

THE
INDIAN JOURNAL
OF
SOCIAL WORK

Guidelines for Authors

COMMUNICATION

Communication with reference to articles should be addressed to the Associate Editor of *The Indian Journal of Social Work* (IJSW). The Associate Editor (IJSW) will correspond with the main author. In case of electronic submission of your article, please direct it to p_unit@tiss.edu

PRELIMINARY REQUIREMENTS

The preliminary requirements of an article, before it is processed for review, are as follows:

- Appropriateness of article to the goals and scope of the journal.
- Conformation to the Reference Style of the journal.
- Length of up to 6,000 words.

If a new article does not meet these requirements, it is sent back to the author(s). If it meets these requirements, the authors are informed that the article will be processed for review, which would take about six months.

DECLARATION

Each article should be accompanied with a declaration by all the authors that:

- they are the authors of the article in the order in which listed; and
- the article is original, has not been published, and has not been submitted for publication elsewhere.

If the author has quoted more than 500 words/a table/a figure from a published work, in the article, a copy of permission obtained from the respective copyright holder needs to be enclosed.

TYPESCRIPT

The article should:

- have an abstract not exceeding 75 words;
- be submitted in triplicate;
- be typed in double space on one side of quarto size (A4) paper;
- have at least 1" margins on all sides; and
- not exceed 6,000 words.

The Title Page should include the title of the article, the author's name and the author blurb. The first page of the article should not carry the author's name or the author blurb.

EDITORIAL STYLE

The article should be prepared by following the IJSW Editorial Style.

REVIEW SYSTEM

The criteria used for acceptance of articles are: contemporary relevance, contribution to knowledge, originality, clarity and logic in analysis, methodology of research articles, implications for intervention, appropriateness of references, and language. Every article is processed by a masked peer review by two referees.

The review process takes up to six months. When the reports of the two referees do not match, the article is either sent to a third referee or it is reviewed by the Associate Editor (IJSW). If the review suggests revision of the article, the authors are given two months time for revision and resubmission. The revised and resubmitted article is sent to the internal referee for checking the revisions.

COPY-EDITING

Before publication, every article is copy-edited. If the author(s) wishes to see the edited copy, he/she/they should make this request at the time of sending the article. Since complying to this request involves an additional four weeks time, in the production process, the author's concurrence to copy-editing is assumed unless specified otherwise by the author.

COPYRIGHT

The author owns the copyright of the article until the article is accepted by the journal for publication. After the acceptance communication, the copyright of the article is owned by the Tata Institute of Social Sciences. It should not be reproduced elsewhere without the written permission of the Associate Editor (IJSW).

SCHEDULING

The accepted articles are scheduled for publication in the chronological order in which they are accepted. 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.

REFERENCE STYLE

Citation/Paraphrasing in the Text

Each statement, in a TS, may be supported by the author with a logical explanation, the author's opinion, illustration, or citation/paraphrasing of another author's work. Without citing the source, use of other's written work amounts to plagiarism and, thereby, fraud. 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. The last name of the author and the year of publication are cited in the text.

References

The References, at the end of the TS, should provide complete information necessary to identify and retrieve each source cited in the article: text, tables or figures. Conversely, each entry in the References must be cited in the text. Both should be identical in spellings and year. Arrange entries in the References in the alphabetical order by the last name of the first author and then by his/her initials. The TISS Reference Style requires the following format.

1. References should be listed in two columns, separated by a colon. The left hand column contains the details of the author(s) and the year of publication. The right hand column contains the title of the publication and other data related to that publication.

2. An article published in a journal should contain the following details: Author's last name, initials, year of publication, name of the article, name of the journal (underlined/italicised), volume number, issue number in parentheses, and page numbers. For example:

Joseph, H. : Social Work with Groups: A Literature Review, *The Indian Journal of Social Work*, 58(2), 195–211.
1997

3. An article published in an edited book should contain the following details: Author's last name, initials, year of publication, name of the article, initials and last name of editors, Ed./s. in parentheses, title of the book (underlined/italicised), place of publication, name of the publisher and page numbers of the article. For example:

Silverman, M. : Approaches to Suicide Prevention: A Focus on Models. In
1996 R.F. Ramsay and B.L. Tanney (Eds.), *Global Trends in Suicide Prevention: Towards the Development of National Strategies for Suicide Prevention*, Mumbai: Tata Institute of Social Sciences, 25–94.

