

For anything not covered in this House Style Guide, refer to the *Publication Manual of the American Psychological Association, 7th ed. (APA-7)*. For grammar, style, and usage questions not covered by APA-7, refer to *The Chicago Manual of Style, 18th ed.* For legal citation formatting not addressed in APA-7, refer to *The Bluebook: A Uniform System of Citation (21st ed.)*. Several sections from APA-7 have been repeated in this document for emphasis.

ACA style uses the first spelling listed in the Merriam-Webster.com *Collegiate Dictionary* (revised 2022); for entries not found in the *Collegiate Dictionary*, check the *Merriam-Webster Unabridged Dictionary*. Exceptions are noted in the ACA Word List below. For the spelling of psychological terms not included in the Word List, refer to the *APA Dictionary of Psychology (2nd ed.)*. For the spelling of statistical terms not included in the Word List, refer to the *APA Dictionary of Statistics and Research Methods*.

Abbreviations

1. Organizational name abbreviations: spell out organization on the first reference, with the abbreviation in parentheses, e.g., American Counseling Association (ACA). After the first reference within a chapter, use the abbreviation, e.g., (ACA, 2021).
2. Unlike APA-7, ACA style spells out units of measurement accompanied by numeric values (e.g., “4 hours” and not “4 hr”). Exceptions include the following: a.m., p.m., °C, and °F.
3. Use the abbreviation “U.S.” as an adjective (e.g., U.S. sample); spell out “United States” when used as a noun. The same rule applies to abbreviations for other countries, such as “U.K.” for “United Kingdom.”

Acknowledgements and Dedication

Acknowledgments thank contributors to a book’s production in a professional yet sometimes personal manner. They may mention agents, colleagues, mentors, friends, family, or organizations that provided support. Mentions of the ACA should be general, acknowledging the Association and “staff” without naming individuals.

Dedications are more personal, expressing honor or affection. They are typically brief, directed to a specific person, group, or concept (e.g., hope or justice), and appear on a separate page near the book’s front.

Appendixes

1. ACA uses the plural form “Appendixes” (not “Appendices”) for multiple appendixes.
2. Appendixes are numbered sequentially by chapter in both authored books and edited multi-author books (e.g., Appendix 10.A, Appendix 10.B). Some books may contain one or more appendixes at the end of the book and should be labeled as “Appendix” (if only one appendix) or Appendix A, Appendix B, etc. (if multiple appendixes).
3. Appendixes should contain titles per APA-7 style.
4. Appendixes should be placed after the References list.

Author and Editor Biography

Biographies of the primary authors or editors will be compiled and included at the end of the book. The biography statement should be concise, professional, and relevant to the book’s subject matter. Elements that may be included in brief mention:

- **Current Position & Affiliation:** academic title, department, and institution.
- **Educational Background:** highest degree(s) and granting institution(s).
- **Research Interests & Expertise:** areas of expertise and research focus.

- **Relevant Publications:** key books, articles, or studies you’ve authored or co-authored relevant to subject publication.
- **Awards & Honors (if applicable):** significant recognitions related to your field.
- **Additional Roles (if applicable):** editorial positions, leadership roles, or involvement in professional organizations germane to the subject publication.

The author or editor bio statement should not exceed 150 words.

Note: on the cover we will not include post-nominal credentials after the author’s or editor’s names.

Example:

Dr. Jane Doe is a Professor of Psychology at XYZ University. She holds a PhD in Clinical Psychology from ABC University. Her research focuses on trauma-informed therapy and mental health interventions. She has published extensively in peer-reviewed journals and is the author of *Understanding Trauma in Therapy*. Dr. Doe has received the XYZ Award for Excellence in Research and serves as an associate editor for *The Journal of Mental Health Studies*.

