

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 ijsw@tiss.edu

PRELIMINARY REQUIREMENTS

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

- Appropriateness of the title to the goals and scope of the journal.
- An abstract of the article, not exceeding 100 words.
- Length of up to 6,000 words.
- *IJSW* Referencing Style.

If a new article does not meet these requirements, it is sent back to the author(s).

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 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.

REVIEW SYSTEM AND COPY-EDITING

The criteria used for reviewing an article 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 undergoes a masked peer review process. The review process takes up to six months. Every accepted article is copy-edited.

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SCHEDULING

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 two complimentary copy of the journal issue in which his/her article is published. The first author gets six original reprints of the article.

REFERENCE STYLE

Citation/Paraphrasing in the Text

Each statement, in the text of the article, 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 Reference List, given at the end of the typescript, 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 *IJSW* 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, title 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 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.
1996

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 Handicapped Daughter*, Mumbai: Tata Institute of Social Sciences.
1994

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

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

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

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

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. : *Locating Women in Migration Studies: An Overview*, *The
1998a 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... : People's Global Action, *Lokayan Bulletin*, 14(5), 41–64
1998

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

Chatham, L. : Psychotherapy for the Laity (Mimeograph), Reading:
no date University of Reading.

12. When a reference is downloaded from the INTERNET, please give the website and the date of access.

India: Ministry of : *Report of the Working Group on Child Rights for the 12th*
Women and Child : *Five year plan (2012-2017)*, New Delhi.
Development : Available online at [http://planningcommission.nic.in/](http://planningcommission.nic.in/aboutus/committee/wrkgrp12/wcd/wgrep_child.pdf)
2011 : [aboutus/committee/wrkgrp12/wcd/wgrep_child.pdf](http://planningcommission.nic.in/aboutus/committee/wrkgrp12/wcd/wgrep_child.pdf)
(Accessed on 31 March 2014).