Guidelines for contributors

We encourage the submission of articles for *Aotearoa New Zealand Social Work* – the journal of the Aotearoa 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 5,000 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. Refer to *APA Publication Manual* (5th ed.) if the required style is not included in the following examples.
<table>
<thead>
<tr>
<th>Reference type</th>
<th>Reference list</th>
<th>Within text</th>
</tr>
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<tbody>
<tr>
<td></td>
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<td>“Munford and Nash (1994) contended that…”</td>
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|                  |                | Gasper, Morgan, Ryan and Willington (2007) Cite all authors in the first reference, then:
|                  |                | (Gasper et al., 2007)
|                  |                | “Gasper et al. (2007) contended that…” |
|                  |                | “…according to Prior (2007, pp. 57-58)” |
|                  |                | (Davys, 2001) |

Personal correspondence, including emails

Personal correspondence is not included in the reference list. (D. Hodges, personal communication, August 18, 2007)

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**Peer review**

*Aotearoa New Zealand Social Work* 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 extend our network of potential book reviewers. If you are interested, please provide your name, address and organisational and professional affiliation, and indicate your area/s of expertise.

Mary Nash and Kieran O’Donoghue, editors.