Counselor’s Notebook
Author guidelines for the Graduate Student Column: “The Intern’s Tale”

Background/Introduction
“The Intern’s Tale” column in the Counselor’s Notebook welcomes submissions by graduate students on all aspects of their professional training as Professional School Counselors. This column is especially focused on the internship phase of the professional training process, although students may submit original work at any point in their training. Topics may include, but are not limited to: personal experiences and professional learning to improve training; exercises and activities to improve working relationships with students, parents, teachers, faculty/staff, administration, and the community; the use of technology as a tool to assist students to achieve their goals in school; curriculum development; implementation of the MASCA model or the ASCA national model; advocacy for the school counselors role; and innovative practices implementing any element of delivery (e.g., large group guidance, small groups, individual, etc.).

Types of Submissions
Position Papers: Position papers can describe an issue or challenge, with a suggested solution or direction. These papers should support the position with both a logical argument and a review of the theory and/or the research literature.
Experiential Paper: An experiential paper can highlight a particular experience the author encountered in practice (e.g., during internship). The aim is to blend the key points of the experience with what theory and/or the research literature reports on the problem or issue as well as any efforts that were taken to solve or explore it, the results of said efforts, and implications and suggestions for others interested in addressing similar challenges or in future research.
Theoretical Application: These manuscripts describe a concept, theory, or approach that the student has been learning about as a part of professional training in classes. By using the literature, professional engagement, or vicarious or direct learning, the student provides a clear connection to the concept, theory, or approach of focus. Manuscripts can be based on concrete experience (e.g., “This worked well in practice and why”); or they may be based on professional theory (e.g., “Based on literature/other professional resources, the following suggestion is made”).
Formatting and Style Requirements
To be considered for publication, manuscripts must be submitted by the respective deadlines and adhere to the following formatting and style requirements.

• All manuscripts must be submitted to “The Intern’s Tale” column supervisor, Dr. Laurie Dickstein-Fischer (masca.gsit@masca.org) in electronic format.
• All student authors who are considering submission to this column are strongly encouraged to seek mentorship from a faculty advisor. The faculty advisor may be at your institution of training or your site supervisor.
• Manuscripts must be submitted in letter format (8 1/2 x 11-inch) using Microsoft Word (both .doc and .docx are accepted) and should not exceed 500 words. Due to the limited space, authors are encouraged to incorporate references into the body of their work rather than having a separate reference section.
• In newsletters, paragraphs are kept short (2 or 3 sentences at the most) and the sentences are kept brief as well. Terminology, also, calls for informality (ex., “use” rather than “utilize”). The aim is to make the reading an informative, yet enjoyable, experience.
• Headers, footers, footnotes, and endnotes should NOT be employed.
• This column will be a part of a professional newsletter, and as such the tone of the article should be authoritative but also informal. The use of the first person is appropriate (and even desired).
• The first page of the manuscript should be a cover page that includes: the full name and affiliation of each author, the full name and affiliation of the faculty advisor, and e-mail address of the primary author designated as the contact person.
• Articles are accepted for consideration with the understanding that they are original material, have not been published elsewhere, and are not currently being considered for publication elsewhere.

Once the column supervisor and newsletter editor determine that the manuscript’s format and content are appropriate for the newsletter, the primary contact will be e-mailed in a timely manner. All authors may expect an e-mail of receipt indicating the manuscript was successfully received and an e-mail of notification as to the decision of the manuscript. Decisions are made within 1-4 weeks from the deadline. The primary contact author will be notified of the recommendations, which will include acceptance of the manuscript as submitted, acceptance of the manuscript with prescribed changes, or rejection of the manuscript.
Once an article has been accepted for publication in the Counselor’s Notebook, the authors will be expected to submit a final draft of the article, including any recommended changes, in a timely manner. A photo of the author (alone or in the setting referenced) is encouraged.

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