How to Tell Your Story: Publishing Guidelines

Prepare the manuscript	(2,000 – 3,000 words, or approximately 8-12 pages not including cover page, abstract, and references).
Abstract	Describe purpose/practice/program, the results, and implications
Introduction	• Set the stage for the manuscript by describing briefly the school counseling issue related to the research that will be described. What is the relevance for SCs? Why is the topic important? • Conclude this section with a statement about the purpose of your manuscript.
Literature Review	• What previous research exists that addresses your focus? How does your "story" support or challenge previous literature? • What evidence of best practices exists in the literature? • How does this action research align with the ASCA National Model and contribute to school counseling evidence-based practice?
Method	• Identify the research design (i.e., survey, case study, pre-post) the participants (including demographic description). • Describe the intervention and data collection procedures (including description of the instruments), and data analysis. • Write as if the reader was going to replicate your story.
Results	• Report the findings of the data collected focusing on the interesting findings. • Report complete data set in a table/chart. [Ref: *Making Data Work* (4th ed.)]
Discussion	• Discuss the findings and the meaning of the findings. • How did they influence the school counseling program?
Implications for School Counselors	• What do these findings mean for school counselors? For counselor educators? For school districts ? • How can other school counselors use what has been learned from the intervention or the findings?
Conclusion	Provide a brief summary of the research, findings, and impact.
References	• Citations to provide support for issue and best practices. • Use the APA Publications Manual (7h ed.).
Appendices, Tables, Figures	• Consider using table/chart to report findings and figures to share data collection instruments, lesson plans, intervention materials. • See APA 7th for formatting help. Purdue OWL is a useful resource for APA.
Questions?	Contact PSC Associate Editors for Practitioner Research, Carol Kaffenberger ckaffenb@gmu.edu or Tammy Davis tdavis@marymount.edu