
CANADIAN SOCIAL WORK journal

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WRITER'S GUIDE CANADIAN SOCIAL WORK JOURNAL ON-LINE

EDITORIAL POLICY

Canadian Social Work, the official journal of the Canadian Association of Social Workers (CASW), is published on-line by Myropen Publications Ltd. in October of each year. The Journal publishes articles in the language they are submitted with an abstract in the two official languages. Other content is bilingual.

Coming events are included in the official language(s) in which the items are received.

Material submitted to *Canadian Social Work* is considered for review under the following categories: Articles (2500 to 5000 words), a synopsis of a research project including results (up to 500 words), an opinion or commentary on an issue (up to 1,000 words). Writers presenting articles for consideration to the *Canadian Social Work* vary from senior practitioners and academics to beginning practitioners and students who are submitting to a journal for the first time.

Articles (2500 to 5000 words) submitted for publication in the Journal are anonymously peer reviewed by Editorial Board members and other selected reviewers. The article must include an abstract of 200 words maximum. The viewpoints of authors or advertisers are not necessarily those of CASW, Myropen Publications Ltd. or the Editorial Board.

The goals of the journal are:

1. To provide a national forum in which Canadian social workers can share practice knowledge, research and skills, and debate contemporary social work concerns.
2. To stimulate discussion of national and regional social policy issues.
3. To promote exchange between: social workers in different regions and language groups in Canada, the CASW and its member organizations, and Canadian and international social work communities.
4. To share information about social work educational resources -- books, films, videos, conferences and workshops.

SUBMISSIONS FOR CANADIAN SOCIAL WORK

Submissions are encouraged from all social work practice areas and perspectives. Social work professionals who do not have extensive publishing records are particularly invited to send their work for consideration. Writing from social workers who are members of a CASW member association will be given preference, subject to satisfactory peer review.

Submissions are welcome in either French or English and, if accepted, will be printed with an abstract in the two official languages.

Articles, opinion pieces and research notes oriented towards advancing the knowledge, skill and ethics of Canadian social work practitioners, and written from a social work viewpoint are invited. A research note is a short synopsis of a social work research project including the results, how the results are expected to be useful to social workers, and where more information is available or inquiries can be referred. A research note should not exceed 500 words.

Review essays concerned with an important Canadian social work topic are also sought. Generally authors should base their review essay on two or more books which focus on a specific topic, keeping in mind that a review essay is not a “book review” and thus does not need to address each book equally and individually. The essay, which may take the form of a polemic should attempt to both abridge and expand the topic. Canadian Social Work also welcomes film essays.

ADVICE TO WRITERS / ALTERNATIVE ADVICE FOR NEW WRITERS

1. Establish the context for your article. Some helpful questions include:
What problem, questions, or issue does this article intend to address?
Why is it important to Canadian social workers? What have others said about it?
How does this article add to thinking on the subject?
2. State the purpose of your article and keep it focused.
3. Use clear and concise language avoiding jargon, clichés and excessively long sentences.
4. Include references for ideas from another author's work using the American Psychological Association's (APA) guidelines. (See www.apa.org/journal)
5. Seek feedback from colleagues before submitting the final draft.
6. The following publications may be useful to you as you complete your article:
American Psychological Association. (1994). *Publication Manual of the American Psychological Association*, 4th Edition, Washington DC: Author.
Beebe, L. (1993). *Professional Writing for the Human Services*. Washington DC: National Association of Social Workers.
Becker, H.S. (1986). *Writing for social scientists: How to start and finish your thesis, book or article*. Chicago: University of Chicago Press.
Northey, M. (1987). *Making sense: A student's guide to writing and style*, (rev.Ed.) Toronto: Oxford University Press.
Strunk, W. Jr. & White, E.B. (1979). *The elements of style*, 3rd edition. New York: Macmillan Co.
Williams, J.M. (1990). *Style: Toward clarity and grace*. Chicago: University of Chicago Press.

