

Article Manuscript Guidelines

We intend this document to provide guidelines and guidance for people who submit article manuscripts for publication in the *International Journal of Coaching in Organizations (IJCO)*. *IJCO* is published four times a year. Each issue will address topics concerned with coaching in organizational settings. Articles for each of these issues will be solicited by the co-editors of the issue and may also include article manuscripts that were accepted through our peer review process. The *IJCO* Editorial Board suggests that potential authors, to get a feel for the style and scope of articles that are published, either subscribe to *IJCO* for a year or read 3-6 articles from previous issues of *IJCO*.

These guidelines fall into three sections: format of articles, due date guidelines for solicited article materials, and procedures for submitting unsolicited article manuscripts for peer review.

1. Format

- Generally, articles should be between 10-15 pages (approximately 6,000-9,000 words) with 1.5 line spacing format (rather than single or double spaced), 0 point spacing before and after, 10 point font size.
- Article should be formatted in MS Word, consistent with the *Article Manuscript Formatting Conventions*.
- Article should include a one paragraph abstract (maximum six sentences), italicized, at the beginning of the article. It does not need to be labeled as “Abstract”.
- Article should include a conceptual basis (e.g., models, methodologies, rationales, research) for the content, not simply share tools you’ve found to be useful.
- Article may have tables, graphs, and/or figures. Each graphic should be submitted as a separate file. Tables (containing only words and/or numbers) may be submitted in MS Word. However, all graphs and figures (anything containing visual representations) must be submitted in one of three formats: PDF, TIF, or EPS.
- Resources for the article are appropriately cited through APA style (see *Publication Manual of the American Psychological Association, Fifth Edition*) after appropriate text location and as complete citation, ordered alphabetically, after the end of article in References section, before biographies.
- Footnotes should be used extremely sparingly, only for those substantive comments that do not belong in the article text and that may be in addition to reference citations. They should be shown at the bottom of the page where the footnote appears.
- Article should include a one paragraph biography (maximum five sentences) at the end of the article for each author. Before each author’s biographical information, include in bolded text, each on a separate line, author name with honorifics, Phone: , Email: , and Website: .
- When you submit your final draft of the article, please include in your email a list of five to eight key words or two word phrases that can be used to search for the article when it is posted on our website.
- Refer to our *Article Manuscript Formatting Conventions* for specific formatting information.



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- Here's a checklist of what should be included in your article submission:
 - Descriptive title
 - Author name(s)
 - Abstract (4-6 sentences)
 - Key words (5-8 words or two word phrases)
 - Article introduction
 - Article body
 - Article conclusion
 - Article formatting (point size, 1.5 line spacing, headings and subheadings, uc/lc, bolding, etc.)
 - Table formatting (separate Word file, size, table number and title above)
 - Figure/graphics formatting (separate pdf, tif or eds file, size, figure number and title below)
 - Footnotes (optional, point size, formatting)
 - References (alpha order, APA formatting)
 - Author name(s) with honorific(s) (bolded)
 - Author contact info (phone, email, website, bolded)
 - Author bio (3-5 sentences)

- Separate and distinct from the article draft you will submit, please complete, sign and return the author or co-authors copyright agreement(s) we will send you.

2. Due Date Guidelines for Solicited Article Materials

- This section identifies some of the milestones associated with submitting your article-related materials to the **IJCO** issue co-editors. *Note: Co-Editors will have the discretion of modifying certain milestones, enabling them to complete their editing tasks in a timely manner. In this case, they will communicate those changed expectations to all authors with sufficient lead time to allow you to successfully complete your drafts.*

IF issue x goes to print by this date	THEN authors should ensure Co-Editors receive		
	Article outline* by	First draft by	“Final draft” by
Issue 1, 3/15	9/15 (previous year)	12/1 (previous year)	1/25
Issue 2, 6/15	12/20 (previous year)	3/11	4/25
Issue 3, 9/15	3/21	6/11	7/25
Issue 4, 12/15	6/20	9/11	10/25

* Co-Editors will also have the discretion of either requesting or not requesting that authors submit an outline of their proposed article for review.

3. Procedures For Submitting Unsolicited Article Manuscripts for Peer Review

- Write article, following these *Article Manuscript Guidelines* and *Article Manuscript Formatting Convention* distinctions. Due date guidelines (for submitting article outline, first draft and final draft), while appropriate for writing a solicited article, are **not** applicable when writing an unsolicited article.



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- Email article manuscript to Office Manager (email officemanager@ijco.info) in MS Word format.
- Office Manager will email a reply to you, acknowledging receipt of the article manuscript.
- Office Manager will send article to Co-Executive Editor Bill Bergquist, Chair of Peer Review Panel. Bill is the person accountable for our peer review process for unsolicited articles.
- Bill will give your article to member of Peer Review Panel for blind review.
- Bill will email you, the author, with article status information after completion of peer review: (1) accept article, (2) accept article with recommended changes, or (3) reject article (with reasons for rejection provided).
- Authors whose articles are published will receive two complimentary copies of that issue of *IJCO*, as well as a .pdf file (“Author’s Version”) of their article. Your article will appear in journal within three issues of date of acceptance.
- Procedures and timelines for editing and revising solicited articles will be determined by the Co-Editors for each issue.



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