4. A book should be listed in the following format: Author's last name, initials, year of publication, title of the book (underlined/italicised), place of publication and name of the publisher. For example:

Tilak, D. : *Destination Unknown: A Case Description of a Mentally*
1994 *Handicapped Daughter*, Mumbai: Tata Institute of Social Sciences.

5. When a reference has more than one author, list all the authors' names. For example:

Desai, M., : *Towards People-Centred Development*, Mumbai: Tata
Monteiro, A. and Institute of Social Sciences.
Narayan, L.(Eds.)
1998

6. For an institutional report, write full name of the institution as the author. For example:

Tata Institute of Social Sciences 1997 : *Towards People-Centred Development: Report of TISS Diamond Jubilee Conference on Movements and Campaigns for the Empowerment of Marginalised Groups*, Mumbai.

7. For a government report, the author is the name of the country/state and the name of the Ministry/Department, separated by a colon. For example:

India: Ministry of Welfare 1995 : *Directory of Social Work Education Facilities in India*, New Delhi.

8. When ordering more than one reference by the same author, list the earlier publication before the later publication. For example:

University Grants Commission 1965 : *Social Work Education in Indian Universities*, New Delhi.

1980 : *Review of Social Work Education in India: Retrospect and Prospects*, New Delhi.

1990 : *Report of the UGC Curriculum Development Centre in Social Work Education*, New Delhi.

9. References by the same author with the same publication year are arranged alphabetically by the title, and suffixes a, b, c and so on are added to the year. The same suffixes should be added in the text also. For example:

Lingam, L. 1998a : *Locating Women in Migration Studies: An Overview*, *The Indian Journal of Social Work*, 59(3), 715–726.

1998b : *Migrant Women, Work Participation and Urban Experiences*, *The Indian Journal of Social Work*, 59(3), 807–823.

10. When a reference has no author, type the first two to three words, ellipses and year in the left column. This entry should be alphabetised by the first letter of the title.

People's Global... 1998 : *People's Global Action*, *Lokayan Bulletin*, 14(5), 41–64

11. When a reference has no year, state 'no date.' in place of the year.

Guidelines for Book Reviewers

COMMUNICATION

All communication pertaining to book reviews should be addressed to the Book Review Editor, *The Indian Journal of Social Work*.

PRELIMINARY REQUIREMENTS

The preliminary requirements of a book to be reviewed, before it is processed, are as follows:

- Appropriateness of the title of the book to the goals and scope of the journal.
- Published in the last two years.

EXPECTATIONS OF A BOOK REVIEW

A book review should comment upon the following, besides the objectives/theme and contents/organisation of the book, among others:

- Contemporary relevance
- Contribution to knowledge
- Conceptual clarity and logic of analysis
- Methodology
- Implications for intervention
- Originality
- Language and presentation
- Applicability to Indian conditions, in case of a foreign book
- Potential readership and utility.

BOOK REVIEW ESSAY

A book review essay is an in depth review of a book presented in an essay like form. While a book review essay should comment upon all criteria outlined in the previous section, it could also present a comparison of books on the same topic. A book review essay may go up to 3,000 words.

TYPESCRIPT FOR A BOOK REVIEW

A book review should:

- be submitted in duplicate;
- be typed in double space on one side of quarto size (A4) paper;
- have margins of 1.5" on the left side and 1" on the other three sides;
- not exceed 1200 words; and
- follow the IJSW Editorial Style for language and presentation style.

The title of the review should contain the following details: Title of the book (underlined/italicised), names(s) of the author(s)/editor(s), year of publication, place of publication and name of publisher (separated by a colon), number of pages and the price of the book. For example:

Social Intervention for Justice, edited by R.K. Hebsur, 1996, Mumbai: Tata Institute of Social Sciences, pp. 310, Rs. 150/-.

FLOPPY SUBMISSION

If the author sends a book review in a diskette it should be entered in Word Star or MS Word and the size of the diskette should be 3.5 inches (1.4 MB). The diskette should be sent in a diskette container to protect it from likely damage. The diskette should also be accompanied by a hard copy of the book review. It is absolutely essential that the contents of the diskette and the hard copy should be the same.

COPY-EDITING

Every scheduled book review is copy-edited according to the IJSW Editorial Style. The reviewer's concurrence to copy-editing is assumed, unless specified otherwise by the reviewer.

SCHEDULING

Book Reviews on the themes of special issues are scheduled in the respective special issues by the Guest Editor. Other book reviews are scheduled in general issues by the Book Review Editor, according to the order of arrival, quality of the review and contemporary relevance. Priority will be given to invited book reviews. Every book reviewer gets a complimentary copy of the journal issue in which their review gets printed.