

Manuscript Review Form
Month, Day, Year Completed _____

MANUS: Title:

The manuscript's focus is on social work values and/or ethics (mission of journal). Yes _____ No _____ If no, stop and reject manuscript

Issue to address	Excellent 5	Very Good 4	Good 3	Fair 2	Poor 1	N/A 0
1. The manuscript's discussion of social work values and/or ethics.						
2. The introduction's statement of the manuscript's objective(s).						
3. The manuscript's discussion of the literature on the subject matter.						
4. The manuscript's presentation of a conceptual framework.						
5. The manuscript's presentation of original ideas.						
6. If the manuscript includes a replication of prior research, assess it.						
7. The quality of the manuscript's organization.						
8. The overall clarity of the writing (e.g., syntax, grammar, spelling, and punctuation).						
9. The author's use of correct/appropriate terminology related to race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression.						
10. The manuscript's discussion of relevant limitations.						
11. The manuscript's cross-cultural applicability.						
Composite Score =						
Sum =						
Yes and No Issues	YES 0	NO 1				
Are Headers or Footers in the manuscript?			Authors must remove Headers and Footers			
Are Page Numbers in the manuscript?			Authors must remove page numbers			
Are Footnotes in the manuscript?			No embedded footnotes; must be manually installed			
Are Figures/Tables in the manuscript?			May not be housed within the manuscript			
Are DOI numbers on reference page?			No DOI numbers allowed			
In compliance with APA standards (7 th edition)?			Exceptions to APA are on webpage			
Composite Score =						
Sum =						
Is manuscript focused on quantitative analysis?			Ask for an additional form.			

Grand Total =

If you would like to submit your comments on the manuscript, include it. Do *not* use MS Tracking or other protocols that would betray anonymity.

Strengths of the manuscript.
Major concerns and improvement suggestions.
Minor concerns and improvement suggestions.
Additional comments to author(s) Please refer to issue number.

Overall Evaluation – insert a number into the cell.

	5 Unconditionally Accept –Accept with no changes
	4 Accept with Minor Changes – Very good conceptualization with minor problems which need clarification. Citations may be problematic.
	3 Accept with Major Changes – Worthy of publication, but significant revision required.
	2 Reject but may resubmit – Needs significant revision.
	1 Reject and may <i>not</i> be resubmit

Do The author(s) will receive a copy of this form. There do *not* include your name or affiliation.

NOTE: If the manuscript is accepted or accepted with modifications BUT has headers, footers, embedded footnotes, page numbers or embedded Figures/Table within the manuscript, all of these must be removed by the author for the manuscript to be accepted.

Each Figures/Table must be in a separate JPG file. Within the manuscript, the author must identify the location for the Figures/Table in a red font as **INSERT FIGURE 1 HERE.**

***The Journal of Social Work Values and Ethics* cannot handle embedded footnotes. All footnotes must be manually inserted and displayed immediately before the reference page. Authors must use superscript numbers [like ¹] for the information needing a footnote in the body of the text.**