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

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 (2nd 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".

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**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):


For **books**:


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


For **webpages**:


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.
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.

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