

# The Journal of Financial Counseling and Planning

## Guidelines for Authors

***The Journal of Financial Counseling and Planning (JFCP)*** is a peer-reviewed journal published by the Association for Financial Counseling and Planning Education®. *JFCP* features original research and descriptions of effective approaches to education and practice concerning all aspects of financial counseling, planning, and education. Readers expect to find detailed recommendations for practice in journal articles.

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**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*.**

**Order:** The order of the manuscript submission should be similar to:

- Title page with author information and acknowledgments (if any)
- Abstract (start on a separate page, numbered page 2)
- Text (start on a separate page, numbered page 3)
- References (start on a separate page)
- Appendixes (start each on a separate page)
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**Font:** 12-pt Times New Roman

**Spacing:** Double spacing

**Margins:** All 1 inch

**Justification:** Align left

**Page numbers:** Centered at the bottom of each page

**Maximum manuscript length:** no more than 7,000 words, including abstract, body, references, and tables.

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**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.

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