

LJETOPIS SOCIJALNOG RADA



ANNUAL OF SOCIAL WORK
Guidelines for Authors

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1. THEMATIC AREA OF THE JOURNAL AND THE EDITORIAL PROCESS

The Annual of Social Work problematizes current insights about the theory and methodology, scientific research and the practice of social work, as well as the insights from other scientific areas related to social work, which are important for understanding social issues and conducting social interventions more effectively. Alongside scientific and professional articles, the journal also publishes translations of selected texts, which are of special significance for understanding contemporary social work, as well as reviews of conferences, books and journals from the field of social work and other humanities and social sciences disciplines important for social work.

The Annual of Social Work publishes 3 issues a year. Given the number of received articles, the usual duration of article review is from 2 to 4 months and the usual publishing time is up to a year after the submission of the contribution.

Editorial recommendation

It is possible that the e-mail server identifies e-mails generated by the online journal system (Open Journal System) as spam. To ensure that you securely receive e-mails from Annual of social work, add the journal e-mail address to the list of secure contacts on the server you are using or regularly browse the spam mailbox.

2. JOURNAL INDEXING

The Annual of social work is indexed in the following international bibliographic databases:

- Social Sciences Citation Index
- Sociological Abstract
- Social Services Abstract Database
- Studies on Women and Gender Abstracts
- SCOPUS
- EBSCO
- ERIH plus
- DOAJ- Directory of Open Access Journal

3. THE STANDARDS OF CLASSIFICATION OF SCIENTIFIC AND PROFESSIONAL ARTICLES

Articles in the Annual of Social Work can be classified as scientific or professional.

Original scientific article	Scientific articles The recommended length of the article is 16-18 pages.
Preliminary communication	
Review article	
Professional article	Professional articles
Practical experience	Shorter works are also accepted.

Original scientific article

Original scientific article contains original theoretical discussions and results of new research. This includes discussions about the fundamental theoretical issues in social work and social work practice, as well as a wide range of applied research (e.g. exploratory, evaluation and action research). The important qualities of original scientific articles are a clearly defined and consistently represented methodology, as well as a critical approach to findings and possible weaknesses of the conducted research. Qualitative and quantitative approaches to research are of equal value.

Preliminary communication

Preliminary communication is also a scientific article which presents results of an ongoing research, with the first results being issued to the public because of their relevance. This article contains new scientific data and has a clear methodological approach, but the results are still not considered final and cannot be verified.

Review article

Review article comprises a comprehensive outline of the state and development trends of certain areas of social work theory and social work practice as well as of methodological approaches, the implementation of certain theoretical approaches and the analysis of practice. The article also contains a critical stance of the author as well as a review of relevant literature on the issues in question.

Professional article

Professional article is primarily focused on the improvement of practice and, with the help of knowledge on the relevant theoretical approaches and sources, primarily deals with practical experiences of the author and issues related to practice.

Practical experiences are short reviews of the work of experts based on practical work which contain at least 1500 words. Practical experiences are expert contributions which can deal with some of the following topics:

- the experience of working with clients through the implementation of different work methods and interventions,
- organizational structure and working conditions in an organization/institution within the social welfare system (and beyond),
- the challenges in the jurisdiction of a certain institution/organisation when working with a client – examples from practice (regulatory changes in the social welfare system, review of the enforcement of changes and amendments to the laws etc.),
- description of cooperation of institutions inside and outside of the system, as well as experiences gained from cooperation of different professional teams,
- presentation of project activities and their results in the organisations/institutions within the social welfare system (and beyond),
- experiences from professional trainings, conferences, seminars, round tables, and the possibilities of their implementation in practice.

4. ETHICAL ISSUES

During the submission of articles for potential publication in the Annual of Social Work, it is necessary to declare the following through the online system:

- that the proposed paper is exclusively the result of your own research work or the work of a research group you represent as the first author of the proposed contribution;
- that, in case you are the first author of the paper, you have notified all other authors of the paper about the procedure and ethical demands for publishing your paper in the Annual;
- that the works and opinions of other authors which you have used in your work are clearly cited and acknowledged in the text as well as in the References section;
- that the text has not been published or sent for publishing in this form or in the form in which a large part of the text (over 50%) has been used in another journal, book or other publication.

Ethics of research

If the work contains research results, it is necessary to state the ethical aspects taken into account during the process of conducting the research. It is desirable that ethical aspects of the research be presented in the work in such a way that the author/authors describe the principles they adhered to regarding the conducted research (for example, describing the aim and the purpose of the research, informed consent, the protection of data related to research participants, care about the well-being of research participants etc.). The chapter of the paper which describes the methodology and the process of conducting the research should contain permits of ethics commissions for conducting the research and a note on accepting provisions of ethical standards in research, such as the Code of Ethics for Research involving Children (2003).

Also, if the research is conducted as a part of an ongoing or completed project, it is necessary to name the project.