7. Reviewers will be asked to review your work using the following criteria:
- suitability for a primary readership of Canadian social work practitioners
 - originality and contribution to social work knowledge
 - quality of the writing and documentation
 - timeliness and significance of the subject matter. (See Appendix)

STEPS TO PUBLICATION

The Editor initially screens submissions to Canadian Social Work. Full length articles considered for Journal publication are given anonymously for review to a member of the Editorial Board and two other selected readers in relevant fields. Receipt of articles is acknowledged and authors are advised of the Editor and reviewers' recommendations as soon as they are completed.

Each reader independently recommends for or against publication, and gives reasons. Reviewers may also suggest whether a manuscript should be revised and re-submitted, and for which section or format it is best suited. See Appendix attached.

Articles accepted for publication are normally printed in the first available space.

Accepted manuscripts are given to a professional copy editor for review. This work does not affect an article's substance. Any major editorial changes, adjustments or deletions which have an effect on substance will be cleared with the writer before going to translation and print.

Manuscripts are not returned. A complimentary CD copy of the journal in which the article appears is sent to the author(s). An annual index of published articles is available from the CASW office. A list of reviewers is published annually in the Journal.

Please also see the CASW website www.casw-acts.ca

PRESENTATION OF MANUSCRIPT

1. *Copyright Requirements*

Previously published articles are not considered for publication. Previous material published in another language (other than English and French) may be submitted for review. If the article has been submitted to another publication for consideration, please indicate this in your covering letter. At the time of submission, the author(s) must state that the article has not been published elsewhere. If accepted for publication by CASW, authors will be asked to sign a copyright agreement.

2. *Biographical Material*

Biographical material, submitted electronically, is required from an author at the time of the submission. It should include highest social work degree earned plus others of note, provincial social work association membership if applicable, current place of employment, position and/or specific fields of interest and knowledge. Where there are more than two authors please reduce the biographical information accordingly.

3. *Titles, Headings and Sub-Headings*

Give the article a brief, relevant, appealing title, which gives the reader a clear, accurate introduction to its content and focus. All titles, headings and sub-headings are to be in **lower case** with first letter capitals. Sub-headings are helpful and should be included where appropriate. These should be flush with the left margin. An "Introduction" subheading is unnecessary. Leave no line spaces after sub-headings. Avoid centring and right justification, and put all headings and title flush with the left margin.

4. *Manuscript and Page Formatting*

Articles should be formatted in an 8.5 inches x 11 inches page with a one-inch margin on all sides. Submit by e-mail or on disk, one double-spaced copy of the article with pages numbered. Avoid unusual characters or symbols in the text. Do not use running headers or footers.

Include a face sheet with the title of the article and the name of the author(s) exactly as this is to appear in the article. On the main document, the author(s) name should appear on a line following the title, with no titles, degrees or other designations listed.

5. *Electronic Submission*

Submit your article by e-mail to casw@casw-acts.ca Microsoft Word 7.0 is preferred. Word Perfect and Rich Text can also be accepted.

6. *Graphic & Tabular Material*

Graphic and tabular material is to be kept to an absolute minimum. Do not include formatted tables on the diskette. Instead set up the information separating the columns with single tabs. Set the tabs up specifically for the table (i.e., do not rely on automatic tab sets).

Such insertions are also to be provided on separate sheets to show how the final information should look. Mark on the manuscript exactly where the insert should be included. Each table, diagram or graph should have a brief title, and an acknowledgement if it is not your own work.

7. *Quotations*

Quotations from works of other authors are to be included in articles as following:

- Quotations of less than forty words should be included in the body of a paragraph and enclosed in double quotation marks.
- Quotations of more than forty words should be indented approximately 1/2" from the left margin and single-spaced without quotation marks. The author's name and the page reference should appear in brackets at the end of the quotation.

