

# *Journal of Social Work Values & Ethics*

## **Manuscript Format Guidelines\*** **Moving from Manuscript to Article** **Directions for Font Size and File Types**

Authors are responsible for assuring that the final draft meets the font size requirements. Manuscripts cannot be published without compliance with these standards. All manuscripts must be in Times New Roman font. Sizes of the font vary as illustrated:

**Title: Bold, Times New Roman, 18 pt**  
**e.g., Ethical Delegates in the Social Work Classroom: A Creative Pedagogical Approach**

### **Topical Headings**

- Paragraph setting: first line indent, 0.5 inch (except for Abstract and Reference headings, which should be set at “none”)
- 1st level head (including Abstract and References)  
**14 pt Times bold; cap/lc title case**
- Additional heading levels, if used:
  - 2nd level head  
**12 pt Times bold; sentence case**
  - 3rd level head  
*12 pt Times italic; sentence case*
  - 4th level head  
*12 pt Times italic bold; sentence case, run in with period.*

### **Body copy**

Paragraph setting: first line indent, 0.5 inch

Font: Times New Roman, 12 pt.

Block quotes: Hanging indent 0.5 inch

Within the social work classroom, effective and innovative teaching strategies are being used to enhance the interest and motivation of students in the area of ethics, including the application of the...

### **References**

Do not embed DOI links or other hot links in the references.

### **File Types**

- Manuscripts: Submit as Word (or compatible) files using the fonts listed above.
- Figures/Tables:
  - Convert to JPG and attach as separate files.
    - Size: Images should be no more than 500 pixels in width.
  - Figures and Tables must be consistent and will be approved on an individual basis.
  - Indicate in the manuscript where each figure/table should appear

*\*revised and in effect for articles submitted for Spring 2019 and following*

*\*\*revised and in effect for articles submitted for Spring 2021 and following*

## Do and Don't Checklist:

### DO's

1. Type your entire manuscript in Times New Roman 12 pt. with everything in "Normal" style.
2. Change the title font to 18 pt. Times New Roman Bold.
3. Change the heading fonts as indicated in the guidelines
4. Include italics and bold where appropriate/needed.
5. Attach Figures and Tables as separate graphics files (JPG) and indicate in the manuscript where each Figure or Table is to appear.
6. Check your references for correct APA style and completeness. **Articles to be published in Spring 2021 or later must follow APA 7th edition.\*\***
7. Check to make sure that all references in your reference list are cited in the text, and vice versa.

### DON'Ts

1. **DO NOT** use style sheets. Keep everything in "Normal" style and then simply change the fonts for the title and the headings, as noted in the guidelines.
2. **DO NOT** embed graphics into your Word document.
3. **DO NOT** use any other formatting in your document.
4. **DO NOT** use headers or footers.
5. **DO NOT** use page numbers.
6. **DO NOT** embed hot links or DOI links in references.

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