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# Guidelines for contributors

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We encourage the submission of articles for the Social Work Review – the Journal of the Aoteaora New Zealand Association of Social Workers. We hope for a range of contributions from a variety of writers. You are welcome to discuss ideas for prospective articles with us. We have a particular interest in papers which are practice based.

The following will be considered for publication:

- Academic papers
- Commentary or soapbox pieces
- Conference papers
- Descriptions of practice developments
- News articles and press statements
- Policy papers

## Copy specifications

- The article must be the author's original work. It cannot have been accepted for publication in any other journal.
- The article should not exceed 3,000 words.
- The article must not contain material that discriminates against people because of their race, class, age, sexuality or disability.
- Provide the text either by e-mail or on a CD. The CD must be accompanied by a printed copy of the article, double-spaced on one side of the page.
- Include your return postal or e-mail address and a contact phone number.
- Authors are required to sign a document which meets the Association's copyright requirements.

## 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. Try not to use more than 8-12 words.

**By-line:** Short biographical notes about the author(s), up to 50 words for each. Black and white 'head and shoulders' photographs are welcome – the ideal size is 42 mm x 60.5 mm.

**Abstract:** Outline, in no more than 250 words, the structure of the article and introduce the main topics.

**Subheadings:** Use subheadings at frequent intervals (i.e. between 250 and 500 words). Indicate these by bold type.

**Tables:** Keep tables to a minimum. Number them (e.g. Table 1. Table 2. etc.) and use self-explanatory titles.

**Illustrations:** You can submit black and white illustrations that are relevant to the article.

**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.

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### *In-text references:*

(Needham, 2003; Dent and Shaw, 2004)

Needham (2003) contended that...

(Needham, 2003: 88-89) – when quoting from a text.

### *Referencing details at the end of the article:*

#### *Book*

Munford, R. and Nash, M. (1994). *Social Work in Action*. Dunmore Press: Palmerston North.

#### *Section of book*

Biehal, N. and Wade, J. (1999). I thought it would be easier. In J. Rugg (Ed.). *Young People, Housing and Social Policy*. Routledge: London: 251–263.

#### *Journal article*

O'Donnell, H. (1998). Suicide risk assessment: A challenge for all health care professionals. *Nursing Review* 16(2): 40-45.

#### *Newspaper article*

English, P. (2005). Pitcairn social work – the hardest job on Earth? *The New Zealand Herald*. 11.01.05.

#### *Website*

Chandler, T. (2001). Outback and in again: A new graduate's experience of rural and remote nursing. Sixth National Rural Health Conference. Retrieved from [www.abc.net.au/health/papers/paper11](http://www.abc.net.au/health/papers/paper11)

#### *Conference proceedings*

Hercus, A. (1982). Social justice – a social work concern for the 80s. Paper presented at the NZASW Biennial Conference.

## **Peer review**

The *Social Work Review* has satisfied the refereeing requirements for the Higher Education Research Data Collection, and is listed in the DEST Register of Refereed Journals.

All articles submitted for publication are peer-reviewed by two reviewers. As a result of this, we may suggest some rewriting to improve the article's readability, clarity or value.

The editors also reserve the right to edit the article as necessary.

## **Book reviews**

We are also keen to establish a network of potential book reviewers. If you are interested, please provide your name, address and organisational or professional affiliation, and indicate your area/s of expertise.

Ksenija Napan and Gavin Rennie, Editors

## SOCIAL WORK REVIEW

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