

# Editorial Policy and Submission Requirements

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*The Journal of Baccalaureate Social Work* is a refereed journal emphasizing contributions of the baccalaureate community in promoting the continuing development and excellence of baccalaureate social work education and practice. To this end, the journal facilitates sharing of a wide range of experiences, knowledge, ideas, and research as well as other matters related to this mission. The journal is committed to nurturing scholarship, contributing to the knowledge base of social work, advocating for professional practice, and developing leadership within the baccalaureate community.

Manuscripts are solicited from the entire baccalaureate community and invited from other educators, researchers, and practitioners focusing on baccalaureate social work education and practice issues. Particularly sought are manuscripts that increase understanding of the roles of baccalaureate educators, practitioners, students, researchers, and administrators; promote high standards of ethical conduct within the profession; and champion the undergraduate practitioner. The journal's space is reserved for *original* contributors. *A manuscript or any substantial part of a manuscript must not have been previously published, accepted for publication, or be currently submitted for publication elsewhere.* Manuscripts should be no more than 20 pages, excluding references (double-spaced, 8" x 11 " pages, 12-point font).

**Submission Requirements.** Submissions by e-mail (as attached Microsoft Word documents) are preferred, but three paper copies of the completed manuscript may be submitted by mail. (If accepted for publication with or without revisions, the author will be required to submit the completed manuscript in electronic format.) Please include lead author's name, affiliation, mailing address, telephone number, fax number, and e-mail address. Author(s) names and identifying information should appear only on the title page. Manuscripts involving human subjects must include documentation of university permission. Manuscripts should be accompanied by a 150-word abstract and five to six keywords for indexing purposes. Manuscripts *must* follow the guidelines of the *Publication Manual of the American Psychological Association*, Fifth edition. The journal also uses the NASW Press "Guidelines for Describing People." Send completed manuscripts to Kristine Moreno, BPD Program Coordinator/Managing Editor, *Journal of Baccalaureate Social Work*; Council on Social Work Education; 1725 Duke Street, Suite 500 Alexandria, VA 22314; [kmoreno@cswe.org](mailto:kmoreno@cswe.org); telephone: 703-519-2045; fax: 703-683-8099.

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