

## introduction and readership

Founded in 1927, *Social Service Review* is the oldest continuously published journal of social work research. Widely respected by researchers and practitioners as one of the most prestigious forums for scholarship in the fields of social welfare and social work, the *Review* celebrated its 75<sup>th</sup> anniversary in 2002, and continues a proud tradition of marshalling multidisciplinary efforts to address issues of social concern. *Social Service Review* is edited by Professor Michael Sosin and the faculty of the School of Social Service Administration. The *Review* is published quarterly by the University of Chicago Press.

*Social Service Review* is an academic journal devoted to the wide-ranging scientific interests of all those concerned with social welfare issues. The journal welcomes manuscripts from social workers and from members of allied disciplines engaged in research on human behavior, social systems and policy, and the development of improved social services.

The editors select articles that contribute to the knowledge or theoretical understanding of a subject, giving priority to research-based articles on topics central to social welfare research, practice, policy, and history. Clarity is also a consideration. The *Review* is a peer-reviewed journal.

[BACK TO TOP](#)

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## submission overview

Manuscripts submitted to the *Social Service Review* must not be under consideration for publication by any other journal or be excerpted or adapted from any article or book under consideration for publication. If a submission includes research on human subjects, it must comply with all appropriate human subjects protocols. The *Review* will publish only one article per year by any one lead author concerning a single topic, unless the article is part of a series.

At least two referees review each manuscript. The identity of the author is not revealed. The editor makes the final decision on all manuscripts and notifies the author by letter. The review process takes approximately 2 to 5 months. Once accepted, the article should appear six months to one year later.

If accepted, the manuscript is edited and returned to the author for revision. The *Review* retains the right to reject an article if revisions are not adequate. After copyeditors at the University of Chicago Press have edited the revised manuscript for style, consistency, and grammar, the author(s) will have an opportunity to review the manuscript.

[BACK TO TOP](#)

---

## manuscript preparation

### Submission Guidelines

In general, the *Review* conforms to the style and format described in *The Chicago Manual of Style*, 14th ed. (Chicago: University of Chicago Press, 1993) and follows the spelling (first entry) in *Merriam Webster's Collegiate Dictionary*, 10th edition.

- ❖ Submit five 8-1/2" x 11" double-spaced copies to:

Editor  
*Social Service Review*  
969 East 60th Street  
Chicago, IL 60637

- ❖ Include a cover letter containing contact information (address, phone number, email address) and institutional affiliation (if applicable) for all authors.
- ❖ Margins: 1"
- ❖ Order:
  1. Title page
  2. Abstract
  3. Text
  4. Appendices
  5. Endnotes
  5. Tables (one per page)
  7. Figures (one per page)
- ❖ Page limits: none

- ❖ Numbering: consecutively, from title page through figures
- ❖ Spacing: double-spaced, including abstract, text, appendices, endnotes, tables, and figures
- ❖ Figures: camera-ready if accepted for publication
- ❖ Title: maximum 50 letters; on cover page only
- ❖ Cover page: title, author, affiliation only. Mailing address and acknowledgments should not appear on the title page. For review purposes, three title pages should *not* list author's name.
- ❖ Authors: prefer four or fewer
- ❖ Running heads: none
- ❖ Abstract: 75-100 words

## Text Guidelines

### Abbreviations and Acronyms

- ❖ Avoid abbreviations when possible. If used, spell out at first reference with abbreviation following in parentheses (Exceptions: MSW, SD, and SE). For example:

Temporary Assistance for Needy Families (TANF).

- ❖ Do not begin a sentence with an abbreviation.
- ❖ The abbreviations "i.e." and "e.g." are used only in parentheses and in endnotes. In text, spell out as "that is" and "for example."
- ❖ "Et al." is used in **parenthetical notes** only at second and subsequent mentions of works with **three authors**. At first reference, first and last names of all authors are listed. For works with **four or more authors**, use "et al." in parenthetical notes with the last name of the first author for every appearance. In the run of text, for citations of works with four or more authors, use the first authors' last name, followed by "and associates". For the reference list, all authors' first and last names need to be spelled out, regardless of the number of authors. For additional information on the format of citations, [see below](#) 错误! 未定义书签。

[错误! 未定义书签。](#)

- ❖ "Etc." is not used in text, except in parenthetical lists. Use "and so forth."

## Headings

The *Review* uses three levels of subheads, each smaller than the preceding to signify importance:

**Method (1)** flush left

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*Research Design (2)* italics, initial cap, flush left

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*Dependent variables.*— (3) run into text, flush left followed by period; dash; initial cap and lowercase \_\_\_\_\_

## Names

At first mention in text, provide both first and last names of all persons cited. After that, use last name only.

