

Research, Policy and Planning

The Journal of the Social Services Research Group



Editors: Andy Pithouse, Cardiff University & Greg Mantle, Anglia Ruskin University
(Pithouse@Cardiff.ac.uk) (Greg.Mantle@anglia.ac.uk)

Publishing Editor: Sue Harrington
Anglia Ruskin University
Bishop Hall Lane
CHELMSFORD
Essex CM1 1SQ
Tel: 0845 196 4138
Email: Sue.Harrington@anglia.ac.uk

Research, Policy and Planning is a peer reviewed journal published three times a year. It is devoted to publishing research by researchers and practitioners in local and central government, other statutory bodies and voluntary agencies and academic institutions which bears on the interests and concerns of SSRG members. For editorial purposes, research is taken to include empirical studies, policy analyses, planning reports, literature surveys and review articles. Descriptive accounts and case studies may be published as a Short Report after discussion with the editors.

Submission guidance

Papers should be no more than 5,000 words, excluding abstract, references and tables. They should be double-spaced throughout, allowing good margins. Where possible, manuscripts for consideration should be submitted in electronic form to Sue Harrington (Sue.Harrington@anglia.ac.uk). Alternatively manuscripts can be submitted by post as hard copy or on disk. All pages of the manuscript should be numbered consecutively, beginning with the title page. The format for submission is:

Title page

A separate title page should be provided. This should include the title of the paper, author(s) name(s) and affiliation, a brief biographical note and the corresponding author's contact details.

Abstract and keywords

This should be no more than 200 words and should outline the purpose of the study, methods, main findings and implications for policy and practice. Three or four keywords should be identified.

Quality and relevance:

Papers will be expected to deepen or expand our understanding of a topic and show some originality of thought while also acknowledging other relevant sources in the topic area. Ideally, papers should discuss important and timely issues that will appeal to the Journal's broad-based readership in practice, management, policy and research. The paper should demonstrate an adequate conceptualisation of the main theme and have a logical and

sufficient methodology or argument. The paper should show how findings or debates are of relevance to or can be applied to practice, policy or research. Conclusions and/or recommendations should be in line with the focus of the paper.

Style and values

Papers should be readable and seek our readers' interest. There should be a clear and logical style where material is presented concisely and where jargon is kept to a necessary minimum. All papers will be free from prejudice or unwarranted bias and be consistent with professional values in social care. Papers should reflect a balanced outlook on a topic but where authors may wish to take a particular position then that position needs to be clearly acknowledged at the outset. The editors and editorial board together reserve the right to decide on suitability to publish in this Journal.

Figures and tables

Figures and tables should be kept to a minimum. They should not be included in the text but should be provided on a separate page. They should be numbered, have an appropriate heading and follow standard format. The desired position of the figure or table in the manuscript should be indicated.

Footnotes and appendices

Footnotes and appendices should only be included where essential.

References

In-text references should be cited by giving the author's name, year of publication (e.g. Smith, 1999) and specific page numbers after a direct quotation. Where there are more than two authors, the reference within the text should be cited as Smith *et al.* and the date, but in the reference list the names of all the authors should be included. References should be double spaced, arranged alphabetically by author, and chronologically for each author. Publications for the same author appearing in a single year should use a,b, and so on.

The format for references is:

- Book/report: Manthorpe, J. & Iliffe, S. (2005) *Depression in Later Life*, London: Jessica Kingsley.
- Book chapter: Healy, B. & Renouf, N. (2005) 'Contextualised Social Policy: An Australian Perspective', in Ramon, S. & Williams, J.E. (eds.), *Mental Health at the Crossroads: The Promise of the Psychosocial Approach*, Aldershot: Ashgate, pp. 39-50.
- Journal article: Hayden, C. & Stevens, M. (2004) 'Identifying the extent of challenging behaviour in adult learning disability services', *British Journal of Social Work*, **34**(6), pp. 811-29.
- Advance access papers: Papers published in Advance Access should be cited using the DOI and publication date e.g. Collins, S. 'Statutory social workers: Stress, job satisfaction, coping, social support and individual differences', *British Journal of Social Work*, Advance Access published May 24, 2007, doi:10.1093/bjsw/bcm047.
- Electronic source: Name, full URL, and date that it was retrieved from the website.