

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 Jo Cohen, Department of Counseling, Kutztown University, Kutztown, PA 19530. 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.
13. Because of the production process of *The Person-Centered Journal*, authors whose manuscripts have been accepted for publication are expected to provide both a hard copy and a diskette copy of the manuscript (final version), prior to the editors sending it on to press. Most popular IBM or Macintosh software formats are acceptable on either 5.25 " or 3.5" diskettes. Please check with editor regarding acceptability of word processor format. The submitting author's name and the hardware and software used in preparing the diskette must be clearly labeled on the diskette.

Note: Authors bear full responsibility for the accuracy of references, quotations, tables, and figures.