

## ***Irish Social Worker: Author Guidelines***

The IASW Journal Committee invites submissions for publication in the *Irish Social Worker*: original research papers, literature reviews, practice innovations, practice tools, book reviews, critical commentaries, policy analysis, updates on legislation and reflective practice pieces (not an exhaustive list). Authors are advised to use these guidelines to assist with the preparation and formatting of their submission.

### **PART ONE: Submission and declarations**

All articles should be submitted by email to [journaleditor@iasw.ie](mailto:journaleditor@iasw.ie) and [administrator@iasw.ie](mailto:administrator@iasw.ie) for the attention of the editor. The article text should be attached to your email as a Microsoft Word document. Your email text should indicate that you wish for the article to be considered for publication, that the article is your own work, and the piece has not been published elsewhere and/or is not under review elsewhere. By submitting your article to the *Irish Social Worker*, you are declaring that where you used the words of others, that this text has been properly attributed by using “quotes” and an appropriate citation (Author, Year: page number). Papers will be blind reviewed by the editor and reviewers. Successful submissions will be published in the *Irish Social Worker*, on the IASW website and six months after publication on Lenus.ie which is a free open access database for publications.

### **PART TWO: Formatting**

#### *Layout*

1. Articles should be 2,000-4,000 words in length.
2. The article should be typed, double-spaced and in 12-point Times New Roman font.
3. Pages should be numbered, but do not use any other automated features.
4. 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.
5. All numbers which start sentences should be written in words, not digits.
6. **Bold** typeface should be used for section headings and sub-headings should be in *italics*.
7. Writing should be clear and accessible for a lay audience. Technical and professional terms should be defined.
8. All arguments should be supported with up-to-date literature.
9. Avoid complicated punctuation: short sentences are preferred.

#### **Tables and figures**

Please submit tables as editable text and not as images. Number any tables and figures consecutively in accordance with their appearance in the text and place any table notes below the table body. Figures should be included as original artwork and included as attachments in your email submission. Permission to reproduce artwork from other sources must be secured by the author(s) prior to submission.

### **Title Page**

The title page should include the paper title (be concise and informative). Titles are often used in information-retrieval systems: avoid abbreviations and ensure your title accurately describes the content of your article. Author(s) names and affiliations, qualifications, job title, full contact details for the corresponding author, brief relevant experience and email addresses for all authors (clearly indicate which author is the corresponding author)

### **Page Two: Title, abstract and keywords**

The page following the title page should include the paper title, an abstract of 150-200 words, and a list of three to six keywords. Abstract normally include a short outline/summary of the article, an introduction to the practice context, methods (if applicable), and a discussion of the relevance of your key findings / arguments for social work practice / policy / theory, emphasising what is new or important.

### **Acknowledgements and additional information**

Please acknowledge anyone who has contributed to the process of completing the article. If your paper describes an original piece of research, please state if you received ethical approval if appropriate.

## **PART THREE: Publication House Style**

The *Irish Social Worker* uses the Harvard Referencing System.

### **Citing references in the text**

Murphy (2017) argued that ...

Sentence text with one author citation with no quotation (Bohan, 2015).

Sentence text with multiple author citation (Daly, 2015; Keohane, 2019; Stevens, 2000).

Daly (2017: 203) explored how 'quotation text'.

Quotes of three lines or less are included in the normal flow of text and are given single quotation marks. If longer than three 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 three 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.

You should use et al. where there are two or more authors for a publication. So, if Clarke, Loughran, Smith and Walsh were the authors it should be referenced in the text as (Clarke et al., 2017). All authors' names are included in the reference list.

### **Reference list**

List all references in alphabetical order. *Only* include references that are cited in your article. Where there are several references for one author, list them in chronological order by year of publications. If there are several publications by one author in one year, distinguish them by using a, b, c after the year (Murphy, 2017a, b).

### **Sample reference list:**

Ceatha, N. (2018). 'Using communities of practice to deliver continuous professional development for social work in Ireland', *Irish Social Worker*, Winter 2018: 83-92. **(Journal article)**

Christie, A., Featherstone, B., Quin, S. & Walsh, T. (Eds.) (2015). *Social Work in Ireland: Changes and Continuities*, Palgrave, London. **(Edited book)**

Devaney, J. (2019). 'The trouble with thresholds: Rationing as a rational choice in child and family social work', *Child and Family Social Work*, Advance internet edition, <https://doi.org/10.1111/cfs.12625> (accessed 3rd January 2019). **(Advance access journal)**

Halton, C., Harold, G., Murphy, A. & Walsh, E. (2018). *A Social and Economic Analysis of the Use of Legal Services in the Child and Family Agency (Tusla)*, Cork, University College Cork, [https://www.tusla.ie/uploads/content/SEALS\\_Report\\_Full.pdf](https://www.tusla.ie/uploads/content/SEALS_Report_Full.pdf) (accessed 10th December 2018). **(Online publication)**

O'Connor, E. & Wilson, E. (2015). 'Responding to psychosocial aspects of illness and health: Challenges and opportunities for social work'. In Christie, A., Featherstone, B., Quin, S. and Walsh, T. (Eds.) *Social Work in Ireland: Changes and Continuities*, Palgrave, London. **(Book chapter in an edited book)**

Skehill, C. (2004). *History of the Present of Child Protection and Welfare Social Work in Ireland*, Edwin Mellen Press, Lampeter. **(Book)**

### **Additional guidance:**

Please ensure that every reference cited in the text should also be in the reference list (and vice versa). Any references cited in the abstract must be given in full in the reference list. Unpublished results and personal communications are not included in the reference list but may be mentioned in the text. An internet/online source should be referenced like any other source in the text (Author, Year) – do not place URLs in the main text. The full URL/internet address should be provided in the relevant reference list entry. Any further relevant information, if known (Digital Object Identifier (DOI), author names, date accessed, document version, publisher, etc.), should also be provided.

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