Bias-Free Language and Racial, Cultural, and Ethnic Identity

Bias-Free Language

APA-7 Section 5.7 focuses on the following guidelines for **bias-free language** when writing about people. The goal is to ensure clarity, accuracy, and respect in all descriptions of people and populations, calling for:

- Using respectful and inclusive language for all populations.
- Capitalizing proper nouns and names of racial and ethnic groups (e.g., Black, Indigenous, White).
- Referring to groups based on their preferences for how they describe themselves.
- Avoiding stereotypes, assumptions, and offensive terms.

Authors and editors are also strongly encouraged to become familiar with the [Toolkits for Equity](#), published by the Coalition for Diversity and Inclusion in Scholarly Communications (C4DISC). The toolkits are intended to “support all those seeking to build a more inclusive editorial and reviewer community ... [recommending] practical and relevant actions for editors and publishers ... to ensure fairness and minimization of bias in the peer review process” (C4DISC, 2022, 2024)

Racial, Ethnic, and Cultural Identity

1. When the word “other” is used for racial/ethnic designation, lowercase and present it without quotation marks (e.g., “Of the participants, 61.2% were Hispanic/Latino, 12.1% Asian American, 8.6% African American, 7.8% biracial, 6.9% European American, and 3.4% other”).
2. Unparallel designations of racial/ethnic terms should be avoided. Use one term consistently.
3. Do not revise participants’/clients’ preferred self-identified designations (e.g., “All participants self-identified as ethnically or culturally African American or Black”). Similarly, do not revise preferred terms commonly used by some groups, cities, and states (e.g., in Arizona and New Mexico, Whites are commonly referred to as “Anglos”; in Hawaii, “Hapa” is commonly used for biracial or multiracial individuals).
4. Do not revise terms when using racial/ethnic categories from the U.S. Census (see [About the Topic of Race](#)) or using terms as given in a study or other quoted material.
5. Be aware of the context. Do not revise historical terms (e.g., Black Power) or terms that are established in the literature (e.g., White privilege, historically Black colleges and universities).

Book Titles

We do not require a finalized title at the time of contract, but we do need it by submission of the manuscript. ACA also reserves the right to change or alter a title if it’s too similar to one of our current titles.

The following guidelines are helpful to crafting a title:

- **Brevity is key.** The title, including subtitle, should be **10 words or fewer**. Be mindful there is limited space on the cover and spine. If you are interested in exploring a lengthier title, or have several elements of the text you want to highlight in the title, consider making use of a descriptive subtitle.
- **Titles should be descriptive and evocative.** The title should express the subject matter of the work, as well as the overall approach. For example, a textbook will have a much more succinct and formal title than a clinician’s workbook.
- **Clarity is also key.** Don’t be overly clever or pithy at the expense of clarity. Potential readers should understand the content and spirit of the work from the title.
- **Know your market.** The title should not be too similar to recent books in this subject area. We want to avoid confusion and optimize search engine results.
- **Highlight the innovative.** What about your work is different than other works available in the market? A good way to easily and quickly distinguish this is by including or alluding to that in the title.

CACREP Standards Reference

Use the following reference formats for the *2024 CACREP Standards*:

Reference list:

Council for Accreditation of Counseling and Related Educational Programs. (2024). *2024 CACREP standards*. <https://www.cacrep.org/cacrep-2024-standards-resource-page/>

