The IASW Journal Guidelines (Updated September 2016)

These IASW Journal guidelines were updated as a means to offer additional guidance for the Author(s), assist those in reviewing the articles (reviewers/Editor) and enhance the quality of articles published. Part one includes the additional guidance.

The IASW Journal Committee requests Authors to follow the guidance below.

Please include the following: Part One

1. Submission Process

All articles should be submitted by Email for the attention of the Journal Editor. **Email: administrator@iasw.ie** and **journaleditor@iasw.ie**

2. The Article Title Page

The title page should include the paper title, be concise and informative. Titles are often used in information-retrieval systems so avoid abbreviations

3. Author Details

Name of author(s), qualifications, author job title, brief relevant experience and email address

4. Abstract (Summary) and Key-Words

The page following the title page should carry an abstract followed by a **list of three to ten key-words**. The abstract, up to 150 words should include; a short outline of the article, the main purposes, findings and conclusions of the article or study while emphasising what is new or important.

5. Introduction

Include a short introduction, introducing the reader to the topic, your motivation for writing the article, a brief review of the existing knowledge related to the topic and a summary of your conclusions

6. Conclusion

Include a short conclusion summarising your thoughts and the importance of the article's findings.

7. Acknowledgement

Please acknowledge anyone who has contributed to the process of completing the article

8. Text

• The article should be typed, double-spaced and in 12-point Times New Roman font.

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• Pages should be numbered but do **not** use any other automated features.

• Numbers one to ten should be written as words in the text, unless used as a unit of measurement; all numbers should be written in digits in tables and figures.

• All numbers which start sentences should be written in words, not digits.

• Bold type-face should be used for headings of sections and sub-sections within the paper.

• Writing should be clear, simple and direct.

• Short sentences are preferred.

9. **Tables**

Please submit tables as editable text and <u>not as images</u>. Number any tables consecutively in accordance with their appearance in the text and place any table notes below the table body.

10. **Word length**

Articles should be **2,000/4,000 words** in length

11. Include **<u>agreement not to publish the complete article in any other Journal</u>** (exception HSE Lenus, Open Access health repository with an agreement of six months delay: IASW will forward each published Journal to Lenus the HSE health repository for delayed publication)

Part Two: Publications House Style:

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.

<u>Example</u>

1. **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.

2. **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)

3. **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)

4. **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.

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.

    a. **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.

    b. **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.

    c. **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.]

Additional points
5. **Citation in text**
   Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full at the end of the abstract. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text.

6. **Web references**
   The full URL should be given and the date when the reference was last accessed. Any further information, if known (Digital Object Identifier (DOI), author names, dates, reference to a source publication, etc.), should also be given. Web references can be included in the reference list.