



## **Editorial requirements ANSE Journal**

*Information for editorial board editors, national editors and authors*

### **General provisions**

- Authors are kindly requested to submit their contribution - article, interview, short vignette, review - to their national editor. Check the website of your national organisation for exact contact information. After initial editing, the national editor will forward the manuscript to the editorial board
- Authors will submit their contribution in Words, together with a 'teaser' of no more than 5 lines for dissemination on social media, an abstract of no more than 10 lines and a short bio of no more than 8 lines, containing the most characteristic and recent personal information only
- Authors will submit their contribution as a flat text, using letter-type Arial (11 or 12 point) and without title-capitals
- Authors will provide a recent, high definition colour portrait picture
- Authors are free to add copyright free pictorial materials and/or submit such materials with the written permission of the copyright holder, in which case his, her or its name must be mentioned in the publication
- Every contribution has to be written or translated in correct English
- Articles will not exceed 3000 words. The chief editor may occasionally allow exceptions, such as a 'long read' as introduction to the topic of the issue, which will not exceed 5000 words
- Vignettes are short impressions and will not exceed 500 words
- Depending on necessity to be decided upon by the editorial board and/or the chief editor, these limits may include tables, figures, graphics or other illustrations containing words and signs.
- NB: submit tables, figures or graphics in flat typescript, delineating these by 'open cadre' and 'close cadre'. Do *not* use Word-Doc.

### **Copyright protection**

Authors are responsible for the substantive, factual and legal correctness of their contributions. By submitting his/her article or vignette, the author declares:

- to have taken due notice of all the editorial requirements and to take full legal responsibility for the content and the proper and legally correct use of citations, paraphrases and pictorial materials used in it;
- that the article has not been submitted for publication or accepted elsewhere at the same time;
- that the article has never been published elsewhere before or at the same time (other than in accorded cases of using text materials from magazines or newsletters published by ANSE affiliated national organisations);
- to have obtained permission to publish previously published material;
- that the persons who contributed to the creation of the article and are mentioned as such in the text, agree to have their name published;
- to agree to the 'standard publication conditions for attachments';

- to give permission for the article to be published in both the paper edition and the digital edition of ANSE Journal;
- to agree that the editors may obtain external advice about the article.

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- Authors will receive no honorarium
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- All published contributions are archived in a permanently accessible mode. It is possible to download any article or other contribution at any time.

### **Instructions for authors**

#### **Citation Rules according to APA**

APA referencing style is an author-date referencing system published by the American Psychological Association. Anything that authors have referred to in their articles, reflections of vignettes, they have to: (1) acknowledge **in text** and (2) include in the **reference list at the end of the article**.

So, whenever work of other authors or from other sources is cited or paraphrased, the article in question should be followed by a reference list under the header *references*.

The following rules apply (please, pay close attention to the italics and the use of the ampersand, the '&' sign!):

- At the end of the article there should be a reference list of all sources used in the text under the header *references*.
- All literature should be listed in alphabetical order in the following way:

#### **When it deals with the book:**

- Leave, J. and Wenger, E. (1990). *Situated learning: Legitimate peripheral participation*. Cambridge: Cambridge University Press.

#### **When it deals with the chapter published in the book:**

- Gould, N. (2004). *Qualitative research and social work: the methodological repertoire in a practiceoriented discipline*. In: Lovelock, R., Lyons, K. & Powell, J. (Eds.), *Reflecting on social work – Discipline and profession*. Farnham: Ashgate Publishing, 130-145.

#### **When it deals with the article in a journal:**

- Pehrson, K., Panos, P. T., Larson, K. L., Cox, S.E. (2010). Enhancement of the social work practicum student-supervisor relationship: Utilizing communication styles. *Journal of Practice Teaching & Learning*, 9 (2), 72-92.

#### **When it deals with the referencing sources from websites**

- It is necessary to include the exact date when the text was accessed, for example:

IASSW (2020). *Global qualifying standards for social work education and training*. Retrieved from: <https://www.ifsw.org/global-standards-for-social-work-education-and-training/> (2.5.2022.).

### References in other languages

- Should be listed in the Reference list in the original language of the reference and English translation should be provided in brackets.

### In text citations and references

- **When citing other authors, works and documents**, the source should be cited within the brackets, with the last name of the author and the publishing year, for example: (Lahad, 2000).
- **In case of citing documents**, the brackets should contain the full title of the document and the publishing year, for example: (Social Welfare Act, 2013, 2014, 2015, 2016, 2017, Article 6, Paragraph 1).
- **When citing exact quote**, the reference should include page numbers, for example: quote (Urbanc, 2006:24)
- **In a case of referencing more authors in the text:**
  - ❖ Two authors: van Hees, G., Geißler-Piltz, B. (2010). *Supervision meets Education, Supervision in the Bachelor of Social Work in Europe*. CESRT Research Centre Social Integration Faculty of Social Studies / Zuyd University of Applied Sciences Maastricht, The Netherlands, 21-80.
  - ❖ Three authors: (Alphonse, Purnima and Moffatt, 2008.)
  - ❖ More authors: (Pehrson et al., 2010).

### Tables, graphs, images

- **Tables, graphs and images** should be numbered and should have their own captions, placed above the tables and under the images and graphs.