

CWLA Authors' Guide to Publication Policies

Contents

What Is CWLA?	3
About CWLA Publications	3
Types of Publications	5
Books and Monographs	5
<i>Child Welfare</i>	7
<i>Children's Voice</i>	16
Newsletters	20
CWLA Style Requirements	22
Preparing Manuscripts in Electronic Format ...	23
For Further Information	28



© 1998, 2001 Child Welfare League of America Inc.

All rights reserved. Except as noted below, neither this book nor any part may be modified, adapted, reproduced, or transmitted in any form or by any means, electronic or mechanical, including photocopying, microfilming, and recording, or by any information storage and retrieval system, without permission in writing from the publisher. This booklet, however, may be copied in its entirety for distribution at no cost to those who may be interested in submitting materials for publication by CWLA. For information on this or other CWLA publications, contact the CWLA Publications Department at the address below.

CHILD WELFARE LEAGUE OF AMERICA

HEADQUARTERS

440 First Street NW, Third Floor

Washington DC 20001-2085

202/638-2952

Fax 202-638-4004

E-mail books@cwla.org

www.cwla.org/pubs

Illustrations by Daniel J. Hochstatter

Cover and text design by Steve Boehm

Printed in the United States of America

What Is CWLA?

Founded in 1920, the Child Welfare League of America (CWLA) is the nation's oldest and largest membership-based child welfare organization. CWLA is committed to engaging people everywhere in promoting the well-being of children, youth, and families and protecting every child from harm. Through its membership, CWLA advocates for high standards, sound public policies, and quality services for children in need and their families.

CWLA comprises nearly 1,200 public and voluntary member agencies throughout the United States serving more than 2 million abused, neglected, and at-risk children and youth and their families. CWLA member agencies provide a wide range of services, including kinship care and family foster care, adoption, residential group care, child day care, family preservation, behavioral health care, and programs for pregnant and parenting teenagers. Other issues of concern include cultural competence, housing and homelessness, HIV/AIDS, juvenile justice, and the effects of substance abuse on children and families.

CWLA employs national experts in these areas to advance child welfare practice, consult with and train child welfare professionals, and help agencies provide the high-quality services that children, families, and communities deserve.

About CWLA Publications

In operation since 1921, CWLA's publications program helps the League disseminate knowledge about the conditions of life that affect the development of children and their families.

Materials published by CWLA

- Σ educate and inform those connected with the field of child welfare;
- Σ broaden and strengthen the efforts of those working to improve services to children;
- Σ influence policymaking, programming, and practice;

- Σ make available for CWLA members and the child welfare field at large the research, experience, and observations of experts with both scholarly and practice-oriented backgrounds;
- Σ inform the general public about topical issues concerning children, youth, and their families;
- Σ offer insight, advice, and practical information on parenting and child and family development; and
- Σ entertain children and young people while providing them with resources to handle situations they may encounter.

Readership

CWLA's professional publications, published under the imprint of **CWLA Press**, reach all segments of child welfare and related fields, including public and voluntary child welfare and human service agencies; colleges, universities, and graduate schools of social work; public and university libraries; child and family advocacy groups; health care and mental health organizations; educators; and law enforcement and juvenile justice agencies.

Our readers include professionals and paraprofessionals in social work, the human services, child welfare, and child care; agency administrators, board members, program staff, front-line workers, and volunteers; social work educators and students; foster care and adoptive parents; librarians; law enforcement and juvenile justice personnel; government and legislative officials; social scientists; mental health practitioners; pediatricians; and community leaders.

Some CWLA Press titles are aimed at broader audiences—members of the public at large who are concerned about and interested in issues affecting children, youth, and families at risk.

Through its **Child & Family Press** imprint, CWLA publishes a number of quality children's titles and parenting books for the general public.

Types of Publications

CWLA reaches the child welfare community and the general public through the books, monographs, and program newsletters it publishes; its journal, *Child Welfare*; and its magazine, *Children's Voice*.

CWLA welcomes inquiries and submissions for its books and monographs and for articles in *Child Welfare* and *Children's Voice*. CWLA's newsletters are written and prepared by CWLA program and regional staff; outside contributions are published by invitation only.

Books and Monographs

The primary purpose of CWLA's book publishing program is to provide relevant and timely materials that enable CWLA member agencies and the child welfare field at large to improve services to children and their families and inform the public on topical issues of concern regarding children, youth, and families.

Books and monographs published through CWLA Press reflect basic interests in the field and cover current developments in child welfare practice, administration, education, and research. Through Child & Family Press, CWLA publishes quality children's books, as well as titles on a range of parenting issues.

