

Guidelines

Publications House Style

1. Articles should be 2,000/4,000 words in length.
2. Submitted in hard copy and on email to office@iasw.ie
3. Referencing: The journal references using the Harvard Referencing System.

Citing references in the text

Writers' surnames only, with year of publication and page number, are given in brackets after the reference.

Example

Reference from book

- Quotes of 3 lines or less are included in the normal flow of text and are given single quotation marks.

And as one writer suggests 'all living systems have boundaries which mark them off from their environment'. (Preston –Shoot and Agass, 1990:45)

- If longer than 3 lines, then the quote is indented and no quotation marks are used.

If you are quoting some information about systems thinking and you want to use more than the 3 lines of the above example it will look like this

The metaphor of open and closed systems can fruitfully be applied to many aspects of human functioning, as well as to theories and belief-systems. It can be used as a sort of shorthand to evaluate the condition of any human system, from individual to an entire social or national group. For example, an individual who is open to other people, to new experiences and to new ideas and who interacts productively with the environment. (Preston-Shoot and Agass, 1990:47)

And the rest of the paragraph reads like this back to normal format.

Reference from **article**:

'The coming together of such and impressive and yet diverse array of organisations for the specific purpose was in itself an historic landmark' (Lorenz, 1997:11)

References from **edited book**:

'The claim was that social workers had too much power to intervene in family life without being either useful or effective'. (Howe, 1996:83)

Bibliography

List all references in alphabetical order.

The format for listing **books** is as follows:

Author's surname, first name or initials, year of publication, title of book in italics, publisher's name and place of publication.

114-116 Pearse Street, Dublin 2, Ireland

Tel: +353-(0)1-6774838

E-mail: iasw@eircom.net

Website: www.iasw.ie

Representing Social Work in Ireland since 1971

A Member of the International Federation of Social Workers

Where there are several references for one author, list them in chronological order by year of publications. If there are several publications in one year distinguish them by using a, b, c after the year.

For **chapter** in book:

Author/s surname, initials/first name, year of publication, title of article in single quotes, the name of the editor of the book in which it appears in italics, publishers name and place of publication.

Article:

Author's surname, initials/first name, year of publication, title of chapter in quote marks, title of journal in italics, and volume number and page numbers for complete article.

Bibliography would appear as follows:

Howe, D. (1999). 'Surface and depth in social-work practice.' In Parton, N(Ed), *Social Theory, Social Change and Social Work*, Routledge, London.

Lorenz, W. (1997). 'ECSPRESS – The Thematic Network for the Social Professions' in *Irish Social Worker*, Spring, Vol. 15 No 1, (11-12).

Preston-Shoot, M and Agass, D. (1990). *Making sense of social work, Psychodynamics', Systems and Practice*. Macmillan, London.

It is acceptable to use the term, et al in the text only where there are 3 or more authors. So if Clarke, Loughran, Smith and Walsh were the authors it could be references in the text as (Clarke et al., 1997, 99) but full details must appear in the bibliography.

Please do not use footnotes or terms such as [op cit, ibid.]