's CV to Kathleen Rakestraw at [krakestraw@schoolcounselor.org](mailto:krakestraw@schoolcounselor.org)