

Journal of Community Practice
Instructions for Authors
September 2007

1. **MANUSCRIPTS.** Manuscripts should be submitted as electronic attachments via email to the JCP Office at jcp@acosa.org. All editorial inquiries should be directed to the Editors at jcp@acosa.org. Manuscripts sent to ACOSA or to the addresses of the editors will be unnecessarily delayed. Manuscripts not accepted for publication will not be returned. Book review queries should be directed to the Book Review Editors (Catherine Havens, catherine.havens@uconn.edu; Marilyn Sullivan-Cosetti, cosetti@setonhill.edu).
2. **ORIGINAL ARTICLES ONLY.** Submission of a manuscript to this journal represents a certification on the part of the author(s) that it is an original work, and that neither this manuscript nor a version of it has been published elsewhere nor is being considered for publication elsewhere.
3. **COPYRIGHT.** Copyright ownership of your manuscript must be transferred officially to The Haworth Press, Inc. before we can begin the peer-review process. The Editors' letter acknowledging receipt of the manuscript will be accompanied by a form fully explaining this. All authors must submit two (2) original Manuscript Submission & Limited Copyright Transfer Forms to the Editors when submitting a paper for review. Failure to return the copyright forms in a timely fashion will result in a delay in review and subsequent publication. Manuscript Submission & Limited Copyright Transfer Forms are available in the back of the *Journal of Community Practice* and are also available online at <http://www.haworthpress.com/pdfs/Jmanuscript.pdf>. Please mail the form to: *Journal of Community Practice*, P.O. Box 32764, Detroit, MI, 48232. The form may also be faxed to: 313-577-8770.
4. **MANUSCRIPT LENGTH.** Your manuscript may be approximately 25 typed pages double-spaced (including the abstract, references, tables and figures). Lengthier manuscripts may be considered, but only at the discretion of the Editors.
5. **MANUSCRIPT PREPARATION.**
Margins: leave at least a one-inch margin on all four sides.
Paper size: format for use on standard 8-1/2" x 11" paper.
Font: no smaller than 12 point, Times New Roman preferred.
ALL DOCUMENTS MUST BE IN MICROSOFT WORD FORMAT.
Title page must include the following:
 - full authorship including mailing addresses, phone numbers, FAX numbers and email addresses for all authors
 - an ABSTRACT of about 100 words
 - 6 or 10 keywords that identify article content (place below the abstract for index purposes)
 - an introductory footnote with authors' academic degrees, professional titles, affiliations, mailing and e-mail addresses, and any desired acknowledgment of research support or other credit

- a header or footer on each page with abbreviated title and page number of total (e.g., page 2 of 7).

Text: no more than 20 pages.

Notes: keep to a minimum.

References: must follow the latest edition of the *Publication Manual of the American Psychological Association*.

Figures: indicate placement of figures in the text, but place separately at the end. See section 6 for complete instructions.

Tables: indicate placement of tables in the text, but place separately at the end. See section 6 for complete instructions.

