



## International Journal of Mentoring and Coaching *Guidelines for Authors*

The International Journal of Mentoring and Coaching is a journal from and for Coaches, Mentors, Researchers, Human Resource Professionals and Training Institutes, published by the European Mentoring and Coaching Council.

The next edition of the journal will be published in autumn 2014. It will consist of the following sections for which we are currently seeking papers:

### **The Review Section**

**Personal views** - a personal statement about a topical issue in the fields of mentoring or coaching. It should be opinionated but informed. It may be controversial or speculative. (1,500-3,000 words)

**Research** - represent research projects of interest to those involved in theory, policy and practice in the mentoring and coaching fields. (3,000-5,000 words).

**Debate** - either responses to articles which have appeared in previous issues of the journal or designed to start a debate. (750-1,500 words).

All articles in this section are double blind peer reviewed and must follow standard academic conventions.

### **The Professional Section**

Articles in this section address coaching or mentoring practice from the professional practitioner perspective.

**Professional skills** - descriptions and comments on new or experimental tools, techniques, models or practices, which will help individual practitioners to reflect on their own practice. (1500- 3000 words).

**Cases of practice** - case studies which raise issues of a general nature. (1500 - 3000 words).

**Focus** - in-depth opinions and views on one theme or country. (1000 – 1500 words).

All papers in this section are editorially reviewed and must be clearly and coherently written.

### **Book Reviews**

Articles in this section review content, style and merit of books published around the topics of mentoring and coaching. Addressing the strengths and weaknesses of the book, the articles reflect the personal opinion of the reviewer. (250 – 500 words).

Please contact the editor-in-chief before reviewing a book to make sure that the book has not been reviewed before and fits into the content of the journal.

**Submission Date: 15 August 2014**

**E-Mail Address:** [EMCC.Editor.IJMC@emccouncil.org](mailto:EMCC.Editor.IJMC@emccouncil.org)

## General Guidelines

Articles should be original: if any material overlaps with material which the author has published or is submitting elsewhere, this should be made clear when the article is submitted.

Manuscripts should be sent by e-mail to the Editor-in-Chief, Ines O'Donovan:

[EMCC.Editor.IJMC@emccouncil.org](mailto:EMCC.Editor.IJMC@emccouncil.org)

When sending the manuscript, make sure to indicate section and category for which you want your paper to be considered.

Please write in a clear and straight-forward style - active tense as much as possible.

Please raise and discuss the implications for mentoring and coaching as much as possible.

Please use only non-discriminatory language.

Please summarise detailed statistical evidence.

Please use only relevant tables, charts and other graphics. Send them – wherever possible – as individual files in tiff or eps format. Indicate in your manuscript where those files should be included.

Tables, charts and graphics must be comprehensible to business and academic readers.

Please provide the following as part of your manuscript:

First page

- Title
- Name of author(s) including affiliation/company, country

At the beginning of the article (2<sup>nd</sup> page)

- Title
- Abstract. (50 - 100 words).
- Originality/value of your article for the readers (coaches, mentors, researchers, Human Resource professionals, training institutes). (30 - 50 words)
- Keywords. (3 - 5).

At the end of the article

- Bibliography
- About the author(s). (30 - 75 words). Please include your e-mail address if it is okay for you to be contacted by the readers.

**Document format:** Microsoft Word (doc or docx). We can translate from most other common word processing programs as well. Please specify which program you have used. Do not save your files as "text only" or "read only".

**Copyright:** It is a condition of publication that authors vest copyright in their articles, including abstracts, to The European Mentoring and Coaching Council. This enables us to ensure full copyright protection and to disseminate the article, and the journal, to the widest possible readership in electronic formats as appropriate. Authors may, of course, use the article elsewhere after publication without prior permission from EMCC, provided that acknowledgement is given to the Journal as the original source of publication, and that The European Mentoring and Coaching Council is notified so that our records show that its use is properly authorised.

**Client material.** Care must be taken to disguise the identity of clients. Where case-study material is presented on a particular client, which may enable the client's identity to be recognised by him/herself or by others, written consent must be requested from the client concerned. Assurance that such consent has been obtained should be provided to the editor, and should also, where appropriate, be mentioned within the article as part of the description of the methodology used. Any liability to clients on the grounds of infringing confidentiality belongs to the author(s).

## Additional Guidelines for Articles in the Reviewed Section

References should follow **Harvard Style**. Free information on the style can be found on the Internet.

All publications cited in the text should be listed following the text in the bibliography; similarly, all references listed must be mentioned in the text.