Book manuscripts submitted for consideration need not represent CWLA viewpoints. Published books do not necessarily reflect CWLA philosophy. Authors need not be associated with a CWLA member agency to be considered for publication.

Submissions and acceptance

CWLA publishes books on topical subjects for professionals in the field and the public at large, as well as research works, textbooks, training manuals, videotape materials, monographs, conference proceedings, and children's and parenting books. CWLA examines several factors when it considers publishing a work.

Professional projects must contribute uniquely to the field of child welfare in some way. Books with a broader readership in mind must contribute uniquely to public knowledge and understanding of children's and family issues.

Children's books should be original, unique, and engaging. They should deal with subjects of interest to children of particular ages and reading levels and should be developmentally appropriate for specific audiences. Subject matter of children's books should entertain children and young people while providing them with resources for handling situations they may encounter. Illustrations, if appropriate, do not necessarily have to be submitted with manuscripts.

Manuscripts must conform to CWLA's editorial specifications. Writing style, word usage, spelling, and references should conform to CWLA's documentation and editorial style. Authors of accepted manuscripts may obtain the *CWLA Style Guide*, which sets forth preferred style for all CWLA publications. For more information, see page 22. CWLA's editorial staff is the final authority on all editorial and style issues for any material published by CWLA.

Manuscripts must be submitted on plain, white, 8½" x 11" paper, double-spaced, with margins at least one inch wide. Use a large, legible font or typeface, such as Times, 12 point. Manuscripts accepted for publication must be submitted on computer disk. Approved manuscripts may be submitted via e-mail in certain circumstances; authors should check with the editorial staff before submitting manuscripts via e-mail. See page 23 for the proper format for submitting manuscripts electronically.

Authors should submit book proposals, either before sending actual manuscripts or with the manuscripts themselves. The proposal should describe the book in detail, with an outline, table of contents, and sample chapter, and provide full information about the author(s). The proposal should also describe the intended audience and justify why the book is needed.

Manuscripts cannot be returned without a self-addressed, stamped envelope (SASE) with sufficient postage. Allow at least six months for notification of acceptance or rejection.

Send manuscripts and proposals to

Acquisitions Editor

Child Welfare League of America

440 First Street NW, Third Floor

Washington DC 20001-2085

E-mail queries only (no manuscripts, please) to books@cwla.org.

Contractual agreements and copyright

If the project appears feasible, the publications director will discuss with the author all contractual matters, such as subsidies, royalties, and marketing considerations. CWLA's standard author contract can be modified as necessary for individual projects. CWLA prefers to retain copyright on all materials it publishes.

Marketing

CWLA lists all its publications in a catalog distributed free to more than 200,000 people and organizations. In addition to the catalog, separate direct-mail marketing efforts actively promote CWLA publications to the field. Books published by CWLA Press and Child & Family Press are carried by all major distributors and wholesalers for the bookstore market.

CWLA book exhibits appear at League conferences and others nationwide. CWLA also promotes its publications through its website, www.cwla.org. CWLA provides complimentary copies of books to the media and appropriate journals and newsletters for review.

Child Welfare

Child Welfare is a bimonthly, peer-reviewed journal of policy, practice, and programs devoted to the needs of child welfare professionals and those in associated fields. The journal covers all aspects of child welfare as they affect the health,

education, and psychosocial needs of children, offering theoretical concepts as well as practical ideas and strategies. It reports on innovations in practice, agency administration and board functions, staffing designs, training, legislation, research, and community development.

Child Welfare began publication in 1921 as a CWLA house organ and is the oldest specialized social service journal in existence. The journal goes to agencies, libraries, and individuals, reaching thousands of readers in the United States, Canada, and around the world.

Child Welfare has been an independent professional journal for many years but retains its connection with CWLA, which acts as the journal's publisher. Although *Child Welfare's* editorials conform to CWLA positions, papers submitted for review need not represent CWLA viewpoints, and published articles do not necessarily reflect CWLA philosophy. Authors need not be associated with a CWLA member agency.

Content

Child Welfare welcomes contributions, controversial or otherwise, that represent a responsible addition to the literature. All manuscripts are subject to a blind peer review process. (See page 12.) Publication does not imply CWLA endorsement of the author's opinions.

Manuscripts accepted for publication in *Child Welfare* demonstrate a high quality of analysis of issues in the field and describe innovative programs or forms of practice. Papers are invited from all fields. Content should reflect aspects of work with children, youth, and their families.

