Aotearoa New Zealand Social Work
the editorial collective

Guidelines for Contributors

Aotearoa New Zealand Social Work is an international, peer-reviewed journal that provides a platform for research, analysis and scholarly debate on social work theory, policy and practice. Published quarterly, it particularly welcomes work offering critical perspectives on contemporary policy developments, indigenous social work, post-colonialism, anti-racism, feminism, and progressive social work theory, policy and practice.

The journal also publishes book reviews and encourages short topical pieces offering readers’ critical commentaries on published articles, analyses of policy or practice developments, and reports on research-informed practice innovations.

You are welcome to discuss ideas for prospective articles with the editors and we are very happy to support new and emerging researchers and authors.

Book reviews

We intend to review all New Zealand books related to social work, social policy, research and related topics, as well as relevant contemporary international publications. If you have expertise in a particular area in which a recent book has been published, and would like to review it, please contact the book review editor. Book review guidelines are available on request.

Copy specifications

- The article must be the author’s original work. It cannot have been submitted for publication in any other journal.
- Articles should not exceed 6,000 words including references and abstract. Short pieces should be between 1500 – 2000 words.
- The article must not contain material or language that is discriminatory in any way.
- Please provide the text by e-mail in Microsoft Word format. The text file should be non-identifying of the authors.
- Your article must be accompanied by a separate cover sheet file which contains the corresponding author, and all contributing authors’ full names, e-mail addresses and contact phone numbers, and short biographical notes about the author(s) (up to 50 words for each).
- Authors are required to sign a document which meets the Association’s copyright requirements upon acceptance of a manuscript for publication.
- Authors using tables or illustrations from other authors/publishers should provide relevant permissions. Please contact the editors if unsure.
- Authors should declare any funding sources, conflicts of interest and acknowledgements at the end of the article.
• Please include a statement of the ethical approvals obtained for research reported in your article and a brief discussion of relevant ethical issues.

Text structure

Please observe the following structure for your article. Failure to do so may mean it is returned for additional information, re-writing or editing:

• **Title**: A brief indication of the article’s subject. Ensure that you include key words in your title.
• **Abstract**: Outline, in no more than 200 words, your main findings and implications for practice or policy.
• **Keywords**: Please provide four to six keywords, first letter of each word or phrase capitalised, and separated by semi-colons.
• **Subheadings**: Use subheadings sparingly and indicate these by bold type.
• **Tables**: Keep tables to a minimum. Number them (e.g. Table 1. Table 2.) with a self-explanatory title.
• **Illustrations**: You can submit black and white illustrations that are relevant to the article. Label these Figure 1 with a self-explanatory title.
• **Footnotes**: Do not use footnotes.
• **Referencing**: Use the APA referencing style both within the text and for listing references at the end of the article. Refer to APA Publication Manual (6th Ed.) or visit the website: www.apastyle.org/

Peer review

*Aotearoa New Zealand Social Work* is a scholarly journal that uses a blind peer-review process.

All articles submitted for publication are peer-reviewed by two reviewers. As a result of these reviews, we may suggest major revision of your article, minor revision, accept as is, or suggest your article may be more suitable for another publication. The editors also reserve the right to edit the article as necessary for final publication.

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