

## **GUIDELINES FOR SUBMISSION**

*Perspectives on Social Work* is a publication of the doctoral students of the Graduate College of Social Work at the University of Houston. The journal was founded in 2003 to provide opportunity for the college's social work doctoral students to showcase their work. Since that time, the journal has expanded and now accepts submissions from social work doctoral students nationwide and internationally. The primary mission of *Perspectives on Social Work* is to provide opportunity to students to enhance scholarly skills in writing, editing, and exposure to the publication process. The scope of the journal includes empirical, theoretical, and conceptual articles as well as book reviews. We accept rolling submissions!

**In order to be considered for publication in *Perspectives on Social Work*, authors must consider and adhere to the following criteria:**

- The first author must be a currently enrolled doctoral student.
- The subject must encompass and reflect social work values and ethical principles.
- Only original work will be considered.
- Only electronic PDF submissions are accepted.
- Submissions for book reviews may be 3-5 pages.
- Submissions for the featured articles should be 6 – 10 pages in length. The recommended page limits excludes references.
- Submissions must be: 1) a blind copy (no identifying information within the running head or manuscript); 2) double-spaced; 3) continuously numbered lines; 4) not less than one inch margins, and 5) 12-point Times New Roman font.
- A coversheet with the title, author(s), and school affiliation should accompany the blind copy of the manuscript.
- The following statement should be included within the email or cover letter which accompanies the submission: *“This manuscript has not been previously published, nor is it being simultaneously considered elsewhere.”*
- If you submit an empirical study with human subjects, ensure there has been IRB approval. Notate the approval in your paper.
- Submissions must meet APA guidelines (6th Edition) for text, tables, and references and be grammatically correct.
- Submissions may be denied if there are excessive grammatical errors even if the content and themes are significant.

### **Submission Review Process**

- Editor(s) will send acknowledgment receipt of submission within one week.
- Editorial decisions (i.e. accept, revise and resubmit, and reject) will be communicated to author(s) in a timely manner. Time frame for receiving a decision often depends on the availability of reviewers and the number of submissions under review. Please be advised that the review process may be slower at different times of the year (e.g. holidays, closing of the university, finals).
- Authors are encouraged to ask about their manuscript's status.
- Submissions are reviewed by a minimum of 2 peer reviewers.
- Manuscript acceptance is dependent on available space in the journal and number of submissions.
- All final decisions are made by editors.

- Upon acceptance, the editorial board may make changes (e.g. grammar, references, formatting), subject to the author's approval.

#### **Feedback Guidelines**

The editorial staff encourages thoughtful responses from readers focusing on scholarly debate and dialogue. Please send feedback to [swjourna@Central.UH.EDU](mailto:swjourna@Central.UH.EDU) with "Feedback" in the subject line.

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