Articles may focus on matters of policy, research, or other broad topics; emerging trend in working with children, youth, and families; material useful for training; or innovative programs that represent the direction in which the field is moving.

Child Welfare also publishes letters to the editor selected for relevance to the journal's content or for responsible critique of articles. In

the latter case, the author of the original article is given the opportunity to reply. Letters are edited, and changes are subject to the writer's approval before publication.

Special issues

Twice yearly, *Child Welfare* publishes special issues highlighting single subjects in child welfare and related fields. Past topics have included youth development; child day care; perspectives on serving African American children, youth, and families; substance abuse; special-needs adoptions; and kinship care. For information on upcoming special issues, including how to serve as a guest editor, contact the managing editor.

Format for submissions

Manuscripts submitted to *Child Welfare* for consideration should

- Σ extend knowledge in the field of child and family welfare or related services;
- Σ examine aspects of administration, casework, groupwork, community organization, teaching, research, or interpretation;
- Σ explore facets of interdisciplinary approaches to the field; and
- Σ cover issues of social policy that have a bearing on the welfare of children, youth, and families.

Submissions should conform to general standards of literacy and organization. See page 22 for more detail on CWLA style, or consult the *CWLA Style Guide* or *Publication Manual of the American Psychological Association, Fourth Edition* (APA).

Major manuscripts should be between 3,500 and 5,000 words in length—approximately 15–20 typewritten pages of about 250 words each. Some variability in length is permissible, depending on the topic. All manuscripts must be typed legibly, double-spaced throughout (including references, notes, illustrations, and quotations), on plain, white, 8½" x 11" paper, one side only,

with approximately one-inch margins. Use a large, legible typeface, such as Times, 12 point.

A cover page, with the title of the paper; the author's name, academic degree, title, and affiliation; and a short, 75-word abstract, should accompany the manuscript. The author's name and affiliation should not appear on any other manuscript page. All identifying information is removed prior to peer review.

Authors should resist basing conclusions on one or a few cases, since material should illustrate rather than prove points. Authors are responsible for submitting titles that are short, clear, and stimulating.

Authors are strongly encouraged to use subheadings in organizing manuscripts. First-level headings should be typed in boldface, second-level headings in italics or underlined. All headings should be in upper- and lowercase, not all capitals. See page 26 for more information.

Each table, illustration, or figure must be submitted on a separate sheet of paper, with placement indicated in the text. Avoid lengthy tables if possible. Several smaller tables are easier to read, analyze, and handle than one large table.

Tables and figures should be used only if necessary to comprehend the material; textual interpretation of data is often sufficient. To avoid overuse of tables, a footnote may suggest that readers contact the author for copies of tables, detailed statistical methodology, and so forth.

References and notes should be double-spaced and placed at the end of the manuscript. Again, refer to the *CWLA Style Guide* or APA for the proper format.

Authors are responsible for obtaining written permission to use any material—including text of more than 250 words in length, or any table, chart, figure, or graph—that has been previously copyrighted. CWLA reserves the right, on a case-by-case basis, to require authors to obtain written permission for shorter blocks of previously copyrighted material. Authors must also obtain permission to publish any case illustrations or other

materials drawn from any agency. Authors should submit written permissions to *Child Welfare* with their revised manuscripts.

Authors must disguise all identifying information in case material. Nonessential identifying case information—such as specific names and addresses of individuals, organizations, and businesses—should always be changed. Changes to other information—such as nationalities, illnesses, or other details likely to identify individuals—frequently are advisable if the exact details are not of major importance. Substitutions of comparable significance are often possible.

Submission procedures

Submit four clean copies of the manuscript, in the format described above, to

Managing Editor
Child Welfare
Child Welfare League of America
440 First Street NW, Third Floor
Washington DC 20001-2085

E-mail queries only (no submissions, please) to journal@cwla.org.

Each manuscript should be submitted with a telephone number for the lead author, as well as a current mailing address and an e-mail address if available. Correspondence will be addressed to the person who signs the cover letter. *Child Welfare* acknowledges submitted manuscripts by postcard immediately upon receipt.

Child Welfare does not accept manuscripts published elsewhere or under review by other periodicals, or material that has been extracted from previously published articles and is not so identified.

Peer review

All major manuscripts submitted to *Child Welfare* undergo a process of peer review. Identifying information is removed from manuscripts before they are sent to the peer review board. Items for the Readers' Forum are not submitted for review.

