NOTES TO CONTRIBUTORS

Criteria for acceptance of articles

The Journal welcomes articles, reports of research studies, field experiences and academic papers related to Social Work, Social Change, Social Research, Social Psychology, Social Policy and current topics having a bearing on Social Work Theory and Practice. Manuscripts are selected on the basis of relevance to Social Work education and practice, sound treatment of subject, clarity in presentation, methodology of research articles, implications for intervention, appropriateness of references, correct language and evidence of a high level of scholarship.

Declaration

Each article should be accompanied with a declaration by the authors stating that the article is original and has not been earlier published nor been submitted for publication elsewhere. If the article has already been published, then permission from the publishers for republishing has to be enclosed along with the manuscript.

Responsibility of Authors: Authors are solely responsible for the factual accuracy of their contributions. The author is responsible for obtaining permission to quote lengthy excerpts from previously published material.

Structure of the Article

A cover page indicating:

· Title
· Author Name and Organisational Affiliations
· Corresponding Author Contact Details (postal address, telephone, email)
· Word Length (including abstract, keywords and references)

Abstract and Keywords

A second page including:

· Title of the paper
· An abstract of not more than 150 words, and
· Up to 5 keywords.

Length and presentation

The length of the article may range between 5000 and 6000 words, including the abstract, keywords and references. The author should send two hard copies of the article in MS Word typed in UK English, with double-spacing on one side of A4 sized paper with sufficient margins. The pages should be numbered serially. Additionally the article should be sent as an email attachment to perspectivesnn@gmail.com. Within the text of the article, no features should be included that enable the authorship to be identified (for example in page headers and footers or acknowledgements).
Citations, notes, and references
Key statements in the article may be supported by the author with a logical explanation, the author's opinion, illustration, or in-text citation/paraphrasing of another author's work. Non-citation of other's written work amounts to plagiarism and, thereby, fraud. If plagiarism is identified, the original author of the article will be informed and the article will not be accepted for publication. Citation in the text briefly identifies the source for the readers, and enables them to locate the details of the source in the references at the end of the paper. Only the last name of the author and the year of publication are cited in the text. Notes, when necessary should be numbered continuously and should be printed as end notes. Use of footnotes should be avoided.

References
References of both printed and electronic sources should be included at the end of the article in APA format. These should include only those sources that are cited or quoted in the text.

References should be listed in alphabetical order as follows:

Tables and Figures should be comprehensible without reference to the text. Each must appear on a separate sheet, with the desired position indicated in the text and numbered continuously (for example, Table 1, Table 2; Figure 1, Figure 2 etc.). The word percent should replace the symbol '%' when it is used in the text, but the symbol '%' can be used in parentheses.

Review System
The review of the manuscript will be blind and impartial. Manuscripts are reviewed by the Editorial Board and peer-reviewers. Accepted manuscripts may be revised for clarity, organisation and length. The article will be sent to authors via e-mail for correction and should be returned within seven days of receipt. Corrections and editing as suggested by the Editorial Board and peer-reviewers should be undertaken by the author and is not the responsibility of the publisher. The decision of the Editorial Board will be final and binding.
Scheduling
The accepted articles are scheduled for publication in the chronological order in which they are received. The publication lag of an accepted article is generally a year. Each author gets a complimentary copy of the journal issue in which his/her article is printed.

Communication
Communication with reference to articles should be addressed to:
The Assistant Editor
Perspectives in Social Work,
Research Unit,
College of Social Work, Nirmala Niketan
38, New Marine Lines, Mumbai 400020, India
Telephone : 22075458/22067345/22002615
Fax : 91-22-22014880
Email : perspectivesnn@gmail.com

GUIDELINES FOR BOOK REVIEWERS

Pre-requisites for a Book Review
The book under review should have been published in the last two years and should have direct relevance to the field of social work.

