



# **Guidelines for Article Submission** ***International Journal of Coaching In Organizations***

This document is intended to provide guidelines and guidance for people who choose to submit articles for publication in the *International Journal of Coaching in Organizations (IJCO)*. *IJCO* is a quarterly publication. At least three issues per year will address topics concerned with coaching in organizational settings. Articles for each of these issues will be solicited by the co-editors of the issues. Sometimes, the fourth issue each year will provide an “open forum” for unsolicited articles on coaching. This issue will necessarily cover a wide range of coaching-related topics. 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 6-10 articles from previous issues of *IJCO*.

The guidelines fall into three categories: format of articles, procedures for submitting unsolicited articles, and timing of submitting article drafts and related materials.

## **1. Format**

- Generally, articles should be between 10-20 pages (approximately 6,000-12,000 words) with 1.5 line spacing format (rather than single or double spaced), 10 point font size.
- Article should be formatted in MS Word.
- 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 MS Word file.
- 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 end-notes and biographies.
- End-notes should be used 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 submitted in two ways: at the end of the article and as a separate MS Word file.
- Article should include a one paragraph biography (maximum four 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: .
- Refer to Style Sheet for Authors and Editors for specific formatting conventions.

## **2. Procedures For Submitting Unsolicited Articles**



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- Email article to Co-Executive Editors Bill Bergquist (email [whbergquist@aol.com](mailto:whbergquist@aol.com)) and John Lazar (email [john@ijco.info](mailto:john@ijco.info)) in MS Word format.
- One of the Co-Executive Editors will email a reply, acknowledging receipt of the article.
- A member of the Editorial Board responsible for editing the issue to be published will email the author, providing information about its status: (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***.
- Procedures for editing and revising solicited articles will be determined by the Co-Editors for each issue.

### **3. Timing for Submitting Article Materials to Co-Editors**

- This section identifies 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.*

<b>IF issue x goes to print by this date</b>	<b>THEN authors should ensure Co-Editors receive</b>		
	Article outline* by	First draft by	“Final draft” by
Issue 1, 2/15	10/1 (previous year)	11/15 (previous year)	1/15
Issue 2, 5/15	1/1	2/15	4/15
Issue 3, 8/15	4/1	5/15	7/15
Issue 4, 11/15	7/1	8/15	10/15

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