

Guidelines for World Mapping Project Volunteers

General Guidelines:

The aim of the *World Mapping of the Counselling Profession* is to compile data and information about the scale, standards, and contexts of counselling activity in each of the world's 196 countries. Generating detailed knowledge about the counselling profession for each country will significantly raise public and professional awareness of counselling, enable enhanced advocacy (both national and international), and improve information sharing for individual counsellors and the wider profession.

The overall objective of the project is to seek answers to fundamentally important quantitative and qualitative questions about counselling and its status, availability, education, and development in eight global regions: (1) Latin America; (2) Caribbean; (3) Africa; (4) Middle-East; (5) North America; (6) Oceania; (7) Asia; and (8) Europe.

To achieve these goals, two distinct roles (country researcher and writer) have been developed which are in turn responsible to the Project Director and Deputy Project Director who hold final decisions over the completed reports for each country concerning all aspects of the project (e.g., research, writing, editing, design). In some cases, volunteers may overlap in their roles, so that some a writer may also serve as the country researcher, depending upon volunteer qualifications and willingness to serve in these capacities.

The following are specific guidelines for each of the roles. Please, refer to these guidelines as you engage in your service for this project. Any questions should be directed to Project Director [Naoise Kelly](#) or Deputy Project Director and Editor [Kevin C. Snow](#).

Country Researcher:

This role serves as a contributing researcher to expand the knowledge about the counseling profession in a particular country or countries, as assigned by the Project Directors. To be effective in this role, researchers must have high quality research experience and access to broad sources of knowledge, including strong research skills using the internet (being web savvy) and additional research databases.

This role requires access to quality library databases, especially quality academic library databases, to research journal articles, books, professional or trade magazines (e.g., *Counseling Today*, *Psychology Today*), and various reports (e.g., government, NGO), and related published materials that are not readily available through most commercial search engines like Google or Bing. Access to such databases includes being able to obtain access to the full documents and not simply the library record information or abstracts/briefs. Not all library databases offer the same access, so ideally those performing this role will have access to major university research library databases, such as those offered at large educational and other quality academic institutions.

Country researchers will explore all research on the field of counselling possible for each assigned country and are encouraged to be creative in their endeavors. This has proven to be especially true for countries where counseling is a recent and/or developing profession. For example, in the absence of finding information on counselling within a country, a search using Google maps may prove useful to identify counselling centers, organizations, schools, or practices that might not be listed on a central website or database but would show up on the map.

In general, researchers should seek to obtain for each country assigned:

- A thorough review of existing literature on the counselling profession, including history, development, and current status, among other things, via research into journal articles, books, professional or trade magazines, and any reports, or related materials. Some research may also exist in “unpublished” forms, such as doctoral dissertations that would only be located on a database like ProQuest Dissertation & Theses or in unpublished reports housed in a specialty database, which would be available through most quality academic libraries.
- A thorough review of databases specific to professional counselling journals including international journals and ACA journals.
- Internet searches for the presence, history, and current status of the counselling profession.
- In some cases, direct consultation with existing and new country contacts (e.g., from national associations or educational institutions offering counselling in the country).

If the researcher has multiple-language skills translation may be a component of this role too, as some of the sources of data may be in languages other than English. Translations programs like Google Translate (<https://translate.google.com/>) can also be used or translators will be located who can assist (so, please retain any research found in any language).

In general, the researcher should seek to identify the following for each country:

- A list of the national, regional, provincial, state, and other counselling associations
- A list of the national, regional, provincial, and state and other school counselling associations (if different)
- A list of the national, regional, provincial, and state and other guidance/career counselling associations (if different)
- Number of members of each counselling, school counselling, and guidance/career associations
- A list of the universities and other education and training institutes that offer counselling programs in each country
- A list of the counselling programs offered by those universities and education institutes in each country
- A list of state-provided counselling services in each country
- Information concerning the history, progression, and current status of the counselling profession in each country.

All research found should be saved to a folder located on the shared Google Drive set up for each country for the World Mapping Project.

Country Writer:

This role serves as a contributing writer to expand the knowledge about the counselling profession in a particular country or countries, as assigned by the Project Directors. To be effective in this role, writers must have high quality scholarly writing and research experience with demonstrated publications in counselling or related fields.

A volunteer in this role will write an extensive report(s) based on the data and information gathered by the country researchers and others. The country reports are a description of the current state of the counselling profession in each country including the following sections:

- A brief history
- Current regulatory status/level of recognition of the profession
- Challenges and trends
- Counselling practice settings
- Information on the existing counselling associations and organizations
- A list of educational institutions offering counsellor education programs
- A description of counselling services available in the country.

This role requires comprehensive scholarly writing and research skills in the social sciences, in particular writers must have expertise in using APA style formatting (currently the 6th edition of the APA style manual), and have demonstrated (as solo or main author) expertise in publishing within the social sciences or related fields to include articles, books, book chapters, reports, and/or other quality published scholarly materials. Strong general writing skills are also necessary for this role (e.g., grammar, syntax, spelling). Country writers must be fluent in English as all reports for this project are written in the English language. Knowledge of other languages may be an advantage to this project, although, such knowledge is not essential to the role.

In some cases, the country writer may also serve as country researcher for an assigned portion of the project, depending on the willingness and abilities of the volunteer. When in this dual role, all guidelines listed above for country researcher also applies to the dual researcher/writer role. All writers should familiarize themselves with the researchers' roles and duties to prepare for their writing assignments.

Research for the project will be found in folders located on the shared Google Drive set up for each country for the World Mapping Project. Any additional research located by writers should also be saved to the shared folder for the country. Writers should save personal back-up copies of all written information to ensure material is not lost in the event of error. Written reports for each assigned country will be compiled on a shared Google Drive report template by region. An example of a completed regional country report can be located [here](#).