## Numbers

- ❖ Numbers one through nine should be written out, except when used for percent, units of measure (time is a unit of measure), age, grade, dates, and page numbers. Some common examples: six-point scale; 11-point scale; Wave-1 interview; children were 3 months old; of the respondents, 3 percent were... and 80 (3 percent) were...
- ❖ The word "percent" is written out in text and notes, but use the % sign in tables.
- ❖ Do not begin a sentence with a number. Write it out or, if necessary, rewrite the sentence.

## Quotations

- ❖ Use as few quotations as possible.
- ❖ All direct quotations must be attributed to a source. Source citations should include specific page numbers when appropriate.
- ❖ All quotations must be double-spaced.
- ❖ Use block quotations only if longer than 100 words.
- ❖ In quoting anonymous research subjects, include a note that clearly identifies the source of the quotation as an anonymous subject, and explain the concerns that prevent identification of the individual. For additional information regarding the confidentiality of subjects, see below, p. 16.
- ❖ If you are using a quotation because it is a succinct way of stating something, you need not identify the source in the text. Both types of quotations, however, must be documented in a parenthetical reference and in the reference list.

## Sexist and Ethnic Language

**Sexist:** Use "he or she" or "his or hers"; do not use a virgule (/), as in "his/her" or "s/he." To avoid the cumbersome use of "he or she," recast the sentence eliminating the pronouns or use plural pronouns (they, their). Following is an example:

"Style means that the author has fused his material and his technique with the distinctive quality of his personality."

*to*

"Style means fusing both technique and material with the distinctive qualities of a writer's own personality."

**Ethnic:** Due to changing preferences, the journal will follow author wishes for use of African-American or black; Native American or American Indian; Hispanic or Latino. Editorial note: Often, due to fluidity of language, it is impossible to stay consistent within the same article. Interchangeable use is permissible. We prefer that you stay true to historical context.

## Miscellaneous Style

- ❖ Use a simple, direct style.
- ❖ Tense. Whenever possible, use the present tense and active voice. For example: We investigate this feature and conclude...; *not* We have investigated this feature and conclude...
- ❖ Minimize jargon or buzzwords.
- ❖ Avoid tendencies to make words longer than necessary (e.g., universalizable, suicidality, generalizability, bourgeoisified), or to create compound words.
- ❖ Avoid nominalizations (i.e., nouns derived from verbs or adjectives):
  - NOMINALIZATION: Our discussion concerned a tax cut.
  - Better:* We discussed a tax cut.
  - NOMINALIZATION: We conducted an investigation.
  - Better:* We investigated.
- ❖ Do not use "feels" for "thinks" or "believes."
- ❖ Non-verbs to avoid:
  - impact:* The event impacted history.
  - office:* We are officing via Kinkos.
  - network:* He networked well.
  - bootstrap:* They bootstrapped themselves out of poverty.
  - transition:* as teens transition to adulthood
- ❖ Although "data" is now accepted as a singular noun in most dictionaries, we continue to treat it as plural (e.g., "Data are...")
- ❖ Use parenthetical comments sparingly.
- ❖ Do not use boldface, italics, or quotation marks for emphasis.
- ❖ Use the "serial" comma; that is, use a comma after each element in a series of three or more elements (e.g., this, that, and the other).

[BACK TO TOP](#)

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math

Statistics

In reports of **statistical results**, *F*, chi-square, *t*-values, and probability levels are rarely sufficient, particularly if statistically significant. Differences in means or percentages, correlation coefficients, or other indications of degree of association ("effect size") should usually be provided.

It is almost never necessary to have more than three digits after the **decimal point**. Numbers should be rounded to three or fewer decimals. Greater precision is usually illusory.

**Statistical significance levels** ("*p* values") should never be reported as zero, no matter what the computer printout says. If the output says zero or less than .001, then report it as equal to or less than .001. The "less than" sign (<) may be used. The *Review* prefers using the term "statistically significant" to refer to results of statistical tests. Please reserve the term "significant" for matters of substantive significance.

## Percentages and Equations

- ❖ Round all **percentages in text**; decimals are unnecessary. Always use numerals for percentages, even for numbers less than 10 (e.g., "4 percent"). Write out "percent," except in tables.
- ❖ **Equations** should be clearly marked. Superscripts and subscripts should be typed as such. For example:

$$p(Y = y | x_1, x_2, \dots, x_n) = (1 + e^{-z})^{-1}.$$

(If you cannot type super- or subscripts, then indicate them with proofreading marks [see pp. 111-16 of the *Chicago Manual of Style*, 14th ed.] )