1. Capitalize “standards” for any reference to CACREP Standards (e.g., 2024 CACREP Standards, CACREP Standards, the Standards). Any generic reference is lowercase (e.g., “the standards of most professional associations require...”). If the actual CACREP manual is referred to, italicize the title per APA style.
2. Use “Section” when referring to the major divisions of the Standards. Capitalize “section” when followed by a number. Use “Standard” when referring to any of the constituent parts of a section and capitalize “standard” when followed by the combination of numbers and letters that designates each standard. 2016 and 2024 CACREP Standards.
 - a. (Section 2)
 - b. (Section 2, Standard F)
 - c. (Section 2, Standard F.1.m)
3. Since CACREP standards are periodically updated, always mention the current year (e.g., “CACREP, 2024”) in your citation.
4. **Use the standard number and description:** Refer to the specific standard number and a brief description to clearly indicate which standard is being cited.
5. CACREP In-text citation format:
 - a. *Paraphrased citation:*
“(Council for Accreditation of Counseling and Related Educational Programs [CACREP], 2024).”
After first reference, use the abbreviation for CACREP.
 - b. *Narrative citation:* “Council for Accreditation of Counseling and Related Educational Programs (CACREP, 2024).” If you’re directly quoting, include a page number or section heading in the in-text citation, e.g., (CACREP, 2024, p. 15). If there is a URL, modify it as necessary in the reference if there is a more specific link to the exact document.
 - c. *Paraphrased citation of a specific standard:*
“(Council for Accreditation of Counseling and Related Educational Programs [CACREP], 2024, Standard 3.D.1)”
 - d. *Narrative citation of a specific standard:*
“According to the Council for Accreditation of Counseling and Related Educational Programs (CACREP, 2024, Standard 3.D.1), ...”

Example citations:

- “CACREP Section 2 applies “to all entry-level and doctoral-level programs for which accreditation is being sought unless otherwise specified (CACREP, 2024)”

- “To ensure ethical practice, counselors must adhere to the CACREP code of ethics, including standards related to confidentiality and informed consent (CACREP, 2024, Standard 2.B.2).”
- “A comprehensive assessment plan should be implemented to evaluate client progress against established CACREP standards for assessment and testing (CACREP, 2024, Standard 2.D.3).”
- “The curriculum should include instruction on the principles of social and cultural diversity, as outlined in CACREP Standard 2.C.1 (CACREP, 2024).”

Case Studies

1. Authors should indicate whether the name used in a case study is a pseudonym or if the person is a fictional client or a composite of several clients.
2. Do not place pseudonyms in quotation marks.
3. If a real person is used in a case study, the author must provide written consent from the participant/client.

Code of Ethics

Use the following reference formats when referring to the *ACA Code of Ethics*:

American Counseling Association. (2014). *ACA code of ethics*. <https://www.counseling.org/docs/default-source/default-document-library/ethics/2014-aca-code-of-ethics.pdf>

Guidelines for citation:

1. “The *ACA Code of Ethics* (American Counseling Association [ACA], 2014) mandates counselor competency in using ethical decision-making models...”
2. Use “section” when referring to the major divisions of the *Code* and capitalize “Section” when followed by a letter (e.g., Section A).
3. Use “standard” when referring to any of the constituent parts of a section. Capitalize “standard” when followed by the combination of letters and numbers that designates each standard (e.g., Standard D.1., Standard C.3.f).
4. When quoting or paraphrasing from the *Code*, refer to the specific section or standard. The page number may be included, but it is not necessary.

Copyright & Trademark Symbols

Per *APA-7*, do not use copyright, trademark, or similar symbols for product/brand names.

Copyright Permission (see also Figures & Photos and Tables)

1. Review of third-party copyrighted content should be completed prior to submission of the manuscript. If third-party content was not listed in your Author or Editor Agreement Schedule F, alert the Book Development Editor to any copyrighted visual or textual materials that are intended to be included in the final manuscript.
2. The ACA Publications Staff will assess reused material for fair use and will assist with requesting permission if required. Payment of license or reuse fees is the responsibility of the author or editors. ACA will advance these fees on the author’s or editor’s behalf and deduct funds advanced from royalties or other compensation due.
3. ACA will retain copies of letters or emails granting permission.
4. No permission is required for reprinting of ACA material.

