

The Journal of Baccalaureate Social Work

CRITERIA FOR REVIEWING MANUSCRIPTS

Please use/apply the following criteria when reviewing the attached manuscript:

1. Consistency with purpose/mission of JBSW -- manuscript contributes to the development and excellence of baccalaureate social work education and practice by:
 - Expanding the knowledge base of social work
 - Advocating for professional practice
 - Developing leadership within the baccalaureate community
 - Increasing the understanding of our roles as educators, students, researchers, and administrators
 - Promoting high standards of ethical conduct in the profession
 - Championing the undergraduate practitioner

2. Quality/soundness/completeness – manuscript includes:
 - A clear statement of issue/research question/hypothesis to be addresses
 - Appropriate and sufficient background/history/literature review
 - Adequate description of methodology/study process
 - Adequate development of topic
 - Limitations of study (if applicable)
 - Suggestions for further study/research
 - Appropriate conclusions/implications/applications
 - Complete citations and reference list in APA format

3. Readability/Accessibility/Clarity – manuscript is written, to the extent possible, to be accessible to/useable by BSW students and practitioners as well as educators. This criterion does not suggest manuscripts should be “watered down” or “simplified”, but that complex issues and topics should be presented as clearly and understandably as possible.

4. Language free of bias – see “NASW Press Guidelines for Describing People”. Reviewers are asked to note language bias in manuscripts.