

GUIDELINES FOR CONTRIBUTORS

Original Communications

The Social Welfare and Development (SWD) Journal accepts original and preferably unpublished articles on SWD-related programs, such as an assessment of DSWD's community and center-based programs, DSWD Projects, and other SWD-related initiatives from NGOs and other development agencies. The copyright of published articles shall be owned by the Journal.

The SWD Journal Editorial Board composed of the Editorial Adviser, Editor-in-Chief, Associate Editors, Managing Editor, and Assistant Managing Editor will review all submitted articles based on clarity of language and validity of supporting evidence. The SWD Journal Editorial Board reserves the right to reject articles proven as plagiarized and/or with weak supporting evidence, as well as the right to edit articles to conform to editorial policy.

Manuscripts

Clear manuscripts, tables and illustrations must be encoded in Times New Roman font size 12 double-spaced on A4-sized bond paper with one (1) inch margin on all sides. Articles should be a maximum of 50 pages long including tables, charts, annexes, and title page.

The title page should contain the manuscript's complete title as well as the author's full name, degrees obtained, organization, academic affiliations, address and contact numbers. Page numbering should begin with the title page, followed by the disclosure of conflicts of interest as page 2, abstract as page 3, etc. Abbreviations must be spelled-out or defined at first appearance in the text, tables, figures, or summary. American spelling, as indicated in the Webster's International Dictionary, is preferred. Mathematical equations/formula, if any, should be written in a single line. For example:

$$a+b=c; dy/dx=B; [(a-b) (c+d)] / (m+n) = r$$

Manuscripts must also be printed on one side of the page only and submitted in triplicate along with a soft copy (diskette or CD-RW).

Conflicts of Interest

Submitted manuscripts should contain the author's full disclosure of all potential conflicts of interest. Conflicts of interest arise when an author and/or the institutions he/she is affiliated with have financial or personal relationships that may inappropriately influence the author's opinions. These relationships are also known as dual commitments, competing interests, or competing loyalties. As such, financial relationships such as employment, consultancies and the like should be disclosed.

Authors should also state explicitly whether potential conflicts do or do not exist and provide pertinent details in a separate page following the title page. Journal editors reserve the right to publish this information if deemed necessary.

Summary (Abstract)

Abstracts with a maximum of 500 words should accompany all submitted articles. They should contain the salient points of the paper and follow the format prescribed for manuscripts.

References

The Modern Language Association (MLA) Style should be used for text format, endnotes and bibliography.

1. Book and journal titles should be italicized (i.e. *People's Journal*). Title of journal articles, working papers, and other reference documents, however, should not be italicized nor set in quotation marks but written in ALL CAPS (i.e. AN ANALYSIS OF DSWD PROGRAMS AND PROJECTS).
2. Endnotes are indicated in superscript after the quotation, paraphrased sentence, or summarized material from books, journals and other sources.

Endnotes should be numbered consecutively. Note that there should be no space between the punctuation and the endnotes. Also, only Arabic Numbers (1, 2, 3...) are used for endnotes and not Roman Numeral Numbers (I, II, III...).

3. Indicate the endnotes at the end of the article using the following formats:

BOOKS:

ⁿName of Author/s, Title of the Book (City of Publication: Name of Publishing Company, Date of Publication), Page Number/s.

*ⁿ = the number of the endnote (i.e., 1, 2, 3...)

For example:

¹Martin V. Kingsley and Christine N. Brown, Madame Curie: A Biography (New York: Oxford University Press, 1995), 12.

For books with three or more authors, use "et al." For example:

¹Martin V. Kingsley, et al., Madame Curie: A Biography (New York: Oxford University Press, 1995), 12.

Books edited or compiled should be cited, as follows:

ⁿName of Author/s, "Title of Article," in Title of the Book, ed. Name of Editor (City of Publication: Name of Publishing Company, Date of Publication), Page Number/s.

For example:

¹Martin V. Kingsley, "Madame Curie: A Biography" in Biographies of Women Scientists, ed. Harris C. Johnston (New York: Oxford University Press, 1995), 12.

Books with no author or editor stated should be cited as follows:

ⁿTitle of the Book (City of Publication: Name of Publishing Company, Date of Publication), Page Number/s.

For example:

¹Madame Curie: A Biography (New York: Oxford University Press, 1995), 12.

REFERENCE BOOKS:

ⁿ"Name of Article," Name of Encyclopedia, Year of Publication ed.

For example:

³"Philippines," Encyclopedia Britannica, 2007 ed.

GOVERNMENT DOCUMENTS:

ⁿName of Country, Name of Government Office, Title of the Article (Place of Publication: Publisher, Year of Publication), Page Number/s.

For example:

⁶Philippines, Department of Social Welfare and Development, Annual Report 2006 (Philippines: DSWD, 2006), 10-15.

REFERENCES AUTHORED BY COMPANIES/ORGANIZATIONS:

ⁿName of Country, Name of Organization, Title of the Article (Place of Publication: Publisher, Year of Publication), Page Number/s.

For example:

⁷Philippines, Philippine Development Organization, Development Report 2006 (Philippines: PDO, 2006), 15-20.

JOURNALS:

ⁿName of author, "Title of the Article," Title of the Journal, Magazine or Newspaper Volume Number, Issue Number (Date): Page/s.

For example:

⁸Wilbur M. Mason, "Rice Farming in the Philippines," The Agriculture Review vol. 6, issue no. 2 (June 2007): 25.

ONLINE SOURCES:

ⁿName of author, "Title of the Article," Cite Link (last accessed: date)

For example:

⁹Hanna G. Folger, "What is Color Therapy?"
http://www.colortherapy.com/hannah_g_folger.htm (last accessed: June 20, 2007)

If sources will be used repeatedly, the shortened form for citations may be used, as follows:

ⁿLast name of author, "First Words of Article Title," Page Number.

For example:

¹⁰Kingsley and Brown, "Madame Curie," 62.

Illustrations

Clear original drawings/pictures may also be submitted along with the manuscript. Drawings/pictures should be properly identified at the back or on a separate sheet, properly numbered, with the name of artist/s, a short caption, as well as the title of the manuscript where the drawing/picture will be used. Clear and sharp photographic prints should be submitted in sizes that complement the width of the journal (8 ½ inches).

Drawings and photographs may also be scanned, saved in jpeg format, and included as a separate file attachment in the CD-RW or diskette containing the manuscript/s to be submitted.

Tables

Tables should have a brief informative title and a Roman number separately from the figures. Each table should be encoded on a separate sheet of paper. Likewise, tables with content that can be fully incorporated in the text should be removed to minimize the number of tables.

Brief Reviews

In addition to original research, the SWD Journal will also publish brief reviews that summarize and analyze SWD-related articles or major papers.

Reprints

Each principal author will be furnished with two (2) copies of the Journal free of charge.

The SOCIAL WELFARE AND DEVELOPMENT JOURNAL is the official journal of the Department of Social Welfare and Development. It is published twice a year (June and December). The call for submission of articles is usually done four (4) months before the release of the succeeding issue. This allows the Editorial Board to screen and edit articles.

All communications, including submission of articles, as well as those concerning editorial matters, subscriptions and change of address should be forwarded to:

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Authors will be notified by mail or email if their manuscripts have been accepted.