Guidelines for contributors

The Editors encourage the submission of material for the Social Work Review journal and hope for a diversity of contributions from a variety of writers. Therefore, in addition to ‘journal’ style articles, the following will be considered for publication:

- conference papers
- academic papers
- commentary or soapbox pieces
- policy papers
- descriptions of practice developments
- news articles and press statements.

Authors are welcome to discuss ideas for prospective papers with the Editors.

We are also keen to establish a network of potential reviewers. Please supply your name, address, organisational and professional affiliation and indicate your area/s of expertise.

Copy specifications

All texts must be the original work of the author and not submitted to any other journal. All contributions must be either e-mailed or on a computer disk with a printed hard copy supplied on one side of the page and double-spaced. Contributions should usually not exceed 3,000 words.

It is important the author(s) includes a return address, e-mail address and a contact phone number.

Text structure

The following structure for articles should be observed. Failure to do so may result in the article being returned for information, re-writing or editing.

1. The title should indicate the subject of the article.
2. By-line information should include the author(s) name and a short bibliographical note of up to 50 words.
   A black and white ‘head and shoulders’ photograph is welcomed – the ideal size: 42 mm x 60.5 mm.
3. The intro-paragraph should outline the structure of the text and introduce the main topics covered.
4. Subheadings may be used at frequent intervals (i.e. between 250 and 500 words). They can be indicated by bold type.
5. Tables should ideally be kept to a minimum. Each should be numbered (e.g. Table 1. etc.) and have a self-explanatory title (e.g. A Comparison of Composite Indicators of Modern Welfare States). Careful attention should be paid to the accuracy of figures.
6. Other illustrations are welcome. Cartoons and other illustrations should be in black and white, and relate directly to the article. Please note: For the best reproduction of photographs, cartoons and other illustrations, a good black and white contrast is necessary.
7. Footnotes are acceptable. These should be noted in the text numerically, in superscript¹, and then listed at the end of the paper.
8. Full details of all books, journal articles and the like referred to within the text should be listed in a references section following on from the footnotes at the end of the text. Examples of the reference style required are:
   **Book**
   **Section of book**

**Journal article**


**Newspaper article**


9. When referring to books, journal articles and the like within the text, the style should be as follows.

(Smith, 1999; Jones, 1998)
or Smith (1999) suggested …

10. Sexist language must not be used. This is in line with the ANZASW’s commitment to combating sexism. Furthermore, the Editorial Board reserves the right to reject material which is racist, sexist or discriminates against people on the basis of their class, age, sexuality or disability.

**Editorial process**

All material submitted for publication is peer-reviewed by two reviewers. As a result of the review process the Editors may suggest some rewriting to improve the article’s readability, clarity, or value.

The Editors also reserve the right to edit text as necessary. Authors should, therefore, indicate text which can be deleted if necessary.

The Editors will highlight paragraphs or quotes from the main text as considered appropriate, although authors may indicate paragraphs they prefer to be highlighted.

Ksenija Napan and Gavin Rennie
Editors

---

**ADVERTISING DETAILS**

**Full Page:** 165mm wide x 257mm deep $300.00
**Half Page:** 165mm x 130mm $150.00
**Third Page:** 165mm x 88mm $100.00
**Quarter Page:** 108mm x 100mm $75.00

**Issue:** Quarterly
**Flyer included with mail out:** $150.00

Contact Ksenija Napan or Gavin Rennie
BOOK REVIEW EDITOR

Kate van Heugten
Social Work Review
c/o Department of Social Work
University of Canterbury
Christchurch 1

CORRESPONDENCE

All mail, letters and articles etc. should be addressed to:
Ksenija Napan and Gavin Rennie
School of Health and Community Studies
Unitec New Zealand
Private Bag 92025
Auckland
email swreview@anzasw.org.nz

SUBSCRIPTIONS

Free to all ANZASW members
Libraries: $95.00 incl. GST
Overseas Surface: $95.00
Overseas Airmail: $100.00
(Contact National Office)

PRINTED BY

Speedprint Dunedin

TYPESET BY

Dinah Higham, Central Otago
email dinah@clear.net.nz

ANZASW CONTACT DETAILS

All enquiries regarding: membership, subscriptions,
publications, competency assessment, ethics, international affiliations, branches etc. should be directed to:

NATIONAL OFFICE
AOTEAROA NEW ZEALAND ASSOCIATION OF SOCIAL WORKERS (INC)
PO Box 1072, Dunedin
5th Floor, Consultancy House
7 Bond Street, Dunedin
NEW ZEALAND
Tel: (03) 477 5793
Fax: (03) 479 0571
Email: natoffice@anzasw.org.nz

President/Tumuaki
Rose Henderson
PO Box 6250, Riccarton
CHRISTCHURCH
Mobile: 027 435 2356    Email: president@anzasw.org.nz

Vice-President
Lynne Whata
PO Box 1072, Dunedin
5th Floor, Consultancy House, 7 Bond St, Dunedin,
Tel (03) 477 5793    Fax (03) 479 0571
Email: vicepres@anzasw.org.nz

National Secretary
Christine Menzies
PO Box 1072, Dunedin
5th Floor, Consultancy House, 7 Bond St, Dunedin,
Tel (03) 477 5793    Fax (03) 479 0571
Email: secretary@anzasw.org.nz

Kaiwhakahaere
Tangata Whenua Takawaenga O Aotearoa
Whitiao Paul
44 Aliford Ave, One Tree Hill, Auckland
Tel (09) 307 4915/5439 (W), (09) 579 5722 (H)
Email: tangatawhenua@anzasw.org.nz

National Treasurer
Mary Ann Baskerville
School of Sociology, Social Policy and Social Work,
Massey University, PO Box 11-222, Palmerston North
Tel (06) 350 5799/2814    Fax (06) 350 5681

Email treasurer@anzasw.org.nz