Author Guidelines

Please send your article to all in the editorial role, currently:

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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 7,000 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 2,000 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 1,200 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”, or “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 anonymise 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 include 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 (maximum of three):
  Level 1 headings to be used for the following: Introduction, Method, Results, Discussion, Conclusion and References: **Centred: Bold; Initial capitals only**
  Level 2 and 3 headings should be in the following styles:
    - Level 2: Left-aligned: **Bold; First word capitalised**
    - Level 3: Left-aligned: *Italics; First word capitalised*
- 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 edition *Publication Manual*.

• Do not place figures and tables in the body of the text—please place them 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 ABOUT 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, not single quote marks. Single quotation marks are used only 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:

**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 and publishers’ names have all main words capitalised.

Examples follow:
Books & Reports


Book chapters


Journal articles


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 haperi—E manaaki ana i nga mahi* (pp. 130–141). Wellington, NZ: Social Workers Registration Board.
Theses


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 though the reviewing process. Please note that this can take several months.

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