

Contributing to Whiting and Birch Journals

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Editors of Whiting and Birch journals all seek manuscripts which meet the standards of their journals from professionals and academics working in relevant fields.

All Whiting and Birch journals work to the same house style. Manuscripts should be prepared in accordance with this style, especially in respect of references and tabular material. We use Harvard referencing, and examples are given below of how works should be cited. Incidentally, there is no single referencing style which can be uniquely called Harvard, and wide variation between publishers, so please note our style requirements.

We encourage submissions from professionals in practice and new authors. We can offer some advice and guidance on submission.

All Whiting and Birch journals are peer reviewed. When articles are received the Editors of the journal make a decision on suitability for the journal. Articles are sometimes rejected or returned to authors for major review at this stage. Otherwise, they are sent (anonymously) to two of the journal's advisors for assessment of their suitability for publication. The Editor makes the final decision on publication, taking into account the views of the assessors. You will receive personal feedback on the decision taken.

General points applicable to all Whiting & Birch journals

Presentation

Manuscripts should be presented in Word or a similar word processing system. The manuscript should be anonymised with names and other identifying details of authors removed.

Required information

During the submission process, the PKP system requires that some information is provided directly into the system, namely title, abstract, keywords, name and contact details of lead author, funding declaration. Abstracts should be no longer than 750 characters.

Some additional information is also required before a manuscript can be considered::

1. Professional affiliation (eg University of Weissnichtswö)
2. Professional biography (less than 300 characters). Usually current roles, significant previous roles. Major contributions and possibly latest publication.

These details are required for ALL authors not just the corresponding author. This information is invisible to reviewers.

On acceptance for publication, the publishers will request a file of the article including all amendments agreed with the editors, and any necessary amendment to graphic and tabular material. At this point we will also ask all authors to confirm their ORCIDs.

Tables and diagrams

You should indicate clearly how tables should be set out. On acceptance for publication, you will be asked to provide a machine readable version of any diagrams, charts etc in accordance with the publisher's specification. Details on presentation of tables and graphics will be found below in *Notes for authors on final disk and manuscript submission* below. Please read these before submission.

References

It is essential that references are prepared in accordance with our house style. See *Notes for authors on manuscript submission* below for the conventions which apply to all our journals.

Footnotes

Footnotes are not permitted but endnotes may be used if absolutely necessary.

Artificial intelligence

Any use of artificial intelligence in the preparation of the submission should be described. If no use has been made of artificial intelligence this should be declared.

Ethical clearance

If the submission reports on research undertaken by the authors with human subjects, the submission should indicate how ethical clearance was obtained.

APCs/open access

All three of our journals are subscription based with an open access option. Charges for open access are £2500 per article for authors from high income countries as defined by the World Bank (<https://blogs.worldbank.org/en/opendata/world-bank-country-classifications-by-income-level-for-2024-2025>).

Reductions are available for authors from other regions as follows:

Countries classified as upper-middle income by World Bank: 20%

Countries classified as lower-middle income by World Bank: 50%

Countries classified as low income by World Bank: 85%

For ethical reasons and to avoid the suggestion of influence, authors should not raise the question of open access in correspondence about a specific submission until the submission has been accepted. Authors may contact the publisher in advance with questions about the zone structure.

Address for submissions

Articles are submitted through the PKP manuscript processing system accessible through the relevant journal web page. Questions about how to use PKP should be sent to the publishers: (enquiries@whitingbirch.net).

Copyright

Unless you have opted to pay APCs for open access, you will be asked to assign copyright in your article to the journal. Consent for reproduction of your article in collections of your own work appearing subsequent to publication will be given without charge. From six months after first online publication, authors may place the final accepted manuscript in their institution's repository subject to acknowledgement of the journal.

If APCs have been paid, reproduction of material will be covered by Creative Commons Licence CC-BY-NC.

Notes on individual journals

Groupwork

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.

