



### Information for Authors

#### Submission of Manuscripts

Manuscripts will be considered for publication in the IJCLP, on the understanding that:

- the material submitted has not been already published.
- the manuscript has not been simultaneously submitted for publication elsewhere.
- the submission of the manuscript for publication in the IJCLP is with the consensus of all co-authors and any others responsible (e.g., the agency where the work has been located).
- the IJCLP will not be legally responsible for any claims for compensation.

#### Permissions

Should a manuscript carry any data, text passages, figures or any material whatsoever that has been published elsewhere, it is the responsibility of the author to obtain permission from the copyright holders in writing and to include evidence of this permission when the manuscript is submitted to the IJCLP. All material that does not carry such documentation will be considered to have been originally developed by the authors.

#### Review Procedure

- All manuscripts submitted to the IJCLP will undergo a double-blind review procedure. Hence authors are to ensure that all identifying information is placed on a separate page.
- All manuscripts will first be scanned by the editorial team. If considered suitable for the IJCLP, the manuscript will be sent for blind review.
- Authors may expect to receive the reviewers' comments in about 4 to 6 weeks after the manuscript has been sent for review. At this time, should the paper be accepted for publication, authors will be informed of the date of publication. Authors are free at this time to indicate their willingness to continue with the review process or to withdraw the paper.
- Review responses are categorised as follows:
  - Accept with minor changes
  - Accept with major changes
  - Not suitable for IJCLP
- Authors are expected to return corrected manuscripts within 2 to 4 weeks of receiving the reviewers' comments.
- Manuscripts, particularly if re-submitted after major revisions, may be sent for a second round of reviews.

#### Article Formatting

The IJCLP broadly follows the APA Style guide (6th edition). Accordingly, the authors are to note the following:

- Title Page should carry:
  - The name(s) of the author(s).
  - The full title.
  - Affiliations of the authors and a 100-word Author Note.
  - The corresponding author's postal address, email address, telephone number.

## Information for Authors

**Abstract:** All manuscripts are to carry an abstract of 150 to 250 words, presented on the page after the Title Page.

- **Keywords:** All manuscripts are to carry 6 to 8 key words, presented below the Abstract.
- **Organisation and formatting of text:**
  - Manuscripts are to be submitted as soft copies in Microsoft Word using the 12-point Times New Roman font.
  - Heading levels are not to exceed three levels.
- **Citation and referencing:**
  - In-text citations are to follow the APA style, that is, references are to be cited by name and year in parentheses. For example: (Rajendran, 2010); Rajendran and Shah (2011) ...
  - The reference list should follow the APA format. The full reference of all in-text citations are to be listed in the reference list.
  - Footnotes are not to be used as a substitute for a reference list.
  - The reference list entries should be alphabetised using the last name of the first author of each citation.
  - References by the same first author should be arranged by year of publication, the earliest first.

### Type and Length of Articles

The IJCLP accepts articles that have a research and theoretical focus as well as those that are oriented to application and practice in the specific and allied areas related to career development, career psychology, work psychology, career counselling and livelihoods. The types of articles and their length are as follows:

- Full Papers: 5000 to 6000 words including abstract and references.
- Short Papers: 2000 to 3000 words including abstract and references.
- Observations: 1000 words.
- Letters to editor: 250 words.

### Copyright

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