6. **PREPARATION OF TABLES, FIGURES, AND ILLUSTRATIONS.** Any material that is not textual is considered artwork. This includes tables, figures, diagrams, charts, graphs, illustrations, appendices, screen captures, and photos. Tables and figures (including legend, notes, and sources) should be no larger than 4 1/2 x 6 1/2 inches. Type styles should be Helvetica (or Arial if necessary) and no smaller than 8 point. We request that computer-generated figures be in black and white and/or shades of gray (preferably no color, for it does not reproduce well). Camera-ready art must contain no grammatical, typographical, or format errors and must reproduce sharply and clearly in the dimensions of the final printed page (4 1/2 x 6 1/2 inches). Photos and screen captures must be on disk as a TIFF file, or other graphic file format such as JPEG or BMP. For rapid publication we must receive black-and-white glossy or matte positives (white background with black images and/or wording) in addition to files on disk. Tables should be created in the text document file using the software's Table feature.
7. **SUBMITTING ART.** Both a printed hard copy and an electronic copy of the art must be provided. We request that each piece of art be sent in its own file, separate from the manuscript text file(s), and be clearly labeled. We reserve the right to (if necessary) request new art, alter art, or if all else has failed in achieving art that is presentable, delete art. If submitted art cannot be used, the Publisher reserves the right to redo the art and to charge the author for a fee of \$55.00 per hour for this service. The Haworth Press, Inc. is not responsible for errors incurred in the preparation of new artwork. Camera-ready artwork must be prepared on separate sheets of paper. Always use black ink and professional drawing instruments. On the back of these items, write your article title and the journal title lightly in soft-lead pencil (please do not write on the face of art). In the text file, skip extra lines and indicate where these figures are placed. Photos are considered part of the acceptable manuscript and remain with the Publisher for use in additional printings.
8. **MANUSCRIPT STYLE.** General style of manuscripts should conform to that found within these pages and outlined in the *Publication Manual of the American Psychological Association*, Latest Edition. The use of footnotes within the text and the use of italics or quotation marks is discouraged. Words should be underlined only when it is intended that they be typeset in italics. Long articles, or articles containing complex material, should be broken up by short, meaningful subheadings.

9. **DIGITAL OBJECT IDENTIFIER (DOI) LINKING.** The Haworth Press is participating in reference linking for journal articles. (For more information on reference linking initiatives, please consult the CrossRef Web site at www.crossref.org.) When citing a journal article include the article's Digital Object Identifier (DOI), when available, as the last item in the reference. A Digital Object Identifier is a persistent, authoritative, and unique identifier that a publisher assigns to each article. Because of its persistence, DOIs will enable The Haworth Press and other publishers to link to the article referenced, and the link will not break over time. This will be a great resource in scholarly research.

An example of a reference to a journal article which includes a DOI:

Vizine-Goetz, Diane (2002). Classification Schemes for Internet Resources Revisited. *Journal of Internet Cataloging* 5(4): 5:18. doi:10.1300/J141v05n04_02

10. **SPELLING, GRAMMAR, PUNCTUATION, AND INCONSISTENCIES.** You are responsible for preparing manuscript copy which is clearly written in acceptable, scholarly English, and which contains no errors of spelling, grammar, or punctuation. The manuscript, after acceptance by the Editors, must be immediately ready for typesetting as it is finally submitted by the author(s).

Check your paper for the following common errors:

- dangling modifiers
- misplaced modifiers
- inappropriate passive voice construction
- unclear antecedents
- incorrect or inconsistent abbreviations

Also, check the accuracy of all arithmetic calculations, statistics, numerical data, text citations, and references. **INCONSISTENCIES MUST BE AVOIDED.** Be sure you are *consistent* in your use of abbreviations, terminology, and in citing references, from one part of your paper to another.

11. **EQUAL PORTRAYAL OF SEXES.** Sex role equality in manuscript preparation is consistent with social work philosophy and goals and is part of the editorial policy of this journal. Guidelines include:
- Avoiding gender-restricted phrasing: Use "human race" instead of "mankind"; use "best person for the job" instead of "best man for the job."
 - Alternating the order of gender-restricted words: Use "she or he" as well as "he or she."
 - Eliminating unnecessary gender-restricted words: Use "An average community worker drinks black coffee" instead of "An average community worker drinks his coffee black."
 - Changing gender-restricted singular constructions to non-restricted plurals: Use "Most community workers drink their coffee black" instead of "An average community worker drinks his coffee black."
 - Replacing the masculine pronoun with "one," "you," or "they" as appropriate. (Use "he or she" and its variations sparingly to avoid clumsy prose.)

12. REFERENCES. The reference section must be double-spaced. Use author-date citations within the text and an alphabetical (by author's last name) reference section at the end of the article. All works cited in the text must be included in the reference section; all references must have in-text citations. Do not use abbreviations for journal titles. See the information below. For further information concerning the preparation of references, consult the brochure, "Information for Authors" available from the Editors or the latest edition of the *Publication Manual of the American Psychological Association*.

