

## Connecting Voices: Editorial Policies

The Newfoundland and Labrador College of Social Workers (NLCSW) is established by [legislation](#) to regulate and advance the practice of social work in Newfoundland and Labrador.

Connecting Voices is a publication of the NLCSW that promotes the knowledge and expertise of registered social workers (RSW's) and facilitates information sharing among the membership. The NLCSW Editorial Committee, comprised of RSW's and NLCSW staff, oversees the semi-annual publication which is released in January and July each year.

### **General Articles:**

The Editorial Committee is interested in article submissions from RSW's and non-practicing members, in good standing, that pertain to clinical practice, ethics, advocacy, promotion, community development, social policy, program development and service delivery, leadership, education and research. The committee is also interested in book reviews, updates on relevant resources, and articles that explore the interplay between the personal and professional.

It is recommended that general articles be no more than 750 words.

### **Feature Articles:**

The editorial committee reserves the right to select articles for the feature cover story. Only articles from RSW's and non-practicing members, in good standing, will be considered for the feature article. These articles must be timely and meet the criteria for general articles.

### **Commentaries:**

Commentaries from RSW's and non-practicing members, in good standing, must be no more than 500 words. Commentaries must be constructive, factual, informed, and grounded in the literature. Commentaries should be focused on issues rather than individuals or organizations and are meant to broaden people's thinking and encourage healthy debate.

The following disclaimer will be published with all commentaries: "This is an opinion article and represents the thoughts of the author pertaining to ....."

### **Submissions from Social Work Students & Community Organizations:**

The editorial committee will consider articles submitted by social work students and community organizations for publication in the newsletter. Articles submitted by members of a community organization must include the job title and academic credentials of the author(s). Articles considered for publication must be timely and:

- 1) Explore issues, topics, interventions, or programs that are relevant to and/or promote social work practice
- 2) Be factual, informed and grounded in the literature
- 3) Reflect the vision of the NLCSW (Excellence in Social Work)
- 4) Adhere to the values of the social work profession

Submissions must be no more than 750 words.

### **Submissions from Individuals who are Social Work Educated but Not Registered:**

The Editorial Committee will not accept articles from individuals who are social work educated and eligible for registration but are not registered to practice social work in NL.

### **Memorials/In Memorial Submissions:**

Memorials/In Memorial submissions will be reviewed by the Editorial Committee on a case by case basis. Memorials/In Memorial submissions must be no more than 250 words.

**Deadlines:** All articles must be submitted electronically in word format by the submission deadlines (May 1<sup>st</sup> for the summer edition and November 1<sup>st</sup> for the winter edition).

Revised October 13, 2011, November 27, 2012, October 10, 2013, November 20, 2014, October 2018, November 12, 2020, November 18, 2021, January 13, 2022

Articles submitted after the respective deadlines will be considered on a case by case basis and may be kept on file for a future edition of the publication.

### **Permission:**

It is the responsibility of the author to check with their employer, where appropriate, regarding approvals for article publication. It is also the responsibility of the author to ensure that appropriate permission has been obtained to have an image (e.g. photo, logo) published in Connecting Voices.

### **Images (e.g. photos/logos):**

The Editorial Committee welcomes photos/logos with article submissions. It is recommended that photos be submitted in JPEG format and have a file extension of .jpg or .jpeg. EPS or GIF format is recommended for logos. All images should be forwarded as a separate attachment rather than embedded in the article.

### **References:**

The Editorial Committee requires that article references be formatted using APA (American Psychological Association). This includes in-text citations and the associated reference list.

### **Advertising:**

Advertising by organizations, groups or businesses is available in the Connecting Voices publication. The advertising rate card is available at <https://nlcsw.ca/practice-resources/connecting-voices>. Requests for advertising will be reviewed by the Editorial Committee in terms of relevancy to social work practice. All advertisements must be submitted electronically by the article submission deadlines.

### **Editorial Review:**

The Editorial Committee reviews all submitted material for clarity and conciseness. The committee reserves the right to reject any submission or return it to the author for revision prior to publication.

Publication of submissions does not imply endorsement by the NLCSW.

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### **Reprinting of Articles Published in Connecting Voices:**

Permission to reprint articles published in Connecting Voices must be obtained from the primary author of the article and the NLCSW. Requests must be received in writing and outline the purpose for which the articles will be used.

Where permission is granted, the author and the NLCSW shall receive acknowledgment. Article text must be reproduced in its entirety, without additions or changes.

### **Requests for Photocopying of Articles Published in Connecting Voices:**

Permission to photocopy articles published in Connecting Voices must be obtained from the primary author of the article and the NLCSW. Requests must be received in writing and outline the purpose for which the articles will be used. Where permission is granted, the article must be photocopied in its entirety.

### **Reprinting of Articles from Other Published Sources:**

Permission to reprint an article from an outside source to appear in Connecting Voices must be obtained from the publishing source. Where a social worker is the author of the article, or a focus in the article, permission must also be obtained from the social worker prior to consideration for publication in Connecting Voices.