Full length articles; normally of around 4500-6000 words, should show the context of practice and relate this to existing knowledge. We also accept brief contributions for the 'Groupwork in Practice' section of the journal – more details can be downloaded from the *Groupwork* page of the website.

Editorial address

Gloria Kirwan (gloriakirwan@rcsi.ie)

Nick Pollard (N.Pollard@shu.ac.uk)

Websites

General information: <https://www.whitingbirch.net/cgi-bin/subscribe?showinfo=ip001>

Submissions: <https://journals.whitingbirch.net/index.php/GPWK/user/register>

The Journal of Practice Teaching and Learning in Health and Social Work

The Journal of Practice Teaching and Learning covers all aspects of practice teaching (field education) and training/education in workplace settings in health and social work. Article may also consider the policy context of training and education and the impact of the changing expectations of service users and the public.

We welcome papers from any country in the world. Case studies, research reports, policy appraisals and narrative articles on the philosophical principals underlying this field of activity are equally acceptable. Material should be *practically relevant* to what trainers, managers and workers actually do. Articles should run between 2000 and 6000 words, with a preference for the shorter article.

Articles are sought from (among others): • practice teachers and field educators • training staff and agency managers • teachers and researchers in higher and further education • policymakers with an involvement in this field. We are especially keen to encourage feedback from practising health and social work professionals and their managers on the effectiveness of existing training and education arrangements as preparation for work. We are therefore prepared to offer guidance to practice teachers and managers with staff development responsibility who do not publish regularly, as their contributions are likely to be of particular relevance.

Authors (including those from the UK) should remember that even professional usage varies between regional forms of English and ensure that terminology is comprehensible to those from other disciplines, countries and cultural backgrounds. In a multidisciplinary and international journal it may be necessary for authors to clarify local institutional and professional structures. We can give some assistance in respect of English idiom and expression to second language authors.

The journal will also carry • shorter pieces of up to 2000 words on some relevant topical issue • communications, rejoinders and letters • reviews of books, journals and training material and review articles • abstracts/listings of recent publications, conferences and relevant events. Communications are also sought in these areas.

Editorial address

Prospera Tedam (prospera.tedam@ucd.ie)

Websites

General information: <https://www.whitingbirch.net/cgi-bin/scribe?showinfo=ip002>

Submissions: <https://journals.whitingbirch.net/index.php/JPTS/login>

Social Work and Social Sciences Review

Social Work and Social Sciences Review sets out to reinforce and expand the links between international social work practice and the various social science disciplines which inform it. The Editorial Board welcomes articles and proposals from any area in the social sciences, particularly with relevance to the development of social work knowledge. For example, social policy and its relationship with, and impact upon, social work has never been more important, and in many countries, particularly in the Western world, recent years have seen a plethora of social policy initiatives introduced, each designed to improve the lives of social work service users at different stages in the life course. In the UK for instance, policy areas include: NHS Reform, Building National Care Services, The Personalisation Agenda, partnership working and integrated services for children and young people, The Social Justice Strategy, and challenges

to professionalism including measures to tackle safeguarding, risk and child poverty.

The Journal welcomes scholarly papers and seeks to encourage contributions which integrate conceptual or theoretical ideas with the use of empirical evidence. Its scope is international and comparative, and it draws on research and developments in all of the social sciences. *Social Work and Social Sciences Review* is an international journal that focuses on the social processes which influence the ways risks and uncertainties around social work are identified, communicated, assessed and/or managed. It provides a forum for academics' and practitioners' publications and aims to stimulate debate through the publication of editorials, reviews and original articles in open, themed and special issues.

It is an interdisciplinary and intersectoral journal and welcomes contributions from researchers and practitioners using the social sciences to explore a variety of social work issues. Literature reviews are also welcome, particularly if they are grounded on a spectrum of multi-disciplinary sources. For instance, the Journal welcomes articles which draw upon other cognate disciplines where there is overlap in exploring social problems, in terms of both empirical foci and methods of analysis. The boundaries between social work and other social science disciplines - for example, psychology, sociology, politics and economics - are porous and shifting; and there are clear historical links between social policy and social work. The consequences of recent social policy developments, in particular austerity measures and cuts in welfare spending, will impact upon the economic and social well-being of vulnerable people, while at the same time constraining the options and resources available to social workers.

