

Newfoundland & Labrador

# College of Social Workers



## *Connecting Voices Writing Guidelines*

October 2015; Updated September 2016, November 2020, January 2022

## About Connecting Voices

*Connecting Voices* is a publication of the Newfoundland and Labrador College of Social Workers (NLCSW) that facilitates information sharing among the membership. *Connecting Voices* is published two times a year, January (winter edition) and July (summer edition).

The newsletter reaches over 1700 NLCSW members, Canadian social work bodies as well as other provincial regulatory bodies.

If you are considering writing for *Connecting Voices*, please review the helpful guidelines that follow.

NLCSW members are able to claim Continuing Professional Education (CPE) credits for articles published in *Connecting Voices* as per the [NLCSW CPE policy](#). Members can earn up to 10 required CPE credits under *Professional Education Delivery* category. Additional research hours can be claimed under the elective *Self-Directed Learning* category.

## General Guidelines on Writing for Connecting Voices

- **Word limit:** It is recommended that general articles be no more than 750 words.
- **Article submission:** Articles can be submitted electronically as a Microsoft (MS) Word file to the NLCSW office.
- **Article formatting:** The article title followed by the author's name and credentials/designation (e.g. BSW, RSW) should be listed at the beginning of the article. The recommended font is Calibri 12 with one space following punctuation.
- **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*.
- **References:** To ensure consistency throughout the publication, sources should be referenced using APA. A maximum of 5 references is recommended for a 750-word article.

The following are samples of frequently used references using APA formatting (7<sup>th</sup> edition):

## Reference List

- **Books:** The author's last name is used followed by initials for their first and middle name; publication year goes between parentheses, followed by a period. The title of the

book is in sentence-case, meaning only the first word and proper nouns in the title are capitalized. If retrieved online, include the digital object identifiers (DOIs) or Uniform Resource Locators (URLs).

**Example:** Author, A.A., (Year). *Title of book*. Publisher Name. DOI or URL

- **Periodicals:** Periodicals include items published on a regular basis: journal articles, magazines, newsletters, and so on. The title of the article is followed by the periodical title and the volume number (and issue number, page range if applicable). The periodical title and volume number is italicized.

**Example:** Author, A.A., (Year, Month Day). Title of article. *Title of Periodical, Volume # (Issue Number)*, Page range. DOI or URL

- **Electronic Sources:** Electronic sources follow the same guidelines as printed articles. However, the website address would be included as part of the reference. The website URL no longer needs to be preceded with “Retrieved from” unless there is also a retrieval date.

**Example:** Author, A. (Year, Month Day). Title. URL.

- **Documents where an organization is the Author:** Provide the name of the organization, followed by the year and name of the document in italics, sentence style with only the first word or proper nouns capitalized. When the publisher is the same as the author, omit the publisher.

**Example:** Name of Group. (Year). *Title of document/report*. URL.

### In-text Citation

- When citing a reference, use the author’s surname and year of publication in the text at the appropriate point (whether paraphrasing, summarizing or using a direct quote). When a direct quote is used, the page number must also be included.
- For a work with one or two authors, include the author(s) name(s) in every in-text citation.
- For a work with three authors or more, use the name of the first author followed by “et al” in every in-text citation, including the first citation.
- Acronyms or abbreviations: Please spell them out on first use. Thereafter, the abbreviation may be used.

## Image Submission

- Images (e.g. photos, logos): 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 into the MS Word file.

## Deadline for Article Submissions

Issue Date	Submission deadline
January	November 1
July	May 1

*\*The deadline dates are necessary to ensure that the committee has time to review all articles submitted for publication, provide feedback to the authors, and meet deadlines. Requests for an extension to complete an article for publication will be reviewed by the Editorial Committee and may be granted if timing permits. Where extensions are not provided, completed articles submitted after the publication deadline will be kept on file, with the author's permission, for the next edition\**

## What Happens After You Submit Your Article

You will receive an email confirming receipt of the article. The article will be reviewed at a monthly meeting of the NLCSW Editorial Committee. The committee is comprised of registered social workers from across the province who are interested in the 'behind the scenes' process involved in publishing a newsletter. Two NLCSW staff members are also part of the committee (including the co-editor and administrative support).

If minor editorial changes are proposed, the author will receive these edits for review. If the committee recommends edits to clarify content or reduce the word count, the author will receive feedback and can re-submit a revised article or give permission for the committee to make these changes. The final draft will then be provided to the author for approval. If an article is not accepted for publication, the author will receive direct feedback.

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