Counseling Profession

When referring to counselors, the counseling profession, or members of the American Counseling Association, please note the following guidelines and recommendations:

1. Counselors see clients, not patients.
2. When referencing anything related to mental health, please use the word Counselors, not Therapists whenever possible (sometimes it's just unavoidable).
3. A counselor who provides mental health services in private practice is often referred to as a Clinician.
4. A counselor who works in a school is called a School Counselor, not a Guidance Counselor.
5. When referencing ACA members as a collective whole, call them "Counseling professionals" as opposed to just Counselors. ACA includes counselor educators as well as counselors and counseling students.
6. The five main groups of counseling professionals we represent are: mental health counselors; school counselors; career counselors; substance abuse counselors; and counselor educators.
7. "Private practice" not "independent practice"

Cross-References

1. For cross-referencing other sections or chapters within a book, list the specific section title or chapter number. Examples:
 - (see "The ABC Model" section)
 - (see Chapter 3)
 - See Chapter 11 for more discussion on rational emotive behavior therapy
2. Similarly, for cross-referencing tables, figures, and sidebars in a chapter, list the specific number. Examples:
 - (see Table 1.2), (see Figure 3.5), (see Sidebar 9.1)
 - See Sidebar 12.1 for risk and protective factors in the case study.

Dialogues, Interviews, & Transcripts

1. When editing dialogues, interviews, and transcripts, only do so for punctuation (e.g., adding a serial comma), spelling, capitalization, numbers (e.g., "two weeks" to "2 weeks"), and obvious basic grammar. Alternatively, such a correction could be placed in brackets.
2. Use the following standard format:

Interviewer (I): What do you think about ...? [non-italicized]
Client (C): Well, I think that ... [non-italicized]
3. Italicize descriptions of unspoken action and enclose in brackets:

Client: I think that is funny [*laughs*].
4. Use the following punctuation when introducing a text extract (quotations of 40+ words):

Jane said, (comma)
 Jane said that (no punctuation)
 Jane said her experience was helpful: (colon)

Editorial "We"/ "Our"

Use of the editorial "we" or "our" is permissible in certain instances (e.g., "We are committed...", "Our profession is committed...") if the subject (e.g., counselors, counseling profession) has been discussed in the text.

The use of the editorial "we" or "our" is discouraged unless the authors are referring to themselves as a group of co-authors (e.g., "In our study, we found...").

Rewrite sentences to avoid the editorial "we" and make the subject of the statement clear. For example:

- Instead of: "We should strive to include diverse perspectives."
- Use: "Authors should strive to include diverse perspectives."

English Spellings

ACA retains the original English spellings used by authors, provided they follow recognized national standards (e.g., UK, Canadian, Australian, or US English). When quoting or citing a non-US author, speaker, or publisher, their spelling should be preserved. However, in collaboratively written articles or chapters where multiple English variants appear inconsistently, ACA may edit for consistency.

Figures & Photos

1. Figures are numbered sequentially by chapter in both authored books and edited multi-author books (e.g., Figure 3.1, Figure 3.2).
2. All figures must be cited in the text and should be placed after the first mention.
3. ACA does not publish color figures.
4. For copyright permission lines for figures, use “and” for two authors up to and including 20 authors. Make sure that a reference is provided in the reference list.
5. Consult the [Visual Materials Guidelines](#) for full details on acceptable file types, file naming, and formatting requirements for any photos, charts, tables, graphs, maps, and screenshots taken from websites or software applications that will be part of your manuscript.

Footnotes

1. Footnotes are only permitted for material that cannot be easily incorporated into the text.
2. Exceptions for use of footnotes include books that have legal citations (e.g., *The Counselor and the Law*) or books with footnoted material that cannot be easily incorporated into text. For these books, tag the footnotes as [FN1], [FN2], etc., and place all footnotes at the end of each chapter rather than at the bottom of each page.

Hyphens, Em-Dashes (—) and En-Dashes (–)

