

# Manuscript Submission Guidelines

The *Journal of Financial Counseling and Planning (JFCP)* is a peer-reviewed journal published two times a year by the Association for Financial Counseling and Planning Education®. *JFCP* features original research and descriptions of effective approaches to education and practice concerning all aspects of financial counseling and planning. Readers expect to find detailed recommendations for education and practice in journal articles. *JFCP* also publishes book reviews.

**Manuscripts should be submitted in electronic form.** Submit manuscripts to [flawrence@lsu.edu](mailto:flawrence@lsu.edu) in Microsoft Office Word.

**The manuscript should contain no information that identifies the author(s).** Because all unsolicited manuscripts are triple blind reviewed, make every effort to see that the manuscript does not contain clues to the authors' identity and does not include acknowledgements.

**In a separate file, submit a cover page** that includes authors' names (first name, middle initial(s), and last name) and contact information (address, phone, fax, and e-mail) for each. When there is more than one author, identify the author with whom the editor should communicate.

**Submit only unpublished work or acknowledge any previous publication(s).** Include on the cover page documentation of any previous publication(s) in whole or in part. If portions of the article have been published elsewhere, indicate what parts and give the citation(s).

**If no part of the article has been published, include on the cover page:** “*This manuscript has not been published in any form.*” Also, indicate on the cover page that “*the material in the manuscript will not infringe upon any statutory copyright*” and that “*the paper will not be submitted elsewhere while under JFCP review.*”

**Prepare the entire manuscript, including the text headings, references, tables, figures, and appendixes according to the *Publication Manual of the American Psychological Association*, 5<sup>th</sup> ed., 2001.**

**Order:** The order of the manuscript should be similar to

- Title page with title and three to five key words
- Abstract (start on a separate page, numbered page 2)
- Text (start on a separate page, numbered page 3)
- References (start on a separate page)
- Appendixes (start each on a separate page)

- Endnotes (list together starting on a separate page)
- Acknowledgments (start on a separate page)
- Tables (start each on a separate page)
- Figures (start each on a separate page)

**Font:** 12-pt Times New Roman

**Spacing:** Double spacing

**Margins:** All 1 inch

**Justification:** Align left

**Page numbers:** Centered at the bottom of each page

**Running head:** Identify each manuscript page (except artwork for figures) with an abbreviated title in the upper right-hand corner. The head should be a maximum of 50 characters, counting letters, punctuation, and spaces between words.

**Abstract:** All manuscripts must be accompanied by an abstract, not to exceed 120 words. A well-prepared abstract is extremely important. Refer to the APA Manual for suggestions for writing an accurate, succinct, quickly comprehensible, and informative abstract.

**Use of verb tenses:** Avoid unnecessary shifts in verb tense within the same paragraph or in adjacent paragraphs. Use past tense (e.g., “Jones showed”) or present perfect tense (e.g., “researchers have shown”) for the review of literature and the description of the procedure. Use past tense (e.g., “financial stress decreased significantly”) to describe the results. Use the present tense (e.g., “the results of the survey indicate”) to discuss the results and present the conclusions.

**Footnotes:** Do not use footnotes. If material cannot be incorporated into the text, insert as endnotes.

**Prior to submission:** Check [www.afcpe.com](http://www.afcpe.com) for updates to these guidelines.

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