

## **Information for Authors**

NAPSW FORUM, first published as *High Hopes* in 1980, was changed to its current name in the autumn of 1984. NAPSW FORUM is published online quarterly as a professional newsletter committed to providing useful, timely information to social workers and related colleagues working in all settings of perinatal health care. Perinatal health care includes the period from pre-pregnancy through an infant's first year of life.

The editors of NAPSW FORUM welcome manuscripts addressing all aspects of psychosocial issues that emerge in perinatal health, including articles on perinatal practice, case reviews, legal and ethical issues, program planning, social advocacy, legislative issues, innovations in the social work practice of perinatal health care, and research. Interdisciplinary contributions are encouraged.

Please submit all manuscripts, letters to the editor, and book reviews as Word documents by email at [napswwforum@napsw.org](mailto:napswwforum@napsw.org).

## **Original Articles**

Manuscripts are considered for publication with the following general guidelines:

- Manuscripts must be original work, not previously published, or under consideration by another publication.
- Manuscripts may not exceed 15 pages, including components.
- Maximum of 3 tables/figures.
- References to earlier research or conceptual work should include a reference citation in text and complete reference information in the reference list. Only papers directly related to the article should be cited, with no more than 25 references. NAPSW uses the APA author-date citation style.
- Authors must declare whether or not there are any competing financial interests in relation to the work described.
- Manuscripts may not contain any patient identifying information. Patient anonymity must be carefully protected. Authors should remove a patient's identifying information unless they obtain written consent and submit this documentation with the manuscript.
- All accepted manuscripts are subject to editing, with the author's approval.
- The NAPSW FORUM review process is anonymous. A minimum of three reviewers critique each manuscript, after which the editor-in-chief makes a decision as to acceptance for publication.
- Manuscripts published online will be available to all current NAPSW membership at the time of publication. A pay per view fee will be charged for all other distribution.

## **Case Studies**

Case studies are an invaluable record of clinical practice and can provide teaching material of interactions that may confront the social worker in their own setting. An important reason to write a case study is the lesson that it teaches. Consider how the case may increase awareness of a situation or need, suggest new or proper strategy, or demonstrate some unique or unusual social work practice with a relatively common issue. General guidelines for style and format of case studies are as follows:

- Maximum of 500-1500 words
- Consider how does this contribute to the perinatal social work field
- Include a short introduction with context, relevance and importance
- Case description with sequential history and outcomes
- Discussion of why decisions were made and any lessons learned

- Case studies accepted for publication are subject to editing and may be shortened to fit the available space, with the author's approval

### **Letters to the Editor**

Letters may be no longer than two pages and provide brief comments in response to issues covered in the newsletter or other points of interest to social workers in perinatal health. Letters selected by the editor-in-chief for publication are subject to critical review and may be shortened to fit the available space.

### **Book Reviews**

NAPSW FORUM publishes book reviews discussing texts relating to all psychosocial aspects of perinatal health including but not limited to: adoption, infertility, genetic counseling, surrogacy, family planning, obstetrics, pregnancy, postpartum mood disorders, and perinatal bereavement. Guidelines for book reviews are as follows:

- Heading must include:
  - Title of book being reviewed
  - Author
  - Publisher, Year
  - Reviewed by (insert your name)
- Maximum of 750 words
- Briefly describe the main theme, plot or organizing principle
- Include an analysis of the book's strengths and weaknesses with examples
- Consider the book's place within the field of perinatal health, explain similarities or differences, what is the book's main contribution if any
- Accepted reviews are subject to editing and may be shortened to fit the available space, with the author's approval.

### **Publication Decisions**

The editor in chief makes the final decision on whether to publish a manuscript based on the following:

- Reviewers' ratings
- Contribution to the Perinatal Social Work field
- Timeliness of the subject matter
- Clarity of presentation
- Appropriateness to the NAPSW FORUM
- Originality and readability

The decision process is typically a 3-4 month process. Both the editor in chief and peer reviewers volunteer their time to the NAPSW FORUM publication. Authors may inquire about the status of their manuscript at any time during the decision process. The decision will be either accepted for publication, rejected with request for changes, or rejected. Decisions are released only to authors and notification will be sent by email.

### **Correction and Retraction**

NAPSW FORUM recognizes the responsibility to correct errors. Content published online is final and cannot be amended. Any changes to the original published version will be made as a formal correction in the next available published issue.