1. Use a hyphen (not an en dash) with compound adjectives (e.g., cost-benefit analysis, social-cognitive theory, State-Trait Anxiety Inventory, test-retest reliability). However, use an en dash with open compounds (e.g., humanistic counseling–based framework, mental health–related issue, post–World War II, Veterans Affairs–approved program).
2. Use a hyphen (not an en dash) for compound names (e.g., Kaiser-Meyer-Olkin test, Myers-Briggs Type Indicator, Tucker-Lewis index).
3. Use an en dash for ranges (e.g., 8–12 weeks, ages 18–25, 1992–2017, Grades K–12, Figures 1–3, pp. 140–146, August–October issue).
4. Use an en dash for scores (e.g., a 12–0 verdict).
5. Use an en dash for the full forms of test revisions or versions (e.g., Beck Depression Inventory–II, Impact of Event Scale–Revised, Wechsler Adult Intelligence Scale–Fourth Edition) and a hyphen in their abbreviations (e.g., BDI-II, IES-R, WAIS-IV).
6. Use an en dash with campus locations (e.g., Texas A&M University–Corpus Christi, University of Nebraska–Lincoln). Note that punctuation varies depending on the university (e.g., University of California, Santa Barbara; University of Colorado Boulder; University of North Carolina at Greensboro).
7. Use an en dash for a minus sign (e.g., $r = -.43$, $1 - \beta$).
8. *Tip:* In Microsoft Word, the keystroke sequence <Ctrl><-> will insert an en dash (–); <Ctrl><Alt><-> will insert an em dash (—).

Numbers

1. Use decimal fractions rather than step fractions (e.g., 1.5 hours, not 1½ hours).
2. Use a combination of figures and words to express rounded large numbers (starting with millions), for example, “almost 3 million people” and “a budget of \$2.5 billion.”
3. Do not use superscripts for ordinal numbers (e.g., use “40th” not “40th”).

Percentages

When using percentages in a table and the sum does not equal 100%, if a result of rounding, add the sentence “Percentages do not total 100 because of rounding” in parentheses immediately after the relevant text. The phrase can also be modified and used as a disclaimer for an entire section (e.g., “Percentages in this section do not total 100 because of rounding.”).

Quotes

In nearly all cases, quotes of source text should **not** have any changes made to the wording of the citation.

Example If the cited author describes their work as “an inquiry into the concerns that members of the LGBT community have ...”, the paraphrase or quote should NOT replace “LGBT” with “LGBTQIA+”, even though the replacement is more reflective of inclusive language in the acronym of the additional communities.

Tables

1. Tables are numbered sequentially, by chapter number and then table number in order of appearance (e.g., Table 3.1, Table 3.2) in both authored books and edited multi-author books,
2. All tables must be cited in-text and placed after the first mention.
3. Abbreviations not used in a chapter may be used in the body of a table for space considerations. These must be defined in the table note.
4. For copyright permission lines for tables, use “and” for two authors up to and including 20 authors. Make sure that a reference is provided in the reference list.

Theories, Models, and Instruments – Capitalization and Reference Usage

1. Per *APA-7* Section 6.13, do not capitalize the names of models (e.g., “Cass’s identity model of gay and lesbian identity development,” “Helms’s White racial identity development model”).
2. Exceptions include models that are more recognizable by their acronym, for example, Holland’s RIASEC (Realistic, Investigative, Artistic, Social, Enterprising, and Conventional) model and the accompanying code type (e.g., “A Realistic person would be best suited...”).
3. The names of **tests, instruments, or scales** are **capitalized**, e.g., Beck Depression Inventory-II, Minnesota Multiphasic Personality Inventory).
4. Use an en dash in the spelled-out forms of tests (e.g., Beck Depression Inventory–II) and a hyphen in their abbreviations (e.g., BDI-II).
5. Written permission is required before publication if you have obtained permission to modify a test for the purpose of your study.
6. As noted in *APA-7*, written permission may be needed to republish even one item from highly protected commercial instruments (e.g., intelligence tests and projective measures). To avoid potential issues, paraphrasing these items is recommended.

Third Person References

Use of the third person may be unavoidable in studies in which authors are part of a research team and indicate the responsibilities or activities of the research team members (e.g., “The second and third authors independently coded...”). The third person is often used in sentences such as “Copies of the questionnaire are available from the first author upon request.”

Tone and Voice

The tone and voice of the text should reflect the significance of the subject matter while maintaining clarity, engagement, and accessibility. We aim to balance professionalism with an authentic authorial voice, ensuring our texts are credible, compelling, and impactful.