Editorial Address

Dr Ebenezer Cudjoe (e.cudjoe@essex.ac.uk)

Dr Xue Yang (sherryxueyang@cuhk.edu.hk)

Websites

General information: <https://www.whitingbirch.net/cgi-bin/subscribe?showinfo=ip003>

Submissions: <https://journals.whitingbirch.net/index.php/SWSSR/login>

Books for review for all journals

Books for review should be sent to the Book Review Editor of the relevant journal, c/o Whiting and Birch Ltd, 90 Dartmouth Road, London SE23 3HZ. Publishers are asked to ensure that we receive a copy of catalogues and PIs for each relevant book review editor.

Notes for authors on manuscript submission

The following notes are intended to help authors following final acceptance of their article. Following these procedures will speed up publication and also reduce the chance of typesetting errors.

You should type the text without attempting to reproduce look and feel of the final typeset page. Leave a clear line between paragraphs (two carriage returns) and before headings and subheadings.

1. *Subheadings*

Try to keep to two or three levels of subheading. The level of each heading should be made clear on the hard copy provided.

2. *Capitalisation*

Our house style uses capital letters sparingly. Use lower case for headings and subheadings with capitalised initials only for the first word and for proper nouns. Headings should not be typed all in capitals. Capital initials should not be used in the text for Awful Emphasis.

3. *Bold type*

We only use bold type in headings, not the body of the text. Book and journal titles, foreign words which retain their foreign force (but not those which have been effectively absorbed as English words), and phrases requiring emphasis are italicised. Authors should indicate text to be italicised consistently by either underline or italic.

4. *Quotations*

Quotations of more than 25 words should be presented free standing paragraphs typed in Roman with opening and closing single quotation marks. Shorter quotations should be run in to the paragraph with opening and closing single quotation marks. Double quotation marks should only be used for quotes within quotes. Quotation marks should not be used to mark off book titles - these should be italicised or underlined. Quotations from other works should follow the spelling of the original.

5. *Bullet points and numbered points*

Bullet points may be indicated by an asterisk followed by a tab. There is no need to attempt to reproduce the appearance of hanging indents etc as we do that automatically on typesetting. Bullet points should be used in preference to numbered points unless there is an issue of sequence or priority. Our style of numbering is as used here, following the number by a period and a tab, not a bracket. Do not use Roman numbers for numbered points, except in the very rare circumstances where it is truly necessary to have subsets of numbered points.

6. *Footnotes*

Footnotes should never be used. End notes may be used if absolutely necessary. Authors should avoid presenting notes using the footnote command on their word processing systems as this text does not always easily translate over. Footnotes should be extracted and added to the end of the article as part of the main text. Endnotes should be numbered as numbered points above. The reference numbers in the text may be in superscript so¹, or in square brackets so [1].

7. *Acronyms and abbreviations*

Acronyms and abbreviations should be spelled out on first occurrence. Bear in mind that our audiences are international and interdisciplinary and may not be aware of acronyms and abbreviations in common usage in your particular field and region. If you are using more than two or three abbreviations or acronyms, we recommend that you append a LOA[®] (List of Acronyms).

Referencing style

Harvard referencing is to be used. References within text should be cited by giving the author's name and year of publication, eg. (Smith, 1928), or (Smith, 1989; Jones, 1967). Where specific page numbers are indicated our style is (Jones, 1987, p.2; Jones, 2012, pp. 2-8) – that is, do *not* use the format (Smith, 1987: 27). Specific page numbers should be cited after a direct quotation.