Child Welfare's editors may prescreen manuscripts to eliminate inappropriate submissions, including extremely long or short papers, those where plagiarism or libel is suspected, those whose subject has been overdone, those that are overly similar to others the author has published elsewhere, and those otherwise unsuitable for *Child Welfare*.

Three reviewers read each major manuscript: two peer reviewers and the senior editor. A list of peer review board members is published in each issue of *Child Welfare*. Manuscripts are assigned to reviewers, insofar as possible, according to each reviewer's expertise and interest. Reviewers disqualify themselves, or the editors may disqualify a reviewer, if a paper's subject or authorship creates any conflict of interest for them. Reviewers themselves may submit manuscripts without prejudice; their manuscripts remain anonymous during the review process.

Reviewers may make one of the following recommendations on a manuscript:

- Σ accept for publication,
- Σ accept with revision or rewrite by the author,
- Σ rewrite and resubmit for review, or
- Σ reject.

Once reviewers reach a decision on a manuscript, the senior editor notifies authors regarding review comments and decisions. Allow at least 12 weeks for completion of the review process.

Rejected manuscripts

A manuscript is rejected for publication when two or more reviewers recommend rejection. Insofar as possible, authors will be clearly informed why a manuscript is rejected.

Rejected manuscripts are returned only when authors so request and provide an SASE with sufficient postage. Rejected manuscripts remain on file at *Child Welfare* for one year from the date of rejection.

Acceptance

All manuscripts accepted for publication in *Child Welfare* require some revision. Upon acceptance of a manuscript, the author will receive author agreement, copyright release, and biographical information forms, and a copy of the edited manuscript for revision.

No manuscript will be published until the author has returned all agreement forms, answered all editorial queries, reformatted references as requested, and provided two clean paper copies of the manuscript, as well as an up-to-date electronic version on computer disk. Electronic versions may be e-mailed in certain circumstances; authors should first check with the editors.

Although all published manuscripts must conform to certain CWLA style requirements, the editors of *Child Welfare* strive to preserve the author's meaning and the essential flavor of the author's writing style. In reviewing the edited manuscript, authors should proofread carefully, restore meaning that has been unintentionally injured, and answer all queries.

Once the author has approved and returned a manuscript, further alterations are accepted only in limited circumstances.

Copyright

Authors must be the sole owners of their material and will be required to sign an agreement transferring ownership rights to CWLA. As copyright holder, CWLA has exclusive right to publish and distribute articles appearing in *Child Welfare* in English and any translations and in any medium, including but not limited to reprints; photocopies; microfilm; and electronic media such as computer disk, CD-ROM, and the Internet.

Editing and style

See "CWLA Style Requirements," page 22.

Reprints

Except in special issues of the journal, a reprint request line appears at the end of every published article. *Child Welfare* expects authors to honor requests for single copies of their articles. Authors may have reprints prepared themselves; when they wish, however, *Child Welfare* can have reprints prepared and sent to authors (minimum quantity 100). Authors receive a price list and order form with their notification of acceptance. Authors may forward requests for large quantities of copies to the CWLA editorial offices.

Requests received by authors for permission to reprint articles published in *Child Welfare* should be forwarded to the managing editor.

Indexes and abstracts

An annual index listing articles according to topic and author appears in the November–December issue of *Child Welfare*.

Child Welfare is abstracted and indexed in *Academic Index*, *Applied Social Sciences Index & Abstracts*; *Child Development Abstracts and Bibliography*, *Criminal Justice Abstracts*; *Criminology, Penology, & Police Science Abstracts*; *Cumulative Index to Nursing and Allied Health Literature*; *Current Contents*; *Current Index to Journals in Education*; *Education Index*; *Exceptional Child Education Resources*; *Health Index*; *Health and Safety Science Abstracts*; *Human Resources Abstracts*; *Index Medicus*; *Linguistics and Language Behavior Abstracts*; *Multicultural Education Abstracts*; *Psychological Abstracts*; *Public Affairs Information Service*; *Religion Index One and Two*; *Risk Abstracts*; *Sage Family Studies Abstracts*; *Social Sciences Citation Index*; *Social Sciences Index*; *Social Work Abstracts*; *Sociological Abstracts*; *Special Education Needs Abstracts*; and *Violence & Abuse Abstracts*.

Publication schedule

Child Welfare is published bimonthly, on the first of the month, in January (January/February

issue), March (March/April issue), May (May/June issue), July (July/August issue), September (September/October issue), and November (November/December issue).

Advertising

Child Welfare accepts both classified (help wanted) advertising and display advertisements for goods and services. The closing date to reserve advertising space is the last day of the month, two months prior to the publication date.