Expectations of a Book Review
The book review can include the following aspects.
- Title of the book (underlined/italicized), edition, name(s) of the author(s)/editor(s), year of publication and name of publisher (separated by a colon), ISBN number, Format (hardcover/soft cover), number of pages and price of the book.
- Objective/theme of the book
- Contents/organization of the book
- Intended audience for the book
- Perceived response of the audience/user (would you recommend it to the user)
- Approach of the book (topical/analytical/chronological /descriptive/ biographical)
- Concise summary of contents
- A critique of the content of the book (language and presentation)
- Remarks on the strengths and limitations of the book, originality, implications for practice, contribution to knowledge, contemporary relevance, applicability to Indian conditions in case of a foreign book, adherence to ethical practices in referencing information)
- Conclusion

A book review could also include:
- A catchy quip/anecdote that succinctly delivers the reviewer's perspective/viewpoint/argument
- Relevant information of the author, where he/she stands in the genre/field of enquiry
- A note (where appropriate) on how well the text is supported by tables/ diagrams illustration
- Quote with a specific page reference. Excessive quotations to be avoided.

Points to note when the book is an edited version comprising chapters from many authors:
- Summary of each chapter or section (in keeping with the above mentioned guidelines)
- Way in which the central theme is dealt with in each chapter or section
- Name of the author and related information
**Editing Procedure**
The Editorial Board reserves the right to modify the Book Review for length, clarity and content. The reviewer's concurrence to this is assumed, unless specified otherwise by the reviewer.

**Typescript for a Book Review**
The book review should be typed double spaced on A4 paper and should not exceed 1500 words.

**Scheduling**
The Book reviews are scheduled by the Editorial Team of Perspectives as per the quality of the review and contemporary issues. Priority will be given to invited book reviews. Every book reviewer gets a complimentary copy of the journal issue in which their review gets published.

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**GUIDELINES FOR WRITING DIFFERENT TYPES OF ARTICLES**

**Writing an Article based on a Research Paper/Reports**
This is an article based on an original research project/study, involving information from primary data sources. Such an article contains the following sections:

- Introduction
- Description of the subject
- Critical Summary of available information
- Background of the research
- Problem identification / analysis
- Research questions
- Rationale for the study

- Methodology
- Aims of the research
- Research design
- Variables
- Operational definitions
- Sampling strategy
- Description of the tools of the data collection
- Techniques for analysis
- Limitations of the study, if any

- Discussion:
- Results of the study: This should include a summarised description of the statistical figures and techniques as well as a concise note on the key findings which could be descriptive or numeric
- Interpretation of the data in terms of:
  - Validation of the hypothesis
  - Corroboration with cited literature
Conclusion and recommendations:
This section should include the following
- Recommendations to improve/remedy the situation
- Implication for the future research and field practice

II. Writing an Academic Article
This article is based on information from secondary data sources. It generally seeks to raise new issues or examine existing issues from a new perspective. It can also be used for theory building. It should contain the following sections:
- Introduction:
  - Description of the background and importance of the subject under consideration
  - Statement of purpose
  - Rationale for the article
- Discussion:
  - Critical review of literature
- Gaps in knowledge/services and emerging area addressed
  - Intervention methods
- Conclusion:
  - Summary of key points
  - Recommendations

III. Writing an Article based on Field Experiences
This article stems from the experiences and experience of the author. It focuses on a specific issue / problem / project / programme that is within the purview of the author’s professional practise and is descriptive in nature. It provides details of how the author dealt with the specific issue / problem or implemented the programme / project under consideration. An overview of such an article is given below.
- Introduction:
  - Description of the subject under consideration
  - Critical review of relevant literature
  - Problem identification/analysis
  - Rationale for intervention
- Discussion:
  - Details of the problem/issue/programme/project under consideration
  - Action plan to improve/remedy the situation
  - Details of implementation of the action plan
  - Critical assessment of effectiveness of intervention
  - Learning in relation to existing theory
  - Limitations and suggested modifications
- Conclusion:
  - Summary of key points
  - Suggestions for future work