Note. There are significant differences from one publisher to another in the exact application of the Harvard conventions. Please note carefully our use of capitalisation, italics, punctuation (for example, we use commas where some publishers use semi-colons, and vice versa) and position of authors' initials (after the author's name for cited author, before for editors of works in multiple authorship of which cited chapter is a part).

Reference list

A reference list should appear at the end of the manuscript, to include only those references cited in the text. References should be listed in alphabetical order, using the conventions below. Authors names are to be in upper and lower case, not capitals.

Books (print)

Author's surname, initials, date (in brackets), title of book (main title in italics, initial capitals, sub-title, initial capital first word only), place of publication, publishers. eg

Pilaster, D. and Clerestory, E. (1994) *Practical Practice Teaching: Using lower case in sub-titles*. London: Daffodil Press

Edited Books (print)

Author's surname, initials, date, title of article (lower case), editor's initials and surname, title of book (in italics, capitals as for books above), place of publication, publishers, page numbers of chapter. eg

Dirak, A. and Bauhaus, S. (1970) The practical perspective. in J. Bloggs and F. Soap (Eds.) *The Future of the Practical Profession: Applying the lessons of the past*. Weissnichtwo: Skolastica (pp.401-432)

Online publications other than journals

Author's name, date, title, 'publisher', date accessed and URL eg.

Pilaster, D. and Clerestory, E. (1994) *Practical Practice Teaching: Report of the Weissnichtwo Teaching Collaborative*. Weissnichtwo Collective Group [Accessed 7 June 2011 at <http://www.WTC.org/reports/1234>]

Journal articles available online

Author's surname, initials, date, title of article (lower case), title of journal (italics, initial capitals), volume, issue, page numbers (if any - only relevant for .pdf and similar formats which maintain paging), date material accessed, URL. DOI. Please note date style and use of square brackets. eg

Einstein, A. and Freud, S. (1920) The unconscious teacher. *The Journal of the Future*, 24, 2, 101-124 [Accessed 7 June 2011 at <http://www.wildblueyonder.org/journals/TJF/24/2/002>]. <https://doi.org/10.1471/01234567>

Journal articles, print only

Author's surname, initials, date, title of article (lower case), title of journal (italics, initial capitals), volume, issue, page numbers. eg

Einstein, A. and Freud, S. (1920) The unconscious teacher. *The Journal of the Future*, 24, 2, 101-124

Publications from the same author in a single year should be distinguished by a,b,c, and so on (Smith, 2021a).

If there are *more* than two authors the reference within text should be cited using et al, eg. (Smith et al, 1928), and the names of all authors should be included in the reference list. Spelling in the reference list should follow the original spelling.

Orthography

Our house style uses British English orthography, with ‘-isation’ not ‘-ization’. Authors may use American orthography, but should do so consistently. Acronyms should be without stops ie ‘UNESCO’ not ‘U.N.E.S.C.O’. References to and quotations from other works should follow the spelling of the original. For example if the journal title is *Journal of the Yale Center of ABC*, then ‘Center’ should be retained and not changed to ‘Centre’.

Tables

When to use tables

Tables should be used only for the presentation of statistical data, not for listings of non-statistical information.

How to present tables

Authors present tables in one of two ways. Either as plain text which can be laid out in table format during typesetting; (preferred) or by the use of a word processor, spreadsheet, or database table utility to generate the table.

If presented as plain text

Tables should be laid out with a single tab between each column. This may mean that the table as submitted on disk will not look as is intended when printed. Therefore, a hard copy of each table should be included to show the desired layout. Authors should check arithmetical and mathematical accuracy and logic of tables (errors in these areas are surprisingly common). Confidence levels of statistics should be consistent. Some table generation systems do not seem to reflect standard conventions on confidence levels (for example, suppression of decimal point when decimal is zero, but not in other cases)..

Tables presented using a table utility

We accept tables that have been prepared using table utilities such as those which come with Word, ExCel, and most databases. If using a table utility It is essential that tables are presented in a format which can be easily adjusted during production..