For an advertising rate card, ad specifications, or other information about advertising in *Child Welfare*, visit the CWLA Publications website at www.cwla.org/pubs, or contact

Advertising Manager
Child Welfare League of America
440 First Street NW, Third Floor
Washington DC 20001-2085
202/942-0318
Fax 202/638-4004
E-mail advertising@cwla.org

Subscriptions

Individual, institutional, and student subscription rates are available. To subscribe online, go to the CWLA Publications website at www.cwla.org/pubs. Or contact

PMDS
PO Box 2019
Annapolis Junction MD 20701-2019
800/407-6273, 301/617-7825
Fax 301/206-9789
E-mail cwla@pmds.com

Sample copies are available from
Child Welfare League of America
440 First Street NW, Third Floor
Washington DC 20001-2085
202/638-2952
Fax 202/638-4004
E-mail journal@cwla.org

Children's Voice

CWLA's national bimonthly magazine, *Children's Voice* covers national, state, and local news and issues that affect children, youth, and families.

With a growing readership of more than 20,000, *Children's Voice* is designed for executives and administrators, program staff, front-line workers, volunteers, and board members of public and private child welfare agencies; professionals in fields related to child welfare, including educators, pediatricians, mental health practitioners, and law enforcement and juvenile justice professionals; federal, state, and local policy-makers; judges and court officials; foster care and adoptive parents; and lay advocates and others who work with children, youth, and families or are concerned about the issues that affect them.

Children's Voice began publication in 1985 as an 8-page membership newsletter. In 1991, CWLA expanded the *Voice* into a 32-page quarterly magazine aimed primarily at news and information of importance to its member agencies. Today, *Children's Voice* is a 48-page, four-color magazine with a broad national audience.

Content

Material published in *Children's Voice* falls into two categories: Features and Departments.

Features are relatively in-depth treatments of issues and events that affect children, youth, and families and those who work with them or in their behalf. The tone is feature-oriented—professional but informal.

Feature articles are written by CWLA publications, program, and policy staff; experts and professionals in child welfare and related fields; and, on occasion, freelance writers. Additionally, *Children's Voice* sometimes adapts or reprints timely, quality feature articles of national interest from other publications.

Recurring features include:

- Σ **Fantastic Kids.** Short profiles of young people who contribute to their communities in unique, meaningful ways.

Σ **My Turn.** Individual opinion (“op-ed”) pieces, essays, and point-counterpoint dialogues between competing points of view.

Σ **Voices for Children.** Interviews with leading child advocates.

Most departments are written or compiled by the editorial staff. Departments include:

Σ **Agency Briefs.** CWLA member and nonmember agency news, focusing primarily on program and practice innovations.

Σ **Bulletin Board.** Public policy alerts, news flashes, and a calendar of national commemoratives of interest to child, youth, and family advocates. The calendar does not include conferences and events of other organizations.

Σ **Executive Directions.** Comments from CWLA’s Executive Director.

Σ **Eye on CWLA.** Important news about CWLA, reports on League events, and CWLA’s conference calendar. Conferences and programs not hosted or sponsored by CWLA are not included.

Σ **Readers Write.** Letters to the editor.

Σ **State of the States.** Child welfare news from the states.

Submissions

Authors should query the editor by letter, telephone, fax, or e-mail before submitting articles for review.

Submissions to *Children’s Voice* should be written in a feature-oriented rather than scholarly style. Manuscripts submitted for features should be no longer than 2,000 words. Manuscripts must be submitted on plain, white, 8½" x 11" paper, double-spaced, with margins at least one inch wide. Use a large, legible font or typeface, such as Times, 12 point.

Manuscripts accepted for publication must also be submitted on computer disk. Approved manuscripts may be submitted by e-mail in

certain circumstances; authors should first check with the editor. See page 23 for the proper format for submitting manuscripts electronically.

The editor welcomes contributions for Agency Briefs, Bulletin Board, Readers Write, and State of the States. Submissions of more than 500 words (1,000 words for Readers Write) are discouraged. Every item must include the name, mailing address, telephone number, fax number, and e-mail address of at least one contact. Acceptance and placement is at the editor's discretion.

The editor further encourages suggestions for features, point-counterpoint discussions, interviews, and new departments. *Children's Voice* is especially interested in submissions for features or Agency Briefs that highlight new, innovative programs with proven, positive results or that spotlight success stories of individual children or families who have been served by the child welfare system.

