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.

The author should send soft copies of the article to **perspectivesnn@gmail.com**.

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 Organizational Affiliations
- Corresponding Author Contact Details (postal address, telephone, email)
- Word Length (including abstract, keywords and references)

Abstract and Keywords
A second page including:
o **Title of the paper**
o **An abstract of not more than 150 words**
   About the abstract - Each article should be summarized in an abstract of **no more than 150 words**. Abstracts must be structured, using four headings: Objective, Method, Results, and Conclusions. Format the abstract as a single paragraph in *Italics*. Abbreviations and citations NOT to be included in the abstract unless the study replicates or builds directly on another's work.
o **Keywords upto five keywords.**

Length and presentation
o The length of the article may range between 3000 and 5000 words, including the abstract, keywords and references but NOT including references, figures, or tables.
o All parts of the manuscript should be typewritten in MS Word typed in 12-point Times New Roman font, double-spaced, with margins of at least one inch on all sides. The pages should be numbered serially.
o 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
o All evidence based statements within the article MUST be supported with proper citations.
o Authors should ensure that ALL in-text citations have a corresponding reference entry and that each reference entry is cited in the text. Articles with citations but without reference list or vice-versa will NOT be accepted.
o 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.
o Non-citation of others' written work amounts to plagiarism and, thereby, fraud. If plagiarism is identified, the article will not be accepted for publication.
o Only the last name of the author and the year of publication must be cited in the text.
o Notes, when necessary should be numbered continuously and should be printed as end notes. Use of footnotes should be avoided.
o References of both printed and electronic sources should be included at the end of the article in APA format.

References should be listed in *alphabetical order* as follows:

Barai-Jaitly, T. (2002). The health status of children in India: An overview. Seen but not heard: India's marginalised, neglected and vulnerable children, 43- 63 New Delhi: VHA

Dhagamwar, V. (2006) Child Rights to Elementary Education: National and International Provisions in Ravi Kumar (ED), The Crisis of Elementary Education in India (pp. 57 – 91). New Delhi: Sage

Suvarna, Y., Balakrishnan, G. &Talvelkar, K. (2007). The Search of Identity: Placing Universal Birth Registration (UBR) Within the Framework of Child Rights in India in 'Perspectives in Social Work', XXII: 3, 21-37

Singh, S. (2004). Metros perform badly in primary education. Times of India, Mumbai 25.03.2004.

Bikker, A. and Thompson AGH. (2006). Predicting and Comparing Patient Satisfaction in Four Different Modes of Health Care Across a Nation in Social Science and Medicine, 63(6), 1671-1683.

Sen, A. (2003). Closing the Gap – Access, Inclusion and Achievement. The-south-asian.com, November 2003 Retrieved 5th Jan 2009 from   http: //www.thecommonwealth. org/shared_ spfiles/uploadedfiles / {F75B1FAA-F88C-43E7-A4B2-B75FEAF6CEF3}_Comm%20Sec 20REPORT% 2004_V8.pdf

Tables and Figures
o Tables, figures, graphs and diagrams (illustrations) should not be embedded in the text. Place tables and figures after the References section and indicate preferred placement point in the body of the manuscript such as "<Insert Table 1 here>".
o A short descriptive title should appear above each table with a clear legend and any footnotes suitably identified below. All units must be included.
o Figures and diagrams should be completely labelled, taking into account necessary size reduction and should be supplied in .gif, .jpg, or .png format with resolution 300 dpi or higher.
o Ensure any colors used in figures will be distinct when converted to black and white for print version.
o 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, organization 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.

Publication of articles
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 one year. Each author gets a complimentary copy of the journal issue in which his/her article is printed.

Communication
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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.
o   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.
o   Objective/theme of the book
o   Contents/organization of the book
o   Intended audience for the book
o   Perceived response of the audience/user (would you recommend it to the user)
o   Approach of the book (topical/analytical/chronological /descriptive/ biographical)
o   Concise summary of contents
o   A critique of the content of the book (language and presentation)
o   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)
o   Conclusion

A book review could also include:
o   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 abovementioned 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 in 12-point Times New Roman font, double-spaced, with margins of at least one inch on all sides on A4 paper and SHOULD NOT exceed **1500 words**.

Publication of Book Reviews
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.

GUIDELINES FOR WRITING DIFFERENT TYPES OF ARTICLES

I . **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 summarized 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 of the author. It focuses on a specific issue / problem / project / program that is within the purview of the author's professional practice and is descriptive in nature. It provides details of how the author dealt with the specific issue / problem or implemented the program / project under consideration. An overview of such an article is given below.

- Introduction:
  - o Description of the subject under consideration
  - o Critical review of relevant literature
  - o Problem identification/analysis
  - o Rationale for intervention

- Discussion:
  - o Details of the problem/issue/program/ project under consideration
  - o Action plan to improve/remedy the situation
  - o Details of implementation of the action plan
  - o Critical assessment of effectiveness of   intervention
  - o Learning in relation to existing theory
  - o Limitations and suggested modifications

- Conclusion:
  - o Summary of key points
  - o Suggestions for future work

Submissions that do not conform to the above guidelines will be returned for modifications before entering the review process.