**Within the text**, references should be indicated by the author's name and year of publication in parentheses, e.g. (Folkman, 1992) or (Sartory & Stern, 1979), or if there are more than two authors (Gallico et al., 1985). Where several references are quoted consecutively, or within a single year, within the text, the order should be alphabetical, e.g. (Mawson, 1992; Parry & Watts, 1989) and (Grey, 1992; Kelly, 1992; Smith, 1992). If more than one paper from the same author(s) and year are listed, the date should be followed by (a), (b), etc., e.g. (Cobb, 1992a).

**Bibliography.** The references should be listed alphabetically by author (double spaced) in the following standard form, capitalisation and punctuation:

For **periodical articles** (titles of journals should not be abbreviated):

BALK, D. (1979). How teenagers cope with sibling death. *School Counsellor*, 31, 150-158.

For **books**:

LOWENFELD, M. (1979). *The World Technique*. Chicago: Phoenix Books.

For **chapters within multi-authored books**:

BEDNAR, R.L. & KAUL, T.J. (1978). Experimental group research: current perspectives. In S.L. GARFIELD & A.E. BERGIN (Eds), *Handbook of Psychotherapy and Behaviour Change* (pp. 75-89). Chichester: Wiley.

For **webpages**:

EMCC (2011). Guidance for authors. [http://www.emccouncil.org/eu/en/e-journal/guidance\\_for\\_authors](http://www.emccouncil.org/eu/en/e-journal/guidance_for_authors) [Accessed 20/11/2011].

Please avoid unnecessary references.

**Tables, charts and figures** should be supplied as tiff or eps files if possible, otherwise on separate sheets with maximum size. They should be numbered consecutively in the text in Arabic numerals (e.g. Table 3 or Fig. 3). Their approximate position in the text should be indicated. Units should appear in parentheses in the column heading but not in the body of the table. Words or numerals should be repeated on successive lines; 'ditto' or 'do' should not be used.

**Reviewing:** We double blind peer review all papers published in the Reviewed Section. In some cases the author(s) will receive feedback on their paper from the editor first. The paper is then sent to two independent referees. Their comments are then forwarded to the author(s) for revision. The author(s) then return the revised paper to the editor. The editor's decision on publication is final.

To enable the reviewing procedure to be anonymous and impartial, the name(s) and institution(s) of the author(s) should only be typed on page 1 and not be included at the head of the article.

## Pre-Submission Checklist

We have put together a checklist for you that allows you to prepare your paper in a way that is relevant, interesting to the reader and follows the above guidelines? Please have a look at the checklist below to make sure that your paper fulfils all the requirements. Papers that don't are returned to the author without being reviewed.

Check	Suggestions/Other	Yes
Is your research suitable for being published in this journal?	Does the journal publish this type of article (pure theory, empirical, a note, pedagogical, etc.)? Is the length correct for this journal? Does your article extend work already published in the journal? If so, would you please refer to these articles!	
Does your paper have a clearly stated purpose in the first few sentences of both the abstract and the introduction?	Particularly academic papers require that a purpose, most of the time as research question, is stated. But also in the articles for the professional section a purpose needs to be included.	
Does the paper provide a contribution to knowledge or practice?	Is the paper or article providing new information? What is different to what readers can already find in other publications? What do they learn?	
Did you put a unique selling point into both the abstract and the first paragraph of the article?	Even excellent ideas do not sell themselves. So, you must give the sales pitch, the contribution, the unique data, the natural experiment, the current practitioner application, the follow-up to something in that journal, or whatever it is that pulls in the referee, the editor, and the journal readership. What have you done and why does it matter? Who cares about this work?	
Literature review	Is the professional/research literature that generated your questions/hypotheses up to date and does it meet academic/professional standards?	
Have you included methodology, findings and discussion?	Particularly when you write an academic paper, it is important to include those aspects. Are your methodological decisions supported? If the research is empirical are your research rational and model clearly presented? Do your findings directly address the research questions/hypotheses? Is the discussion critical and supported by your findings?	
Have you proofread the article repeatedly to ensure logical flow, sound arguments, and clear exposition of ideas?	Has a colleague read your article and given critical feedback? Did they critique the flow of ideas, logical arguments, etc.?	
Did you check spelling, punctuation, grammar, syntax, fonts, and references?	To meet the style requirements of the journal. Watch particularly the referencing style in the text and in the bibliography	
Did you include and polish your cover letter?	Is it short/sharp enough? Does your sales pitch include the unique selling point you used in the article? Did you state where the article has been presented? Has a colleague read your cover letter with a critical eye?	
Can you identify potential reviewers for this article ?	Name potential reviewers	