Marketing copy or other material that is promotional in nature or that spotlights a particular product or service is not suitable for feature articles or departments in *Children's Voice*. Those with products, services, or events to promote should consider advertising instead. (See "Advertising," page 20.)

The editor conducts the primary review of all submissions, with input from the publications director and assistant director, the chief information officer, the executive director and deputy directors, and CWLA program and policy staff as appropriate. Final decisions on acceptance or rejection rest with the editor. Submissions need not represent CWLA viewpoints, published articles do not necessarily reflect CWLA philosophy, and authors need not be associated with a CWLA member agency.

All submissions, including letters to the editor, are subject to editing for style, grammar, length, and clarity. Authors have a chance to review their submissions, as edited, before publication to ensure accuracy.

Submissions should be sent to

Children's Voice

Child Welfare League of America

440 First Street NW, Third Floor

Washington DC 20001-2085

E-mail queries to voice@cwla.org. Do not e-mail submissions without approval from the editor. Submissions will not be returned unless accompanied by an SASE with sufficient postage. Unless otherwise specified, all materials accepted for publication become the property of CWLA.

Editing and style

See "CWLA Style Requirements," page 22.

Copyright

CWLA prefers to retain copyright on all articles published in *Children's Voice*. Authors will be required to sign an agreement transferring ownership rights to CWLA. As copyright holder, CWLA has exclusive right to publish and distribute articles appearing in *Children's Voice* in English and any translations and in any medium, including but not limited to reprints; photocopies; microfilm; and electronic media such as computer disk, CD-ROM, and the Internet.

If an author or original publisher must retain copyright, CWLA will request permission to include the article in any distribution or reprint of the issue, in part or in whole, in subsequent print or electronic versions, including but not limited to posting *Children's Voice* on CWLA's website or elsewhere on the Internet.

Publication schedule

Children's Voice is published six times a year—January, March, May, July, September, and November. Authors who wish to have an article published in a particular issue should submit that material or contact *Children's Voice* at least six months before the desired publication date.

Advertising

Children's Voice accepts display advertising for goods, services, and job openings on a space-available basis. *Children's Voice* does not publish classified ads. The closing date for ad reservations is the first day of the month, three months before the date of publication.

For advertising rates, ad specifications, or other information about advertising in *Children's Voice*, visit the CWLA Publications website at www.cwla.org/pubs, or contact

Advertising Manager
Child Welfare League of America
440 First Street NW, Third Floor
Washington DC 20001-2085
202/942-0318
Fax 202/638-4004
E-mail advertising@cwla.org

Subscriptions

Individual and institutional subscription rates are available. CWLA member agencies receive *Children's Voice* as part of their membership.

To subscribe online, go to the CWLA Publications website at www.cwla.org/pubs. Or contact

PMDS
PO Box 2019
Annapolis Junction MD 20701-2019
800/407-6273, 301/617-7825
Fax 301/206-9789
E-mail cwla@pmds.com

Sample copies are available from
Child Welfare League of America
440 First Street NW, Third Floor
Washington DC 20001-2085
202/638-2952
Fax 202/638-4004
E-mail voice@cwla.org

Newsletters

CWLA publishes a variety of program, policy, and regional membership newsletters. Although most newsletter material is written by CWLA program,

policy, or regional office staff, some outside material is accepted, usually on an invitation-only basis. Paid freelance material is not accepted for newsletters.

Children's Monitor

CWLA's public policy newsletter, *Children's Monitor*, publishes 10 issues a year. Written entirely by CWLA's Public Policy Department, the *Monitor* accepts neither submissions from outside sources nor advertising.

The *Monitor* is available by subscription and goes free to CWLA member agencies.

The National Networker

This quarterly membership newsletter features regional news, state news bulletins, and updates from CWLA member agencies. The League's regional offices compile nearly all copy, with assistance from CWLA publications staff. Distributed free of charge to CWLA member agencies, the *Networker* is not available by subscription.

Acceptance of outside submissions is at the discretion of regional directors and the editor. League member agencies should contact their respective CWLA regional offices. Regional office contact information appears in each issue of the *Networker* and on the Internet at www.cwla.org/whowhat/more.htm. Or contact

National Networker

Child Welfare League of America

440 First Street NW, Third Floor

Washington DC 20001-2085

202/638-2952

Fax 202/638-4004

E-mail newsletters@cwla.org

Program newsletters

Although some program newsletters are available by subscription, most are distributed to CWLA member agencies only. With few exceptions, CWLA's program newsletters publish outside submissions by invitation only. See specific newsletters for more information, or contact

Assistant Director of Publications
Child Welfare League of America
440 First Street NW, Third Floor
Washington DC 20001-2085
202/638-2952
Fax 202/638-4004
E-mail newsletters@cwla.org

For information on advertising in or subscribing to CWLA's newsletters, visit the CWLA publications website at www.cwla.org/pubs.

