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 the title to the goals and scope of the journal.
- An abstract of the article, not exceeding 100 words.
- 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).

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 be submitted in triplicate; be typed in double space on one side of A4 paper; 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.

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:

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:


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:


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


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


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:


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

University Grants Commission : *Social Work Education in Indian Universities*, 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:


1998a


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.


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.
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 appropriateness of the title of the book to the goals and scope of the journal; 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.

TYPESCRIPT FOR A BOOK REVIEW
A book review should be submitted in duplicate; be typed in double space on one side of A4 paper; and 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:


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 scheduled book review is copy-edited. 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 published.