

NICEC

NATIONAL INSTITUTE FOR CAREER EDUCATION AND COUNSELLING

Journal of the National Institute for Career Education and Counselling

NICEC STATEMENT

The Fellows of NICEC agreed the following statement in 2010.

'The National Institute for Career Education and Counselling (NICEC) was originally founded as a research institute in 1975. It now plays the role of a learned society for reflective practitioners in the broad field of career education, career guidance/counselling and career development. This includes individuals whose primary role relates to research, policy, consultancy, scholarship, service delivery or management. NICEC seeks to foster dialogue and innovation between these areas through events, networking, publications, and projects.

NICEC is distinctive as a boundary-crossing network devoted to career education and counselling in education, in the workplace, and in the wider community. It seeks to integrate theory and practice in career development, stimulate intellectual diversity and encourage transdisciplinary dialogue. Through these activities, NICEC aims to develop research, inform policy, and enhance service delivery.

Membership and fellowship are committed to serious thinking and innovation in career development work. Membership is open to all individuals and organisations connected with career education and counselling. Fellowship is an honour conferred by peer election and signals distinctive contribution to the field and commitment to the development of NICEC's work. Members and Fellows receive the NICEC journal and are invited to participate in all NICEC events.

NICEC does not operate as a professional association or commercial research institute, nor is it organisationally aligned with any specific institution. Although based in the UK, there is a strong international dimension to the work of NICEC and it seeks to support reflective practice in career education and counselling globally.'

TITLE

The official title of the journal for citation purposes is *Journal of the National Institute for Career Education and Counselling*. It is widely and informally referred to as 'the NICEC Journal'. Its former title was *Career Research and Development: the NICEC Journal*, ISSN 1472-6564, published by CRAC, and the final edition under this title was issue 25. To avoid confusion, we have retained the numbering of editions used under the previous title.

EDITORIAL BOARD

Lyn Barham, Anthony Barnes, Alison Dixon, Claire Nix, Phil McCash, Pete Robertson, and Michelle Stewart.

AIMS AND SCOPE

The NICEC Journal publishes articles on the broad theme of career development in any context including:

- Career development in the workplace: private and public sector, small, medium, and large organisations, private practitioners.
- Career development in education: schools, colleges, universities, adult education, public career services.
- Career development in the community: third age, voluntary, charity, social organisations, independent contexts, public career services.

It is designed to be read by individuals who are involved in career development-related work in a wide range of settings including information, advice, counselling, guidance, advocacy, coaching, mentoring, psychotherapy, education, teaching, training, scholarship, research, consultancy, human resources, management, or policy. The journal has a national and international readership.

INFORMATION FOR CONTRIBUTORS

Calls for papers are issued about a year before the planned publication date (see <http://www.nicec.org/>). Some calls for papers will specify a particular theme, and others are open calls for contributions on any career development topic or form of scholarship related to the NICEC statement. This could include, but is not confined to, papers focused on policy, theory-building, professional ethics, values, reflexivity, innovative practice, management issues, and/or empirical research. Articles for the journal should be accessible and stimulating to an interested and wide readership across all areas of career development work. Innovative, analytical and/or evaluative contributions from both experienced contributors and first-time writers are welcomed.

Main articles should normally be 3,000 to 3,500 words in length and should be submitted to one of the co-editors by email. Articles longer than 3,500 words can also be accepted by agreement. Shorter papers, opinion pieces or letters are also welcomed for the occasional 'debate' section. In all cases, the editor(s) should be contacted prior to submission to discuss the appropriateness of proposed article, and speculative approaches are welcome regarding future issues of the Journal. The NICEC style guidelines are included in this document and must be complied with in all details.

Final decisions on inclusion of any submitted article are made following full manuscript submission and a process of peer review.

INDIVIDUAL COPIES, SUBSCRIPTION AND MEMBERSHIP

The journal is published twice a year and can be purchased singly or via an annual subscription. Membership of NICEC is also available. Members receive the journal, invitations to NICEC network events, and other benefits.

COPYRIGHT AND DISCLAIMER

Articles are accepted on the condition that authors assign copyright or licence the publication rights in their articles to the National Institute for Career Education and Counselling (NICEC). An important goal of NICEC is to encourage freedom of expression. Individual viewpoints expressed in the journal do not represent NICEC as a whole.

PUBLISHER

The *Journal of the National Institute for Career Education and Counselling* is published by: National Institute for Career Education and Counselling (NICEC) Limited, The Lodge, Willaston House, Cheerbrook Road, Willaston, Nantwich CW5 7EN

STYLE GUIDELINES FOR AUTHORS

Abstract

Each article should be prefaced by an abstract of no more than 100 words.

Length

Articles should normally be 3,000 to 3,500 words in length not including references¹.

Formatting and typeface

Please keep formatting simple i.e. do not use style sheets or heading formatting. Left justify headings and text (i.e. align left). Use Arial typeface in 12 point size.