CWLA Style Requirements

In preparing manuscripts for publication, the CWLA editorial staff conforms punctuation, capitalization, number forms, and other matters of style to CWLA usage and format; corrects word usage, spelling, and grammar; eliminates repetition and unnecessary words; and edits for clarity.

In addition to social work professionals, CWLA publications are read by lay people connected with the field and by members of other disciplines; authors should therefore avoid technical jargon as much as possible. Readability is the goal.

Essential Resources for Authors

CWLA generally follows the *Publication Manual of the American Psychological Association, Fourth Edition* (APA) for most points of style. CWLA does part with APA, however, on certain matters of form. To maintain uniformity of style in CWLA materials, authors of accepted manuscripts may receive the *CWLA Style Guide*.

When APA does not offer a solution, CWLA refers to *The Chicago Manual of Style, 14th Edition*, as its secondary style reference. CWLA also relies on *Words into Type, Third Edition*, and Strunk and White's *The Elements of Style, Fourth Edition*.

For questions regarding compound words—when to hyphenate and when to spell compounds open or closed—CWLA's chosen authority is *One Word, Two Words, Hyphenated?* (1998

Edition), by Mary Louise Gilman and published by the National Court Reporters Association, Vienna, Virginia.

For all other matters of spelling, CWLA's accepted authorities are *Merriam-Webster's Collegiate Dictionary, 10th Edition*, and Houghton-Mifflin's *American Heritage Dictionary of the English Language, Fourth Edition*. When dictionaries disagree, however, and if the *CWLA Style Guide* does not offer a solution, *One Word, Two Words* is the final authority for compound constructions, and *Merriam-Webster* is the final authority for all other spelling questions.

Differences in Style

Although the *CWLA Style Guide* is the preferred form for all publications, different publications may have slight variations in style. *Child Welfare* and professional titles published by CWLA Press follow a more scholarly style. *Children's Voice*, books published by Child & Family Press, and CWLA Press titles targeted at a broader readership often follow a less formal style. Because of space limitations, CWLA newsletters may also follow a less formal style.

Preparing Manuscripts in Electronic Form

CWLA produces its publications on a Macintosh desktop publishing system. To avoid publication delays caused by program or format incompatibilities, authors should conform their documents to the following guidelines.

Word Processing

All documents, whether prepared in DOS, Windows, or Macintosh environments, should be saved in either Microsoft Word or WordPerfect formats. Whenever possible, save Windows and DOS documents in a Mac format. If you must use a different program or format, contact the CWLA Publications Department to check compatibility.

Clearly indicate on the disk or in a cover letter the software and operating system used.

Disk Format

For best results, use new, 1.44 MB, high-density, 3.5-inch diskettes. Name brand disks generally are more reliable than generics.

Indicate on the disk or in a cover letter the software and operating system used to create the disk files. Include a list of all documents on the disk. Give each file a unique, informative, name, such as “Chap1,” “References,” or “Notes.”

Use updated virus protection software to ensure both the diskette and your own computer are virus-free before copying files to the diskette.

Do not write-protect your disk, password protect the files, or use any kind of document security, encryption, or protection features. Do not use any kind of data compression on your files without first checking with the CWLA Publications Department.

Do not use editing or revision settings in any software at any point in the creation of your document without first checking with the CWLA Publications Department. Even if you turn off editing and revision settings before saving the document for the final time, such settings sometimes corrupt the document.

General Formatting Instructions

Refrain from trying to make the document look “typeset.” The CWLA Publications Department will handle all layout, design, and typesetting. The simpler your document is, the easier it is to open and translate.

Use a typeface common to both Windows and Macintosh systems, such as Times, Times New Roman, Courier, or Helvetica. “Exotic” typefaces can cause problems and delays. CWLA’s designers will select appropriate typefaces and styles for all final published works.

Set all type flush left. Do not justify type. Insert only a single space after all punctuation. Use

only a single tab to indent the beginning of a paragraph. Avoid using the tab key beyond that. Do not place material in multiple columns.

If a paragraph has to be indented at both sides (such as for block-quoted material), use the tab ruler to change the margin settings to provide the indent. Do not insert tabs and returns at the beginning and end of each line in the paragraph. Consult your word processing program's instruction manual for information on resetting margins with the tab ruler.