Legibility

It is *essential* that material will be legible when fitted into the journal page size. Authors usually submit tables laid out on A4 or American quarto paper. Our journal page sizes are significantly smaller (see below under net type areas for details). Therefore, if your table only just fits into an A4 or quarto page by the use of very small type, it will be too small to read when printed.

Colour and background tinting

Tables should be presented in black and white without background tinting to distinguish cells.

Tabular vs graphic presentation

In scholarly communication, tabular presentation is to be preferred to graphic presentation of statistical material.

Tabular and graphic material will be assessed once the article has been accepted for review and any questions raised with authors. Any problems must be resolved before production starts..

The *American Psychological Association Publication Manual* contains a very helpful discussion on table layout.

Graphic material

Graphic material is used for several reasons, for example: presentation of statistics; to illustrate some organisational or social structure; to present material used in work with a particular client group.

Our Editors will agree with authors the best professional solution for the presentation of statistical data in any article, whether tabular or graphic.

The following common problems should be borne in mind. These issues mainly affect print production. Online requirements are less demanding:

- Graphic material originally produced through presentation packages such as Powerpoint, does not always translate well into formats used for journal reproduction;
- Material prepared for conference or lecture presentation usually uses colour which is easily available in programs such as Powerpoint but not in a journal printed monochrome. The results of reproducing such material in black on white can be unfortunate. It is better to design graphics specifically for monochrome, even if the colour version will work online.
- Graphics are usually prepared on something like an A4 page or a 14" plus computer screen, and lose something when pulled down to fit a relatively small page, especially if there are textual notes.

We therefore ask that graphic material should be of a size to fit the page size of the relevant journal. Graphics should be prepared in accordance with the requirements of print production - that is as .tif files. The publishers will be very happy to advise.

Colour may be used in print versions, subject to authors agreeing to meet the additional costs which may be substantial. We will quote on a case by case basis. Another approach is to include the material in black and white in the print version with a link to an online colour version.

Photographs

Photographs where used should be presented in monochrome. Bear in mind that photographs with an *original* definition less than 300dpi will not reproduce well – though the needs of professional communication may justify their use. Incidentally, the definition of the original photograph determines the quality of reproduction. It is possible, for example, to put a 72dpi .jpg of a photograph through Photoshop and set a higher definition. This will not improve the quality which is governed by the quality of the original.

If photographs of human subjects are included, authors will be asked to demonstrate that they have, where necessary, obtained appropriate informed consent from those depicted.

Maximum dimensions for tables, graphics and photographs

Tables, graphics and photographs must fit within the 'net type area' of our journals. These are:

Groupwork: 175mm high by 111mm wide

Social Work & Social Sciences Review 190mm high by 122mm wide

Journal of Practice Teaching and Learning 190 mm high by 122mm wide

Acceptable programs for submissions

Authors may use any PC-Compatible or Macintosh word processing system, but will almost certainly use Word. Do not submit in .pdf format.

Style, grammar and consideration of users of English as a second language

Authors should pay attention to points of style and grammar. Most of our journals have a multidisciplinary and international readership, and the needs of second language English users should be considered. Read your material with an eye for meaning. Does your writing style make it easy to follow your argument, or is it a barrier to understanding?

It cannot be assumed that professionals from other disciplines and countries will be familiar with your local professional and institutional structures. Be prepared to add a few words of clarification if necessary. This is especially so when dealing with recent institutional changes which often generate new terminology which no one outside the field could be expected to understand without explanation.

Material about writing for an international audience is available on the Whiting & Birch Ltd website under resources.

Author corrections ('alterations')

Author corrections ('alterations') cause delay and increase production costs. Examples of acceptable alterations are: correction of publisher errors; amendment of references where more recent sources have become available since submission; a few general corrections to improve clarity, say up to one correction per page. We are often presented with demands for many corrections the need for which should have been obvious before submission. In these cases we reserve the right to charge authors the cost of these correction at a rate of £30.00 per hour.

Whiting and Birch Ltd

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