In-Text Citations

Case studies have been published which bring these models down to earth (Ecklein, 1983; Rothman & Erlich, 1976), but little effort has been made to document across a range of communities what actually happens when natural cases are selected for observation, rather than exemplary models (Shostak, 1966; Kramer, 1967; Verma, 1986)

Reference Section

Brager, G., & Specht, H. (1973). *Community organizing*. New York: Columbia University Press.

Hyde, C. (1989). A feminist model for macro practice: Promises and problems. *Administration in Social Work, 13*(3/4), 145-181.

Roberts-DeGennaro, M. (1986a). Building coalitions for political advocacy efforts. *Social Work, 31*, 308-311.

Roberts-DeGennaro, M. (1986b). Factors contributing to coalition maintenance. *Journal of Sociology and Social Welfare, 13*, 248-264.

Rothman, J., & Tropman, J.E. (1987). Models of community organization and macro practice perspectives: Their mixing and phasing. In F.M. Cox, J.L.

Erlich, J. Rothman, & J.E. Tropman (Eds.), *Strategies of community*

organization: Macro practice (4th ed.), (pp. 3-26). Itasca, IL: F.E. Peacock.

13. ALTERATIONS REQUIRED BY REFEREES AND REVIEWERS. A paper may be accepted by the Editors contingent upon changes that are mandated by anonymous specialist referees and members of the Editorial Board. If the Editors return your manuscript for revisions, you are responsible for retyping any sections of the paper to incorporate these revisions.

14. TYPESETTING. You will not receive galley proofs of your article. Editorial revisions, if any, must therefore be made while your article is still in manuscript. The final version of the manuscript will be the version you see published. Typesetting errors will be corrected

by the production staff of The Haworth Press, Inc. Authors are expected to submit manuscripts, and art that are free from error.

15. **ELECTRONIC MEDIA.** Haworth's in-house typesetting unit is able to utilize your final manuscript material as prepared on most personal computers and word processors. This will minimize typographical errors and decrease overall production time. Please send the first draft and the final draft copies of your manuscript to the journal Editors in electronic format for their final review and approval. Authors are advised that *no revisions* of the manuscript can be made after acceptance by the Editors for publication. The benefits of this procedure are many with speed and accuracy being the most obvious. We look forward to working with your electronic submission which will allow us to serve you more efficiently.
16. **REPRINTS.** The senior author will receive two copies of the journal issue as well as complimentary reprints several weeks after the issue has been published. The junior author(s) will receive two additional reprints at this time. (Approximately 4-6 weeks is necessary for the preparation of reprints.) Please do not query the Journal's Editors about reprints. All such questions should be sent directly to The Haworth Press, Inc., Production Department, 37 West Broad Street, West Hazleton, PA 18202. To order additional reprints, please contact The Haworth Document Delivery Service, 10 Alice Street, Binghamton, NY 13904-1580 USA; 1-800-HAWORTH or FAX 1-607-722-6362.
17. **COPYRIGHT AND PERMISSIONS.** For permission to reprint articles that have appeared in Haworth journals, please contact: Copyright & Permissions Department, The Haworth Press, Inc., 10 Alice Street, Binghamton, NY 13904-1580 USA.
18. **LIBRARY PHOTOCOPYING. ATTENTION LIBRARIANS:** If your library subscribes to this journal, Haworth® **waives** all photocopying fees or any royalty payments for multiple internal library use. By "internal library use" we mean:
 - photocopying multiple copies of any article for your reserve room or reference area
 - photocopying of articles for routing to either students or faculty members
 - multiple photocopying by students for coursework
 - multiple photocopying by faculty members for passing out to students at no charge or for their own files
 - other traditional internal library multiple use of journal articles