If changing the margin settings becomes problematic, leave the paragraph as is and insert notes to let the editor know where the indented material begins and ends (for example, "begin block quote" and "end block quote here").

Leave hyphenation settings turned off. Don't force a hyphenation by placing a hyphen and a return at the end of a line to break a word and achieve a better line length. Hyphens are acceptable at the end of a line only if they naturally occur in the word—that is, only if the word is a hyphenated compound word. Editors and book designers will hyphenate as appropriate when the book or article is typeset.

Do not insert hard returns at the end of a line—only at the end of a paragraph. Do not place a hard page break at the end of each manuscript page.

Formatting Book and Article Manuscripts

Each chapter of a book, regardless of length, should be in a separate document, as should each appendix and the references. The front matter of a book (title page, contents, acknowledgments) can be in one document. Short introductions and prefaces can be included with the front matter. Lengthy introductions and prefaces, however, should be in separate documents.

An article for *Child Welfare* or *Children's Voice* can usually be in one document. For longer articles, check with the Publications Department first.

Except for page numbers, do not use headers or footers in your document. For books, begin page numbering at page 1 for each chapter.

Chapter titles and headings

Set chapter titles in bold, and center on the page. Set in upper and lowercase type, capitalizing only the first letter of important words.

Set first-level headings in bold, upper and lower case type, flush left, on a line by themselves. Place one extra line space above each first-level head.

Set second-level headings in italics, upper and lower case, flush left, on a line by themselves. Place one extra line space above each second-level head.

Set third-level headings in underlined type, followed by a period. Capitalize only the first word in third-level heads. Place one extra line space above each third-level head.

Avoid subheadings beyond the third level; the subheads become complex and hard to follow.

Lists and block quotes

Do not use your word processing program's automatic bullet or numbered list feature. For a bullet list, insert an asterisk, followed by a single tab, before each item. For a numbered list, use a number in parentheses, or a number and a period, followed by a single tab or single character space, before each item.

Quoted material of 40 words or more should be set as a block quote, with indents on both sides, as explained on page 25.

Tables, Figures, and Graphics

Do not include tables, figures, graphs, photos, or other graphics in the manuscript's word processing files. Rather, each table, figure, or other graphic should be in its own document. Leave insertion notes at appropriate places in the text ("Insert Table 1 here," "Figure 2 goes here," and so on). Include paper printouts of all tables,

figures, and graphics. Always specify the computer program used to create the graphics.

Tables should be set in Excel or in Microsoft Word's table function. Avoid using other word processor's table functions, table editors, or spreadsheet software to create tables. If you are not able to use Word or Excel, check with the CWLA Publications Department first before creating tables.

As with document text, keep the formatting simple in tables and figures. Use bold type for main headings, italics for additional headings, and regular Roman type for the rest of the table or figure.

Creating computer-generated graphics is not necessary. In most instances, CWLA's designers will need to recreate graphic elements to conform to the finished publication's typography. Hand-drawn or sketched graphics are acceptable as long as they clearly show what is needed in the finished graphic.

Endnotes and Footnotes

For submitted manuscripts, CWLA prefers citations in text, with references at the end of a chapter, article, or book, rather than footnotes or endnotes. Even with desktop publishing software, placing multiple notes at the bottom of a page causes difficulties in typesetting.

CWLA will set notes and references at the end of an authored book, at the end of a chapter in an edited book in which chapters have different authors, or at the end of an article published in such periodicals as *Child Welfare* or *Children's Voice*. An occasional, individual explanatory footnote is permissible when it must appear with the text in a particular chapter or article.

In either event, the preferred format for a manuscript submitted on disk is for all notes and references to appear at the end of each document. The automatic footnote-endnote function—in Microsoft Word or WordPerfect only—may be used if absolutely necessary, but it should be set

for endnotes rather than footnotes. If you are using word processing software other than Microsoft Word or WordPress, contact the Publications Department before using any footnote or endnote feature.

For specific endnote styles, refer to APA or the *CWLA Style Guide*.

For Further Information

For additional information about CWLA publications, or for a copy of CWLA's publications catalog or the *CWLA Style Guide*, contact

Publications Department
Child Welfare League of America
440 First Street NW, Third Floor
Washington DC 20001-2085
202/638-2952
Fax 202/638-4004

E-mail inquiries:

Advertising advertising@cwla.org
Books books@cwla.org
Child Welfare journal@cwla.org
Children's Voice voice@cwla.org
Newsletters newsletters@cwla.org

On the Internet:

www.cwla.org/pubs



