

The Caribbean Journal of Social Work (CJSW)

Guidelines for Contributors

Submission Procedure

- CJSW accepts submissions on a continuous basis. Submissions will be reviewed anonymously by members of the editorial board and by readers with competence in the field.
- Upon submission of a manuscript, authors will be notified within three months regarding acceptance for publication in the journal, and will be advised regarding next steps in the publication process.
- An abstract of no more than 150 words *must* accompany manuscripts. Manuscripts without abstracts *will not* be considered. A biographical note of 15–50 words is also requested to accompany the manuscript.
- Submissions may be sent to :

The Editors
The Caribbean Journal of Social Work
c/o Social Work Training and Research Centre
12 Gibraltar Camp Way, P.O. Box 42
University of the West Indies
Mona, Kingston 7 Jamaica
cjsw.acswe@gmail.com

Manuscript Preparation

- CJSW follows the most recently published APA Style™ guidelines for publication. Authors are encouraged and expected to consult the *Publication Manual of the American Psychological Association* (the *APA Publication Manual*), and/or any of several excellent online sources (i.e., www.apastyle.org) for guidance. The manual and online resources provide excellent guidance on important topics related to academic writing for publication, including writing style and structure, headings, presentation of data, spelling, grammar, punctuation, and citation of sources.
- Manuscripts that do not appear to follow APA Style™ guidelines will be returned to the author for revision. Requests for further information regarding use of APA Style™ may be sent by e-mail to cjsw.acswe@gmail.com
- All submissions should be double-spaced throughout, with text left-justified (only).
- Authors may choose to follow the spelling conventions of either their country of study or their country of residence, provided there is consistency in spelling within a single manuscript.
- *Cover page*: Authors are asked to include their name and affiliation, address, phone number, fax number, and e-mail address.
- *Text*: Articles should not exceed 15–20 pages or 6,000 words, with headings following APA Style™ guidelines. Information that identifies the author should not appear in text.
- *Citations*: APA Style™ uses author-date format for in-text citation. All sources cited must appear in the reference list following notes at the end of the manuscript. The list of references is expected to be accurate and complete, including a functioning web page link where applicable, and Digital

Object Identifier (DOI) where available. (For further information please consult the most recent edition of the *APA Publication Manual* and/or the APA Style™ blog at blog.apastyle.org).

- *Notes*: Any notes must appear as endnotes, not footnotes.
- *Tables and Figures*: Each table and figure should be numbered, titled, and formatted according to the guidelines set out in the *APA Publication Manual*.
- *Figures*: Figures should be designed to fit a maximum page of 5 x 8 inches. High quality computer graphics are preferred. For diagrams and charts, letters and numerals must be large enough to remain legible when reduced. For images, an original or glossy print will be required for accepted manuscripts.
- *Reference list*: Long strings of references for a single point should be avoided in the text, and the reference list should include only sources cited in the body of the manuscript. The *APA Publication Manual* provides detailed instructions for citation of sources and construction of a reference list.

Additional Notes

- Manuscripts or materials under review elsewhere, or previously published, cannot be submitted for publication in CJSW.
- Authors will have the opportunity to review a final manuscript prior to publication.