REMARK

For qualitative researches please use:

1. Ajduković, M. (2014). Kako izvještavati o kvalitativnim istraživanjima? Smjernice za istraživače, mentore i recenzente. *Ljetopis socijalnog rada*, 21 (3), 345-366.

2. Tong, A., Sainsbury, P. & Craig, J. (2007). Consolidated criteria for reporting qualitative research (COREQ). *International Journal for Quality in Health Care*, 19 (6), 349-357.

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6. TECHNICAL INSTRUCTIONS

- First page should include the following information:
 - Name(s) and surname(s) of each author
 - Affiliation of each author
 - Profession of each author
 - E-mail(s)
 - ORCID number (ORCID can be obtained at <https://orcid.org/>)
- Manuscript should contain the following:
 - Abstract and keywords
 - Introduction
 - Aim and purpose of the work/research
 - Research methodology (for research papers)
 - Results and Discussion
 - Research limitations (for research papers)
 - Conclusions
 - References
- Foreign expressions, including document titles and names of institutions in a foreign language, should be written in italics – for example, *Hrvatska udruga socijalnih radnika*
- All additionally emphasized parts of the text should be written in bold letters.
- Underlining should not be used.
- The names used in the text (names of institutions, associations, terms from other works) should be placed in quotation marks. In papers based on the qualitative approach, the names of topics/terms/categories/codes etc. should also be placed in quotation marks. The following quotation marks are used in the Annual of Social Work: the opening quotation mark for quotations/titles should be » , while the closing quotation mark should be « . In summary, these are the quotation marks: » « .
- The pages should be numbered and footnotes should be used only exceptionally.
- The article should be submitted in Word format (.doc or .docx format).
- Additional materials and attachments can be published in the online edition of the journal (supplementary materials).

7. FIGURES AND TABLES

Tables, graphs and images should be numbered and should have their own captions, which should be short and clear. The caption should be placed above the tables and under the images and graphs. The images should be prepared in JPEG, EPS or TIFF format, graphs displaying the results in Excel format and tables in Word format. All tables, graphs and images should be in black and white, without any additional colours. It is necessary to cite the source under all figures taken from other sources. If tables or text contain results of statistical analyses, it is necessary to provide all relevant information required for the reader to understand the findings independently, without reading the text in detail. Decimal place in decimal numbers should be separated by points and a zero should be added where necessary.

8. IN-TEXT CITATIONS AND REFERENCES

When citing other authors, works and documents, the source should be cited by placing parentheses with the last name of the author and the publishing year in the appropriate place in the text (Harvard style referencing). In case of citing documents, the parentheses should contain the full title of the document and the publishing year. In case of a more precise quote or citation, the reference should also include page numbers. The references should be cited in the text in the following way: one author (Urbanc, 2006), quote (Urbanc, 2006:24), two authors (Ajduković and Ajduković, 2010), three authors (Muslić, Rusac and Ajduković, 2009), four and more authors (Ajduković et al., 2012). Secondary sources should be cited in the following way: (Evans, 2008, cited in Betsch and Glockner, 2010). Documents should be cited in the following way: (Social Welfare Act, 2013, 2014, 2015, 2016, 2017, Article 6, Paragraph 1).

After each reference DOI number should be added, if available. Example: <https://doi.org/number>

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

1. Urbanc, K. (2006). *Izazovi socijalnog rada s pojedincem*. Zagreb: Alinea.
2. Delale, E. A. (2000). Emocionalna inteligencija kao činitelj rizika i zaštite kod djece i mladih. In: Bašić, J. & Janković, J. (Eds.), *Rizični i zaštitni čimbenici u razvoju poremećaja u ponašanju djece i mladeži*. Zagreb: Povjerenstvo Vlade RH za prevenciju poremećaja u ponašanju djece i mladeži i zaštitu djece s poremećajima u ponašanju, 63-76.
3. Gould, N. (2004). Qualitative research and social work: the methodological repertoire in a practice-oriented discipline. In: Lovelock, R., Lyons, K. & Powell, J. (Eds.), *Reflecting on social work – Discipline and profession*. Farnham: Ashgate Publishing, 130-145.
4. Muslić, Lj., Rusac, S. & Ajduković, M. (2009). Senzibilnost za nasilje nad starijima kod studenata: Mogućnost intervencija kroz nastavni program. *Ljetopis socijalnog rada*, 16 (1), 51-67.

5. Kuterovac, G., Dyregrove, A. & Stuvland, R. (1994). Children in war: A silent minority under stress. *British Journal of Medical Psychology*, 67 (1-2), 363-375.

6. Zakon o socijalnoj skrbi (2013, 2014, 2015, 2016, 2017). Narodne novine, 157/2013., 152/2014., 99/2015., 52/2016., 16/2017., 130/2017.

7. Macuka, I. (2016). Emocionalni i ponašajni problemi mlađih adolescenata – zastupljenost i rodne razlike. *Ljetopis socijalnog rada*, 23 (1), 65-86. <https://doi.org/10.3935/ljsr.v23i1.97>

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