

The Journal of Baccalaureate Social Work

GUIDELINES FOR REVIEWS

NOTES:

1. Author is used in the singular, but is intended to include multiple authored works. Correspondence for JBSW will be with the first author listed on the manuscript unless otherwise requested.
2. “Reviewer” is synonymous with “consulting editor”.

REVIEW PROCESS:

1. The editor will assign two reviewers for each manuscript to be reviewed. In order for a reviewer to be assigned, the manuscript must meet the basic requirements called for in the JBSW Manuscript Submission Statement (length, identifying information removable, no discriminatory or biased language, etc.) All manuscripts meeting these basic requirements will be sent for anonymous review. Manuscripts not meeting the basic submission requirements will be returned to the author.
2. Reviewers will be asked to complete reviews within three weeks of receipt, but will have a maximum of four weeks from the date they receive the manuscript to review the manuscript and return it with completed recommendation and comments sheets to the JBSW Editorial Office.
3. When two reviewers’ recommendations differ, the editor can make the final decision regarding the recommendation or the editor may choose to send the manuscript to a third reviewer.
4. In addition to a letter from the editor informing the author of the outcome of the review process, the author will receive a copy of the “Reviewer Comments” provided by each reviewer.
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