INSTRUCTIONS FOR AUTHORS

Perspectives on Social Work accepts rolling submissions.

Submissions
All submissions should be emailed to the Editor in Chief of *Perspectives on Social Work* at swjourna@central.uh.edu.

Preparing Your Manuscript
This section describes how to prepare and submit a manuscript. Adherence to these instructions will ensure your paper can move through peer review, production, and publication smoothly. Please read these instructions carefully and follow them as closely as possible. Manuscripts that do not meet the requirements will not be processed.

Authorship
The first author must be a currently enrolled social work doctoral student.

General information for submission of manuscripts and book reviews
Submissions must adhere to the following guidelines:
- The manuscript must be a blind copy (i.e., no identifying information within the running head or manuscript) submitted as a Microsoft Word document.
- A separate Microsoft Word document title page with the title, author(s), school affiliation, funding sources, and corresponding author contact information should accompany the blind copy of the manuscript.
- Tables and figures should be submitted as a separate Microsoft Word document.
- 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 and notate the approval in your manuscript.

Manuscript Format
- Empirical or theoretical manuscripts **should be 8-20 pages, not including** references, appendixes, tables, and figures. If there is a special need for page limits outside this range (e.g., qualitative research paper), approval from the Editor in Chief must be obtained prior to submission.
- All submissions must conform to the standards of the Publication Manual of the American Psychological Association (7th edition), including headings, in-text citation, appendices, tables, figures, and references.
- Manuscript must be in 12pt Times New Roman font, double-spaced, with 1-inch margins on all four sides.
- The manuscript must have continuously numbered lines.

Manuscript Essentials

Abstract
An abstract of no more than 250 words must be included with the manuscript text and is considered in the page count. The abstract should be a single paragraph and provide a summary of the key concepts in the manuscript, including theoretical concepts, major hypotheses, and conclusions reached. Abstracts for research papers should include the purpose of the study, the sample size and characteristics, the measurement used, and the conclusions. Avoid abbreviations, diagrams, and citations in the abstract. The abstract should be accompanied by three to five key words, carefully selected to describe the manuscript content.

Text
The manuscript should be an original work that extends the knowledge base and builds on the contribution of others. Please keep this information in mind:
- State your purpose clearly within the first few paragraphs of the article.
- Establish a clear framework for the article, and organize the manuscript so that it flows coherently. Use subheadings judiciously to help the reader track the flow of the article.
- You must relate your work to existing knowledge on the subject. References used should demonstrate best how the new information will fill gaps in the knowledge of the subject matter.

References
The reference list must adhere to the standards of the Publication Manual of the American Psychological Association (7th edition). Carefully check to ensure all citations are in the reference list and that the reference list does not contain references that are not cited in the text. A common error in reference list formatting is to include the issue number for a journal that does not reset pagination for each issue. If the journal begins each of its issues at page 1, include the issue number in the reference list. Otherwise, do not include it.

Tables and figures
Tables and figures should not be embedded in the text of the submission, but should be included as a separate file Microsoft Word file. Tables and figures should be able to stand alone without reference to the text. Titles should be simple but thorough. Final files for printing may be submitted as .jpg files.