

Author Guidelines

Please send your article to:

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Advances in Social Work and Welfare Education

The journal aims to showcase material which is of relevance to social work, welfare and community development educators in trans-Tasman and international contexts and, where applicable, to link this with international social work concerns. Articles that present innovative or challenging approaches to current educational philosophy and methodology are particularly encouraged. The material should be original and professionally presented. However, a diversity of styles is welcomed, and reports on research from a variety of perspectives and research designs are particularly sought.

There are three sections in which articles may be published: refereed full articles, “*Practice Reflections*” or contributions to “*New Voices*”. Full articles to be refereed should be no longer than 7000 words including references. “*Practice Reflections*” and “*New Voices*” should focus on recent events or current topics of interest to the journal audience of social work and welfare, and may provide a different perspective for practitioners, educators and students. “*Practice Reflections*” and “*New Voices*” should be no longer than 2000 words including references. Both refereed articles and practice reflections must conform to the presentation and referencing style of the journal (see “Preparation of Copy”). Submissions from students and field educators are particularly encouraged, as are research or discussion articles that focus on field education and practice teaching. Book reviews of up to 1200 words may be commissioned by the editors. Please e-mail the editors with offers of books for review.

Submissions are anonymously reviewed by two readers from a panel of reviewers. Reviewers are asked to offer constructive feedback to authors.

Preparation of Copy

Please prepare a copy of the article following the guidelines below. Please note contributors are asked to use language that clearly includes both sexes when reference to both male and female is intended. Thus both gender words ‘he or she’, ‘her or his’ or neutral pronouns should be used, as well as neutral terms such as ‘spokesperson’ or ‘representative’, ‘chairperson’, ‘staffed’.

Structure of articles

Before submitting the manuscripts please note the following:

- Please supply a separate cover sheet with title, author names and affiliations and full address for “corresponding author”.
- The title page should **not** include name(s) and by-line(s) of authors. Please anonymize all author publications e.g., use Author (2000) in both the text and the references when citing your own publications.
- The title of the articles should have the first letter of each word capitalised.
- The articles should supply an abstract which is a full summary describing the aims, method, results, and conclusions (maximum 200 words) without subheadings.
- Please provide **four to six keywords**, first letter of each word or phrase capitalised, and separated by semi-colons.

Format

- Format the articles in Times New Roman, 12-point font, black text, double-spaced, with paragraphs indented 10 spaces.
- The body of the articles should be left-aligned (*not justified*), except for any centred headings
- Please number the pages bottom left.
- Headings: Level 1 headings to be used for the following: Introduction, Method, Results, Discussion, Conclusion and References: **Centred: Bold; Lowercase**
Level 2 and 3 headings should be in the following styles:
 - Level 2: Left-aligned: **Bold; Lowercase**
 - Level 3: Left-aligned: *Italics; Lowercase*
- Please avoid excessive use of bullet points.
- Numbers are spelled out one to nine; 10 and over are written as numbers. APA has specific rules for ranges of numbers; units etc. Please consult the APA 6th (ed.) *Publication Manual*.

- Do not place figures and tables in the body of the text – please place them as at the end of the articles, each on a separate page, after the references. Within the body of the article, type in uppercase “FIGURE 1 HERE”.
- Abbreviations: spell out in full at first use and supply abbreviation in brackets; thereafter use abbreviation:
 - First use: International Federation of Social Workers (IFSW)
 - Thereafter: IFSW
- Consult the *APA Manual* to ensure style requirements are met for tables and figures, including captions and notes.

Quotations

- Double quotation marks (“...”) are used throughout the articles instead of single quotes. Single quotation marks are only used for “quotes ‘within’ double quotes”.
- Quotations of less than 40 words appear in quotation marks within the body of the text; quotes of 40 words or more are indented (15 spaces in, both left and right margins) and have no quotation marks.
- Note that, in APA, any indented quotes, including quotes from research participants, are written as follows:

...violence’s role in individual deaths, its importance as a broader social problem, its characteristics and patterns, and its victims’ experiences. (Bullock & Cubert, 2002, p. 479)
- Quotes should *not* be in italics.
- In-text citations. See *APA 6th Manual* for rules for multiple authors. Note the punctuation:
 - (Bay & Macfarlane, 2010); (Egan, 2012, pp. 173174).

References

NB: Titles of books (including edited books), reports, book chapters, and titles of journal articles have only the first word of the title and any subtitle capitalised. Only journal titles have all main words capitalised.

Examples follow:

Books & Reports

- American Psychological Association. (2010). *Concise rules of APA style* (6th ed. ed.). Washington, D.C.: Washington, D.C: Author
- Fook, J. (2012). *Social work: A critical approach to practice* (2nd ed.). London, UK: Sage.
- Maidment, J., & Egan, R. (Eds.). (2009). *Practice skills for social work and welfare* (2nd ed.). St Leonards, NSW: Allen & Unwin.
- Munro, E. (2010). *The Munro review of child protection part one: A systems analysis*. London, UK: Department of Education. Retrieved from <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren/protection/>

Book chapters

- Macfarlane, S. (2009). Opening spaces for alternative understandings in mental health practice. In J. Allan, L. Briskman, & B. Pease (Eds.), *Critical social work* (pp. 201–213). Crows Nest, NSW: Allen & Unwin.

Journal articles

- Chinnery, S. A., & Beddoe, L. (2011). Taking active steps towards the competent use of self in social work. *Advances in Social Work and Welfare Education*, 13(1), 127–152.
- Gair, S. (2012). Documenting practice so that we're all on the same page: Upholding the creativity, power and meaningfulness of writing. *Advances in Social Work and Welfare Education*, 14(1), 7–27.
- McIntosh, B., & Vander Hoeck, R. (2006). Negotiating the pain of ethical decision making in health care social work. *Critical Social Work*, 7(2), 1–10. Retrieved from <http://www.uwindsor.ca/criticalsocialwork/>
- Zufferey, C. (2013). Questioning representations of homelessness in the Australian print media. *Australian Social Work*, 1–12. doi:10.1080/0312407x.2013.842604

Articles in proceedings

- Appleton, C., Rankine, M., & Hare, J. (2014, November). An appreciative inquiry into cultivating 'fit and proper' social work students. In J. Duke, M. Henrickson, & L. Beddoe (Eds.), *Protecting the Public—Enhancing the Profession. E tiaki ana i te Hapori—E manaaki ana i nga mahi* (pp. 130–141). Wellington Social Workers Registration Board.

Thesis

O'Donoghue, K. (2010). *Towards the construction of social work supervision in Aotearoa New Zealand: A study of the perspectives of social work practitioners and supervisors.*

(Doctoral thesis, Massey University, Palmerston North, New Zealand). Retrieved from <http://hdl.handle.net/10179/1535>

We look forward to receiving your articles for consideration. Each submission will be managed by one of the editors who will communicate with you to keep you informed of your article's progress through the reviewing process. Please note that this can take several months.