- ❖ **Greek letters** should be clearly identified (e.g., circle letter and in margin write, "lowercase Greek theta"). All math symbols (square root, plus, minus, etc.) should also be labeled.
- ❖ Any **symbol** that represents a number should be underlined (they will be typeset in italics).
- ❖ Some common symbols and their preferred styles are listed:

r: correlation coefficient  
N: number or sample size  
SD: standard deviation  
SE: standard error  
p: probability

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# tables, figures, and appendices

## Tables

- ❖ **Citation in text:** All tables must be cited by number in text. Discussion of tables in text must proceed in order; that is, table 2 should not be discussed before table 1 (a brief mention of a table may be made out of order, but not a full discussion).
- ❖ In text, the word "table" is lowercase (e.g., "see table 3").
- ❖ **Spacing:** Double. Data need not fit on one page.
- ❖ **Placement** in ms: after endnotes. Do not place tables within text.
- ❖ **Percentages** in tables do not have to be rounded.

### Table Layout

- ❖ **Title:** provide one for each table.
- ❖ **Headings:** (top row). Avoid abbreviations *except* SD, SE, *N*, and *r*, %, and \$.
- ❖ **Stub column:** (far left column) Avoid abbreviations, *but* %, \$ are ok.
- ❖ **Body:** All **abbreviations** (N.A., SE, etc.) used in body of table must be explained in "note" at bottom of table: Note.--- N.A. = not applicable. All **notations** (e.g., asterisks, superscripts) must be identified at the bottom of the table, *after* the note.
- ❖ Move all symbols (% , \$ , etc.) or measurement abbreviations (mo, yr, etc.) from body to either column head or stub column, or in title (if symbol applies to *all* data in table).

**Table 1**

**County Characteristics, 1990–92**

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	Rural	Urban
Per capita income (\$). . . . .	12,731	20,423

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Below poverty line (%).....	21.4	14.1
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Note.--- Rural = counties with fewer than 10,000 people.

## Figures

- ❖ Figures include charts and graphs. The *Review* does not accept illustrations, photos, or line drawings. Figures should follow tables at end of manuscript and be as neat and simple as possible. Figures should be camera-ready.
- ❖ In text, the word "figure" is lowercase (e.g., "see figure 2"). Abbreviate as "fig." in parentheses.

## Appendices

- ❖ The *Review* prefers appendices to tables that consist only of text (e.g., lists, descriptions, etc.). Any table containing only words should be labeled an appendix.
- ❖ Appendices should be double-spaced and placed **before** the endnotes and references. Label them "Appendix A, Appendix B," and so forth. Provide a title for each appendix.
- ❖ If it is necessary to include a table with data in the appendix, label it "Table A1" if it falls in Appendix A, "Table B1" if it falls under Appendix B.

[BACK TO TOP](#)

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## confidentiality

In general, subjects of research should not be identified by name and information that might lead to an inference of identity. Fictitious names may be used. There are, however, limits to the principle of confidentiality. Persons in positions enjoying the public trust should generally be identified when their views are presented or their actions reported. We recognize and respect the confidentiality guidelines of the authors' institutions. For some manuscripts, it may be helpful to explain these guidelines.

## citations and references

### General Information

- ❖ The *Review* uses an author-date reference style. Endnotes are to be used only for substantive comments and should be grouped together at the end of the article in a section labeled "Notes." **We will review articles with other reference styles. However, should the manuscript be accepted, we will then ask authors to adopt the Review's style.**
- ❖ For detailed format questions, see *The Chicago Manual of Style*, 14th ed., pages 637-99.
- ❖ Begin the "Notes" and "References" sections on separate pages.
- ❖ Notes and the reference list must be **double-spaced**.
- ❖ Acknowledgment of **grant number**, funding, or article's prior presentation at a conference should be cited in an unnumbered note that precedes note 1.
- ❖ The abbreviations "**ibid.**," "**op. cit.**," and "**loc. cit.**" are not used.

### In-text Citations

- ❖ Write out the names of two authors every time. For three authors, write out all names the first time, then use first author and "et al." for subsequent appearances. (Remember that "first time" may include a citation in an endnote.) For more than three names, use "et al." with the last name of the first author for every appearance.
- ❖ Multiple references should be chronologically arranged first and, within the same year, alphabetically arranged. For example:

Researchers recognize this (Zulkowski 1986; Adams 1992; Smith 1996; Testler 1996).
- ❖ Use [ ] for citations within parentheses. For example:

Many scholars (e.g. those who agree [Chambers 1986; Patti 1989; Wakefield 1998] and those who do not agree

[Fisher 1989; Hudson 1990; Brinton 1998]) have joined the debate.

- ❖ Use italic letters to distinguish between items written by the same author in the same year. The order of these letters should follow the alphabetical order of the items.

Example: (Kirk 1996*a*, 1996*b*).

