

Rehabilitation Counselling

Guidelines for Authors

The Australian Journal of Rehabilitation Counselling is a refereed, international journal which is published twice a year. It contains original contributions dealing with a broad range of topics in the rehabilitation and disability fields. Topics include rehabilitation counselling, case management, rehabilitation education, rehabilitation administration, job placement, vocational assessment, psychosocial rehabilitation, independent living, transition planning, supported employment, industrial rehabilitation and disability management. Authors from Australia, New Zealand, Oceania and South-East Asia are particularly encouraged to submit manuscripts.

Guidelines for preparation and submission of manuscripts are given below. Intending contributors should submit an original plus four copies of their manuscript to:

The Editor, Herbert C. Biggs Ph.D
Global Education Designs
PO Box 5014

West End QLD 4101
Australia

A cover letter should accompany the manuscript which includes a return mail address and email address if possible.

Manuscript Preparation

1. Manuscripts should follow the format, style and typing guidelines detailed in the Publication Manual of the American Psychological Association (4th edition), except that spelling should conform to The Macquarie Dictionary. Manuscripts must be clear and legible.
2. Manuscripts should not exceed 20 double-spaced A4 typed pages inclusive of abstract, text, references, appendices, tables, and figures.
3. Manuscripts should include a cover sheet which shows the title of the article, authors names, organisational affiliation, and a running head.
4. The first page of the manuscript must include only the title.
5. An abstract should follow the title page and contain between 50–100 words.
6. A biographical description (not exceeding 75 words) of the author(s) must be submitted on a separate page that includes highest degree earned, job title, and organisational affiliation.

7. References are given at the end of the text. All references cited in the text must appear in the reference list.
8. Tables and figures should be presented on separate sheets and their approximate location in the text indicated.
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1. The Journal uses a blind review process in which the author's identity is anonymous to referees.
2. It is expected that most manuscripts will undergo revision before final acceptance.
3. Unless otherwise indicated in the cover letter, the first author will be responsible for communication with the Editor and editorial revisions of manuscripts.
4. Although feedback will usually be provided to authors, the editor reserves the right to reject a manuscript for publication without providing a rationale for his decision.
5. Final decision regarding acceptance of a manuscript will be made by the Editor.

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1. Upon acceptance for publication, authors must provide the Journal with a computer disk copy (3.5" disk) of their manuscript in addition to a final printed copy. Acceptable word processing formats are Microsoft Word (For Macintosh, Windows, or DOS up to Version 6) and Word Perfect (Up to Version 5.1). The word processing program used and version number should be specified on the disk or on an accompanying letter.
2. When illustrations are used, one camera-ready sheet (of at least 1000 dpi resolution) should be submitted. Diagrams and lettering must have a professional finish.
3. Proofs will be sent to the first author who is expected to return them to the Editor by Express Post or Air Mail within five working days of receipt.
4. Accepted manuscripts become the sole property of the Journal for copyright purposes. However, the author(s) remain responsible for any views expressed in a manuscript that is published.

Contents



Editorial

Leadership in Rehabilitation ii

Herbert C. Biggs

Articles

Quality of Life: An Opportunity to Reorganise Services Within a Person Centred Approach to Disability 1

Roy I. Brown

Qualitative Methods in Rehabilitation Research and their Relevance to Rehabilitation Counselling Practice 12

Ross Crisp

Engaging Reluctant Clients: A Study of Rehabilitation Counsellors' 20

Kon Kamateros

Predictors of Traumatic Brain Injury Caregiver Adjustment and the Role of Irrational Beliefs: Towards a Cognitive Model 33

Peter Stebbins, Kenneth I. Pakenham, and Paul Leung

Evaluation of the "Helping Hands" Volunteer Program for People with Mental Illness 45

Judy A. Pickard and Frank P. Deane