Spacing

Use 1.5 line-spacing throughout unless text is within tables or figures. Use a single space after a full stop, comma and semi-colon.

Paragraphs

Always insert a line space at the end of a paragraph. Do not indent a new paragraph.

Commas

Use Oxford comma in a list to clearly separate the final two elements e.g. bananas, figs, apples, and pears.

Subheadings

First level subheadings should appear in bold (not underlined) and with one line space above the subheading. Only the first letter in the first word within the subheading should be capitalised unless a proper noun. Second level

¹ Longer or shorter articles can be discussed with the issue editor.

subheadings should not appear in bold. Please use subheadings sparingly and avoid using more than two levels of subheading to aid clarity.

Quotations

Use single quotation marks for quoting within a paragraph, and double marks for quotations within quotations. Quotations of over 40 words in length should be indented from the left margin using the indent function. Do not use word spaces or tabs to indent text. There should be a line space above and below the extract. The source of quotation should be ranged in brackets on right, on the line below. The exact spelling and punctuation of the original must be copied faithfully. When indented, quotation marks should not be applied unless the quotation includes a conversation, in which case, single quotation marks should apply. Your own interpolations into quoted matter should be enclosed in square brackets.

Punctuation

Do not put a space in front of a question mark or in front of any other closing punctuation mark. To punctuate et cetera use 'etc.' and to punctuate for example use 'e.g.'.

Bullet points

Do not use more than six in a single run. Try to keep use of bullet points to an absolute minimum.

Numerals

Spell out numerals under 10. Use numerals for measurements and ages (e.g. 10cms, 10 years old). Use numerals for percentages in the text.

Capitals

Keep the use of capitals to an absolute minimum. Use lower case for government, church, state, party, etc. unless a specific one is named (e.g. the Labour Party).

Ampersands

Unless as part of a citation in brackets, do not use an ampersand (&) in the main text.

Footnotes and end notes

Please keep these to a minimum and restrict notes to explanatory statements that develop an idea or expand a quotation.

Diagrams and illustrations

Any diagrams must be sent in a *separate* file (preferably in high quality .jpeg or .eps format) with an indication in the text of where they should be placed. Please note that illustrations bear an additional publishing cost and, beyond simple diagrams and tables, must be agreed with the editor.

Track changes and comments

It is the author's responsibility to *strip out* all track changes and comments.

Author details

At the end of the article and reference list, give name, role (if applicable) and an email address under an emboldened subheading entitled 'For correspondence'.

Citations and referencing

Citations and referencing should follow the style guide of the American Psychological Association (APA 7th Edition). (Note that this journal guide only follows the citation and referencing elements of APA style i.e., not the additional presentational and writing style elements.)

Citations in the main text should be given as follows:

Smith and Brown (1998, p. 175) or (Smith & Brown, 1998, p. 175)

Where there are three or more authors, only give the name of the first author and insert et al., including at first use, unless doing so would create ambiguity (italics not needed):

Smith et al. (1997, p. 203) or (Smith et al. 1997, p. 203)

To aid in writing the reference list, the following examples are provided in APA (7th edition) style:

Arulmani, G., Bakshi, A. J., Leong, F. T. L., & Watts, A. G. (Eds.). (2014). *Handbook of career development: International perspectives*. Springer.

Inkson, K. (2004). Images of career: Nine key metaphors, *Journal of Vocational Behavior*, 65, 96-111. [https://doi.org/10.1016/S0001-8791\(03\)00053-8](https://doi.org/10.1016/S0001-8791(03)00053-8)

McCash, P. (2008). *Career studies handbook: Career development learning in practice*. Retrieved from <https://www.heacademy.ac.uk/resource/career-studies-handbook-career-development-learning-practice>

Savickas, M. L. (2013). Career construction theory and practice. In S. D. Brown & R. W. Lent (Eds.), *Career development and counseling: Putting theory and research to work* (2nd ed., pp. 147-183). Wiley.

Digital Object Identifier (DOI) reference

All journal articles should include a DOI reference where this is available. Do not insert a full stop following the DOI reference. See Inkson (2004) above.

Italics

Use italics for journal and book titles.

Arranging the list

The list should be subtitled 'References' in bold with all references arranged alphabetically in a single run i.e. no separation of books and web references.

Further referencing queries

Prior to contacting the journal editor, for further referencing details please refer

to:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th edition). American Psychological Association.

Use this web resource for quick queries: www.apastyle.org

Please note that the town/city, country/state of publication is no longer required in APA 7th edition.

Submission

Any drafts and final versions of papers should be sent by email to the issue editor indicated in the call for papers:

Send in Word or RTF format, accessible from a PC (do not save your files as 'text only' or 'read only' or in zip files).

Please send in the copyright clearance form along with the first submission of the article.

Last updated November 2020