
Guidelines for contributors

We encourage the submission of articles for the *Social Work Review – 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 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. Refer to *APA Publication Manual* (5th ed.) if the required style is not included in the following examples.

Reference type	Reference list	Within text
Book (1-2 authors)	Munford, R., & Nash, M. (1994). <i>Social work in action</i> . Palmerston North: Dunmore Press.	<ul style="list-style-type: none"> • "...feminist contribution to social work (Munford & Nash, 1994)." • "Munford and Nash (1994) contended that..."
Book (3-5 authors)	Gasper, J. L., Morgan, L., Ryan, K. C., & Willington, P. (2005). <i>Social work practice: A handbook for professionals</i> . New York: Paavonpera.	<ul style="list-style-type: none"> • (Gasper, Morgan, Ryan and Willington, 2007) • Gasper, Morgan, Ryan and Willington (2007) <p>Cite all authors in the first reference, then:</p> <ul style="list-style-type: none"> • (Gasper et al., 2007) • "Gasper et al. (2007) contended that..."
Edited book	Rugg J. (Ed.) (1999). <i>Young people, housing and social policy</i> . London: Routledge.	<ul style="list-style-type: none"> • (Rugg, 1999) • Rugg (1999)
Chapter in a book	Biehal, N., & Wade, J. (1999). I thought it would be easier. In J. Rugg (Ed.) <i>Young people, housing and social policy</i> (pp. 48-52). London: Routledge.	<ul style="list-style-type: none"> • (Biehal & Wade, 1999) • Biehal and Wade (1999)
Quote from book	Prior, A. (2007). <i>Growing big in a small town</i> . Tokoroa: Baird.	<ul style="list-style-type: none"> • (Prior, 2007, pp. 57-58) • "...according to Prior (2007, pp. 57-58)"
Journal article	O'Donnell, H. (1998). Suicide risk assessment. <i>Nursing Review</i> , 16(2), 40-45.	<ul style="list-style-type: none"> • (O'Donnell, 1998) • O'Donnell (1998)
Newspaper article	Haines, L. (2004, October 31). CYF project halves child suicide rate. <i>Herald on Sunday</i> . p. 14.	<ul style="list-style-type: none"> • (Haines, 2004) • Haines (2004)
Website	Scottish Executive. (2005). <i>The need for social work intervention</i> . Retrieved 17 January 2007 from http://www.scotland.gov.uk/Publications/2005/12/16105307	<ul style="list-style-type: none"> • (Scottish Executive, 2005) • Scottish Executive (2005)
	Haines, L. (2004, October 31). CYF project halves child suicide rate. <i>Herald on Sunday</i> p. 14. (Electronic version).	<ul style="list-style-type: none"> • (Haines, 2004) • Haines (2004)
Conference paper	Unpublished paper: Hertnon, T. (2003). <i>Social justice – it won't just happen</i> . Paper presented at the Durham Central Conference. Wellington. Published paper: Davys, A. (2001). A reflective learning process for supervision. In	<p>(Hertnon, 2003)</p> <p>(Davys, 2001)</p>

L. Beddoe & J. Worrall (Eds.), *Supervision: From rhetoric to reality. Conference Proceedings* (pp. 87-98). Auckland: Auckland College of Education.

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

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

Mary Nash and Kieran O'Donoghue, editors.