8. Capitalization

Capitals are to be used in the following instances:

- The first letter of every sentence.
- All proper nouns, (e.g., Professor Jane Smith or Dr. Smith)
- Proper adjectives (adjectives derived from proper nouns, e.g., English, French, Oriental).
- Abbreviations for countries (e.g., U.K., U.S.A.), degrees (e.g., MSW).
- Abbreviations for government agencies, etc. (e.g., NATO) - without periods.

9. Abbreviations and Acronyms

Abbreviations can be used where they are in common use or to save space and cumbersome repetition. On the first appearance of an acronym, it should be written out in full with the abbreviation following in parentheses. Thereafter, only the abbreviation should be used.

10. Translation

Please include any additional information that might facilitate translation of your abstract.

11. Numbers and Numerical Expressions

Generally speaking, numbers from one to nine should be written as words. Numbers from 10 upwards should be expressed in figures. Numbers appearing in the same phrase, however, should be treated in the same manner (e.g., nine to eleven). At the beginning of a sentence write out any number, even if it would ordinarily appear in figures (e.g., Twenty-five persons made up the sample). To express very large numbers clearly, use the words thousands, millions, billions,, (e.g., \$25 million).

12. Gender, Stereotyping and Slander

Authors are reminded to be gender-sensitive in their writing. Avoid stereotypes in referring to clients and lifestyles. Avoid direct criticism of organizations, individuals and politicians. A professional journal is for lively debate, but not a place to crush those who disagree.

13. Spelling

English rather than American spelling is to be used for such words as counselling, neighbour, centre, judgement. However, Canadian usage prefers program, organize, license, focused. Remember that practise is a verb; practice is a noun. Spelling can be corrected in copy-editing.

14. Punctuation

Leave only one space after punctuation before the next word.

15. Footnotes and Endnotes

Footnotes and endnotes should be avoided. Incorporate the information into the text. Use the reference format (Smith, 1994; Jones, 1995) rather than footnotes ^{1,2}, etc.

Where it is impossible to include the footnote information in the text itself, indicate them with superior figure (e.g. ¹). Highlight the location for the footnote on the paper copy. Do not use the automatic footnoting capability of the word processing package, but include the footnote information in the body of the text clearly identified it as a footnote. The graphic designer will place it on the correct page.

16. Statistical Significance

If you are discussing the statistical significance of your results it is recommended that you also include the proportion of variance of your alpha value.

17. References

Use APA reference format and note the following:

- Use References as the title, not Bibliography.
- List in alphabetical order.
- Only list references that are specifically mentioned in the manuscript. Exclude minor or general references. Keep the list brief; this is not a dissertation.
- Ensure your references are the most current publications available on the subject. Outdated references may undermine the value of your work.
- Within the text, reference with author, comma, year, comma and page number for a direct quotation, all in brackets. (Smith, 1996, p. 102-211)
- Leave no line spaces between references and no hanging starts or indents in references, quotations and the like.
- Use the following order for the references:
 - ✓ Name of the author or editor, with surname first, a comma then the initial followed by a period. If the book is an anthology follow the initial with (Ed.) in brackets as shown.
 - ✓ Date of publication, in parentheses, followed by a period.
 - ✓ Title of the article (if applicable) followed by a period. First word only capitalized.
 - ✓ Title of the book or journal, underlined (to indicate italic type), followed by a period.
 - ✓ City of publication (followed by a colon) name of publisher, followed by a period.

Reference examples:

Anthology - Smith, J. (1994). A short history of social work. In J. Jones (Ed.) *Canadian Social Work* (pp.211-220). Ottawa: Myropen Publications Ltd.

Book - Muller, W. (1994). *Living with Social Workers*. Ottawa: Myropen Publications Ltd.

Journal Article -Proud, M. (1994). Social work in the nineties. *The Social Worker*, 62(3), 1-7.

Appendix: Manuscript Evaluation Form