

## Notes for contributors

Articles are welcome from all those who work with groups in any discipline: whether practitioners, trainers, researchers, users, or consultants. Accounts of innovations, research findings on existing practice, policy issues affecting groupwork, and discussions of conceptual developments are all relevant. Groupwork with clients, users, professional teams, or community groups fall within our range.

**Length:** Full length articles, normally of around 4500 words, should show the context of practice and relate this to existing knowledge in groupwork theory and practice. We also accept brief contributions that focus on current issues or that offer a critique/commentary on a particular area of groupwork theory and practice. These can be shorter in length and do not need to adhere to the referencing guidelines required for articles.

**Presentation:** Documents should be in Word format and forwarded as an email attachment to the Editors. The name(s) of the author(s) should not appear in the text or in running heads. A title page should be included, with name of the author(s), a correspondence and an email address. A summary of no more than 200 words should also be provided, together with six key words.

We use Harvard referencing. References within the text should be cited by giving the author's name and year of publication, e.g. (Smith, 2004). Specific page numbers should be cited after a direct quotation (Smith, 2004, p 46). Those works cited in the text (and no others) should be listed at the end of the text in alphabetical order by author's name, using the journal's standard conventions. Please contact the Editors if you require further guidance.

Further details on manuscript submission may be obtained from the Editors or publishers. Visit [www.whitingbirch.net/ip006.shtml](http://www.whitingbirch.net/ip006.shtml) for more details on house style.

**Peer review:** All articles are subject to anonymous scrutiny by two peer reviewers. Final responsibility for publication lies with the Editors.

**Articles and enquiries** should be emailed to the Editor(s): T.B.Kelly@dundee.ac.uk and jfleming@dmu.ac.uk

**Editorial postal address:** Professor Timothy B Kelly, School of Education, Social Work and Community Education, University of Dundee, Perth Road, Dundee DD1 4HN.

## *Groupwork*

### **Vacancies for Editorial Board Members**

*Groupwork* is seeking scholars and practitioners with a passion for groupwork who are interested in serving on our volunteer Editorial Review Board.

*Groupwork* is the only British-based journal specialising in social applications of groupwork. It is peer reviewed and international in coverage, with articles on all the settings in which groupwork is practised, including health, nursing, occupational therapy, staff development, mental health, counselling, child care and education, youth and community work, social work, and criminal justice. We are keen to increase board membership to reflect this professional range

Editorial board members are charged with several key tasks:

- Providing feedback to *Groupwork* Editors about the quality of manuscript submissions in terms of quality and contribution to the field. Board members are expected to write reviews in a prompt, collegial, and constructive manner.
- Attendance at two board meetings each year, usually in London. Reasonable expenses are covered.
- Promotion of the journal within professional networks
- Encouraging submissions to the journal
- Providing editorial guidance to the Co-Editors and the Publisher

To apply for a position on the Editorial Board, please send a covering letter and a CV. The covering letter should include:

- Your reasons for applying for the Board
- What you would bring to the editorial board
- Ideas for how to strengthen the journal

The closing date for receipt of applications is 18th July 2011.

Completed applications should be sent to:  
The Editor, Professor Timothy Kelly (T.B.Kelly@dundee.ac.uk)

## *Groupwork*

### **Vacancy for Book Reviews Editor**

*Groupwork* is recruiting for the volunteer position of Book Review Editor. The Book Review Editor will also be a member of the Editorial Board.

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The Book Review Editor will be responsible for:

- liaising with book publishers regarding new books of likely interest to *Groupwork* readers
- identifying experts in the field to write reviews of the identified books
- facilitating timely reviews of the books for publication in the journal
- sending published reviews to contacts at the publishing house.

In addition, the Book Review Editor will carry out other normal duties of Board Members as shown overleaf:

To apply for the Book Reviews Editor position, please send a covering letter and a CV. The covering letter should include:

- Your reasons for applying for the Board
- What you would bring to the editorial board
- Ideas for how to strengthen the journal

The closing date for receipt of applications is 18th July 2011.

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