

TYPING AND OTHER REQUIREMENTS

1. The original copy of the manuscript should be typed or computer printed on 8.5 x 11" translucent white bond.
2. The manuscript should be prepared in APA style. Refer to the Publication Manual of the American Psychological Association, Fourth Edition. (Ordering information can be obtained from APA, 750 First Street, NE, Washington, DC 20002-4242.)
3. See current issues of *The Person-Centered Journal* and the APA Publication Manual for examples.
4. Double-space everything, including references, quotations, tables, and figures. Leave generous margins (at least an inch all around) on each page.
5. Avoid footnotes whenever possible (see APA Publication Manual for alternatives).
6. Use tables sparingly and type them on separate pages. Include only essential data and combine tables whenever possible. Refer to the APA Publication Manual for style of tabular presentations. Figures (graphs, illustrations, line drawings) should be supplied as camera-ready art (glossies prepared by a commercial artist) whenever possible. Figure captions should be on an attached page, as required by APA style.
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9. Avoid the use of generic masculine pronouns or other sexist terminology. Also use terms such as client, student, or participant rather than subject. When referring to people with disabilities and describing their experiences, be careful not to use language that stereotypes or diminishes them.
10. Never submit material that is under consideration by another periodical.
11. Submit an original and three copies of the manuscript to Jeanne P. Stubbs, *The Person-Centered Journal*, Department of Counseling and Educational Psychology, Education Annex, State University of West Georgia, Carrollton, GA 30118-5170. Authors should keep a copy of their manuscripts to guard against loss.
12. It is expected that most manuscripts submitted for publication in *The Person-Centered Journal* will undergo revision before final acceptance.
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