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

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| --- | --- | --- | --- | --- | --- | --- |
| **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. Extra |  |  |  |  |  |  |
| 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 |
| Fails to comply with APA standards (7th 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.**

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| --- |
| **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**

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| --- |
| **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 ***not*** be resubmit |

**Insert over-all Evaluation Number here \_\_\_\_\_\_\_\_\_**

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

**NOTE: If the manuscript is accepted or accepted with modifications BUT has headers and/or footers within the manuscript, these must be removed by the author for the manuscript to be accepted.**

**Figures/Tables must be of high resolution/quality. Each Figure and Table must have a caption.**