## Reference List

- ❖ In the reference list, provide **first and last names** of all authors, even if there are more than three authors. Only use initials for authors' first and middle names if their published work carries only their initials.
- ❖ Reverse only the first author's name.
- ❖ Order multiple entries by the same author in order of dates, the oldest date first. If there are two items by the same author in the same year, order alphabetically by the title of the book or article, and distinguish among articles by adding an italic letter to the date. For example:

Seltzer, Judith A. 1991*a*. "Legal Custody Arrangements and Children's Economic Welfare." *American Journal of Sociology* 96 (4): 895–929.

———. 1991*b*. "Relationships between Fathers and Children Who Live Apart: The Father's Role after Separation." *Journal of Marriage and the Family* 53 (1): 79–101.

- ❖ For detailed format and correct citation style of items not covered here, see *The Chicago Manual of Style*, 14th ed., pp. 637-99.

## Information to Include

### Book

Author's full name, date of publication, complete title of book (underlined), compiler, or translator, series (if any) and volume or number in series, edition (if not the original), number of volume, facts of publication (city where published and publisher). For example:

**In the run of text:** “The authors note this repeatedly (Dreyfus and Rabinow 1983).”

**In the references list:**

Dreyfus, Hubert L., and Paul Rabinow. 1983. *Michel Foucault: Beyond Structuralism and Hermeneutics*. 2d ed. Chicago: University of Chicago Press.

## Edited Volume

For an edited volume, cite the source under the author or authors of the article. In the references entry, include the name of the edited volume and the editor or editors. For example:

**In the run of text:** “Their entry can depress their wages in the short run (Bartik 2000).”

**In the list of references:**

Bartik, Timothy J. 2000. “Displacement and Wage Effects of Welfare Reform.” Pp. 72–122 in *Finding Jobs: Work and Welfare Reform*, edited by David E. Card and Rebecca M. Blank. New York: Russell Sage Foundation.

## Article in Periodical

Author’s full name, date of publication, title of article (in quotations, principal elements capitalized), name of periodical (underlined), volume and issue numbers, page numbers of citation. For example:

**In the run of text:** “The implications of place-based disparities have been recently examined (Coulton 2003).”

**In the references list:**

Coulton, Claudia. 2003. “Metropolitan Inequities and the Ecology of Work: Implications for Welfare Reform.” *Social Service Review* 77 (2): 159-190.

## Unpublished Material

(speeches, dissertations, etc.)

Author, date, title (if any), and academic institution or location of speech. For example:

**In the run of text:** “The provision was thoroughly considered beforehand (King 1976).”

**In the references list**

Andrew J. King. 1976. "Law and Land Use in Chicago."  
Ph.D. diss., University of Wisconsin—Madison.

## Archives

For a full discussion of style regarding the citation of archives or manuscript collections, see the *Chicago Manual of Style*, 14<sup>th</sup> edition, pp. 679-80 (sections 16.135-38).

- ❖ For an archival source with an identifiable author:

**In the run of text:** “On June 3, 1969, Lillian Anthony wrote a letter to Michael Moos, stating... (Anthony 1969).”

**In the reference list:**

Anthony, Lillian. 1969. Letter to Malcolm Moos, June 3, Fred Lukermann Collection, New Careers, University of Minnesota Archives, Minneapolis, Disadvantaged and Minority Programs folder, box 11.

- ❖ For an archival source, such as a named project, that does not include an author:

**In the run of text:** “These analyses rely on the California Work Pays Demonstration Project (CWDPDP 1998).”

**In the references list:**

California Work Pays Demonstration Project (CWDPDP). 1998. *County Welfare Administrative Data* (Codebook, Public Use version 3). Berkeley: University of California, U.S. Data Archive and Technical Assistance.

- ❖ For an archival source for which there is no title or author, it is appropriate to cite the name of the archive. In such cases, it is not necessary to cite a date in the references entry because archival collections often contain items from multiple dates. For example:

**In the run of text:** “This was a sign of particular skill and interpreted as a conquest, whether the victim knew about it or not (Family Folklore).”

**In the references list:**

Family Folklore. MS Archive of Folk Culture, Folklife  
Reading Room, Library of Congress, Washington, D.C.,  
fols. 1-2.

[BACK TO TOP](#)

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## writing and style guides

Cook, Claire Kehrwald. 1985. *Line by Line: How to Improve Your Own Writing*. Boston: Houghton Mifflin.

Strunk, William Jr., and E. B. White. 1979. *The Elements of Style*. 3d ed. New York: Macmillan.

University of Chicago. 1993. *The Chicago Manual of Style*. 14th ed. Chicago: University of Chicago Press.

Williams, Joseph M. 1990. *Style: Toward Clarity and Grace*. Chicago: University of Chicago Press.