

# THE INDIAN JOURNAL OF SOCIAL WORK

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## Guidelines for Authors

### COMMUNICATION

All communication should be addressed to the Associate Editor of *The Indian Journal of Social Work* (IJSW) at the following email id: [ijsw@tiss.edu](mailto:ijsw@tiss.edu)

The Associate Editor (IJSW) will correspond with the main author.

### PRELIMINARY REQUIREMENTS FOR ARTICLE SUBMISSIONS

The preliminary requirements of an article are as follows:

- Appropriateness of the title to the goals and scope of the journal. The title should not exceed 17 words. The title should accurately describe the main message of the article. Do not use question marks, puns or idioms.
- The abstract should be between 100 to 120 words. The abstract should be unstructured, that is, it should not contain subsections or subheadings. It should briefly introduce the topic and provide a summary of the main findings and their implications.
- Five to six keywords or phrases.
- The main text should be no more than 5,000 to 6,000 words, excluding tables, graphs, endnotes, and references.
- If a new article does not meet the above requirements, it is sent back to the author for revisions. Please note that authors will be allowed a maximum of two formal revisions. In case, the manuscript still does not comply with the journal's standards regarding language accuracy and formal criteria as laid out in the instructions for authors, it cannot be considered for review.

Please note that not all papers submitted are accepted for peer review and not all peer reviewed papers are accepted for publication.

### PLAGIARISM

The IJSW does not process papers that show text similarity above 10 percent for plagiarism.

### DECLARATION

Each article should be accompanied with a declaration by the author/s that: they are the authors of the article in the order in which listed; the article is original, has not been published and has not been submitted for publication elsewhere.

## **TYPESCRIPT**

The typescript should contain the following:

- Title, author designation, affiliation and contact details on one page.
- Main text (anonymous): unstructured abstract, keywords, body text, tables (WORD format or rich-text format), figures and equations (JPG, GIF, PNG formats are acceptable; figures and equations should also be images). The first page of the article should not carry the author/s name or the author blurb.
- The body text should include the introduction, research methodology (materials and methods), results/findings, discussion, conclusion, endnotes, references and appendices (if applicable).
- Limit paper sections and sub-sections to three heading levels. Ensure that heading levels are clearly indicated in the text.  
Level 1: Uppercase  
Level 2: Sentence case bold  
Level 3: Sentence case bold italics
- All tables, graphs/figures should be numbered and captioned.
- It is the responsibility of the author(s) to obtain permission from the copyright holder to reproduce figures/tables that have been previously published.
- If applicable, appendices (WORD or rich-text format) are acceptable.
- Ethical approval from the IRB or other appropriate institutional authority, including informed/written consent from research participants pertaining to confidentiality, use and reproduction of data collected for the research study, should be clearly stated in the paper.

All papers should be written in English with British spellings. Separate paragraphs with a space and refrain from using italics for emphasis, except for terms used in the vernacular. Do not underline text. Please include a word count for your paper. Submitting a well-written paper will enable editors and reviewers to understand and evaluate the paper fairly.

## **REVIEW SYSTEM AND COPY-EDITING**

*The Indian Journal of Social Work* follows a double-blind reviewing procedure. Papers are reviewed by experts with experience in the paper's subject area. The journal expects the author/s to anonymise the manuscript and any associated material.

- The author should submit a separate Title Page along with the author names, affiliations, and the contact information of the corresponding author. Any acknowledgements, disclosures, or funding information should also be included on this page.
- Author names, affiliations and any other identifying information should be deleted from the paper including figures, tables and supplementary material.
- Authors should also take care to avoid revealing their identity when citing their own work.

## **PEER REVIEW PROCEDURE**

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 review process and is assigned at least two referees. The review process takes up to six months. Final decisions to accept or reject is made by the Associate Editor (IJSW). Please note that all accepted articles will be copy-edited and the decision of the IJSW Editorial Team is final.

## **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**

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 copies of the journal issue in which the author's article is published.

## **REFERENCE STYLE**

The IJSW follows the APA 7th Edition Referencing Style.

### **Citation/Paraphrasing in the Text**

The author/s may support each statement in the text of the article with a logical explanation, the author's opinion, illustration, or citation/paraphrasing of the work of others. Without citing the source, use of another author'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 transcript should provide complete information 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 DOI (where available) for journal articles should be provided.

All web links and URLs should be included in the reference list rather than within the text of the manuscript.

# Guidelines for Book Reviewers

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## 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 appropriateness of the title of the book to the goals and scope of the journal, and should have been 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 the case of a foreign book, and potential readership and utility.

A book review should not exceed 1200 words. 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/-.

## 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 4,000 words.

## COPY-EDITING

Every book review will be copy-edited and the decision of the IJSW Editorial Team is final.

## 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 published.