

The Journal of Financial Counseling and Planning Guidelines for Authors

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Manuscripts should be submitted electronically to Editorial Manager at www.editorialmanager.com/jfcfp.

The submission should include two files, the title file and the text file.

In the title file, include all authors' full names, mailing addresses, phones, and e-mails. When there is more than one author, identify the corresponding author. Submit only unpublished work or acknowledge any previous publication(s). In the title file, include information of any previous publication(s) in whole or in part. If portions of the article have been published elsewhere, indicate what parts and give the citation(s). If no part of the article has been published, include: "This manuscript has not been published in any form." Also, indicate that "the material in the manuscript will not infringe upon any statutory copyright" and that "the paper will not be submitted elsewhere while under *JFCP* review." Also include acknowledgments if any in the title file.

For the text file, use the following guidelines:

APA Style: Prepare the entire manuscript, including the text headings, references, tables, figures, and appendixes according to the most recent edition of the *Publication Manual of the American Psychological Association*.

Manuscript Length: The first submitted manuscript should include no more than 5,000 words that include the text, reference list, tables, and figures.

Order:

- Title
- Abstract
- Text
- References
- Appendixes (if any)
- Tables (start each on a separate page)
- Figures (start each on a separate page)

Font: 12-pt Times New Roman

Spacing: Double spacing

Page numbers: Centered at the bottom of each page

Running head: Identify each manuscript page (except artwork for figures) with an abbreviated title in the upper right-hand corner. The head should be a maximum of 50 characters, counting letters, punctuation, and spaces between words.

Abstract: All manuscripts must be accompanied by an abstract, not to exceed 120 words. A well-prepared abstract is extremely important. Refer to the APA Manual for suggestions for writing an accurate, succinct, quickly comprehensible, and informative abstract.

Use of verb tenses: Avoid unnecessary shifts in verb tense within the same paragraph or in adjacent paragraphs. Use past tense (e.g., “Jones showed”) or present perfect tense (e.g., “researchers have shown”) for the review of literature and the description of the procedure. Use past tense (e.g., “financial stress decreased significantly”) to describe the results. Use the present tense (e.g., “the results of the survey indicate”) to discuss the results and present the conclusions.

Footnotes and Endnotes: Do not use footnotes and endnotes. Incorporate all contents into the text.

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