Professional Yet Engaging

- Maintain a formal but approachable tone that conveys authority without being overly rigid or inaccessible.
- Avoid excessive jargon that may alienate readers, but do not oversimplify complex concepts. Define specialized terms as needed.

Clear and Precise

- Favor clarity and conciseness over overly complex or dense phrasing.
- Structure sentences logically and avoid unnecessary embellishments or wordiness.
- Use active voice where appropriate to enhance readability and engagement.

Balanced and Respectful

- Acknowledge diverse perspectives with sensitivity, especially when discussing mental health conditions, treatments, or lived experiences.
- Ensure language is inclusive, avoiding stigmatizing or outdated terminology.

Authoritative Without Being Pedantic

- Support arguments with well-researched evidence and citations without overwhelming the reader with excessive qualifiers or unnecessary hedging.
- Avoid a tone that feels overly academic to the point of being dry or inaccessible.

Engaging Without Being Distracting

- Avoid overly casual language, personal anecdotes that are not directly relevant, or sidebar commentary that detracts from the main discussion.
- Maintain a polished and cohesive narrative that aligns with the seriousness of the subject while allowing for the author's distinct voice to emerge.

Word List

This section provides a standardized reference and guidelines for preferred spellings, terminology, and usage specific to ACA, including:

1. *Alternate spellings:* Variants of words that may have multiple acceptable forms in English (e.g., “health care” vs. “healthcare”) and specify the preferred choice for consistency.
2. *Field-specific terminology:* Terms unique to the counseling field, with guidance on proper usage, capitalization, and context.
3. *Purpose:* To ensure consistency across all written materials by providing clear, definitive preferences for spelling and usage.
4. *Format:* Terms are listed alphabetically with notes or examples where clarification is necessary.

This list will expand as new words are added and/or guideline revisions are made to current entries. Authors and editors should periodically review the list.

- **cooperate / co-operate**
 - Use “cooperate” without a hyphen. Hyphens are generally not used for “co-” words unless clarity is needed (e.g., “co-occurrence”).
- **decision making / decision-making**
 - Hyphenate when used as a compound adjective (e.g., “decision-making process”), but not when used as a noun (e.g., “Decision making is essential.”).
- **email / e-mail**
 - Use “email” without a hyphen, as it aligns with APA’s preference for modernized terms and is more widely accepted in contemporary usage.
 - *Exception:* Use “e-mail” if directly quoting an older source or if it appears as a proper noun.

- **evidence-based / evidence based**
 - Use “evidence-based” with a hyphen when it functions as a compound adjective (e.g., “evidence-based practice”). Do not hyphenate when used in other contexts.
- **health care / healthcare**
 - No hyphen or compound spelling unless it is used as a compound adjective (e.g., “health-care” professional) or as a proper noun (e.g., “Healthcare Professionals of America”) or a direct quotation from an author.
- **multi-author**
 - Hyphenate when used as a compound adjective. This follows the general rule that compound adjectives modifying a noun should be hyphenated to enhance clarity, e.g., “The multi-author book received critical acclaim.”
- **multicultural / multi-cultural**
 - No hyphen. APA advises against hyphenating prefixes such as “multi-” unless the term could cause ambiguity (e.g., “multi-issue”).
- **nonverbal / non-verbal**
 - Use “nonverbal” without a hyphen. Prefixes like “non-” generally do not require hyphenation unless necessary for clarity.
- **posttraumatic**
 - No hyphen. This is true for most “post-” structures.
- **role-play**
 - Do not use “role play” (which APA Dictionary calls for) or “roleplay.”
- **self-esteem / self esteem**
 - Always hyphenate “self-” terms in APA (e.g., “self-esteem,” “self-care”), per APA’s hyphenation rules.
- **well-being / wellbeing**
 - Use “well-being” with a hyphen. While “wellbeing” is sometimes used informally, APA prefers the hyphenated version for academic precision.