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.**