

BPHE Society's  
**Centre for Studies in Rural Development**  
**Institute of Social Work and Research**  
Ahmednagar

## **Policy Guidelines and Code of Ethics for Research and Publication**

1. Social Work is a **value based** profession. Field based social work research is an essential component of social work profession. Social work research deals with ethically sensitive data. It also deals with large volumes of confidential data. There is a need to strike a balance between cooperation and confidentiality between practitioners and academicians in social work research. There is a need for sharing the research findings to promote profession. It is also important to keep away from plagiarism.
2. Social work researchers should seek **prior consent** for collecting data (informed consent) from the respondents. The consent should include the terms and conditions concerning the nature, extent, and duration of the research participation requested. The researcher must disclose the risks and benefits of participation in the research in advance while taking the consent. If the respondent is unable to give proper consent, the researcher should obtain written consent from an appropriate proxy (special participants).
3. The Social Work researcher should **avoid conflicts** of interest and dual relationships with participants and attempt to resolve conflicts in the participants' interests.
4. The respondents shall be given **freedom** to withdraw cooperation at any time of the research.
5. Social Work Researcher should keep the identity of the participants **confidential** or anonymous. Social Work Researcher should protect participants from stress, harm, danger, or deprivation
6. Social Work Researcher should seek **prior permission** to publish information collected from the respondents.
7. Social Work Researchers should report research findings **accurately**. They should not fabricate or misrepresent the facts. They should acknowledge proper sources of the information collected from primary and the secondary sources.
8. Social Work Researchers should create **locally useful** literature. Researchers have an independent responsibility to ensure that their research will be of benefit to research participants, relevant groups or society in general, and for preventing it from causing harm.

9. Social work researchers should **cooperate with colleague** in gathering useful data.
10. Social work researchers should participate in **collaborative policy researches** with government agencies.
11. Social work researchers should attend **professional conferences** and share research based knowledge.
12. Social work researchers should conduct **evaluation research** to promote evidence based practice and intervention research for practice based knowledge.
13. Social work researchers should **educate** themselves, their students, and their colleagues about responsible research practices.
14. The researcher is responsible for the **trustworthiness** of his or her own research. Plagiarism is incompatible with such trustworthiness. All the written manuscripts shall be checked with appropriate plagiarism software.
15. Research activity is a **quest for new knowledge**, with critical and systematic verification and peer review. Institution shall assist in ensuring the researchers' freedom in their choice of topic and methodology, implementation of research and publication of results.
16. Research should be of high **academic quality**. The researcher and institution are required to possess the necessary competence, design relevant research questions, undertake suitable choices of methodology and ensure sound and appropriate project implementation in terms of data collection, data processing and safekeeping/storage of the material.

**Guidelines for Writing Articles**  
**NEW HORIZONS IN UNIVERSITY EDUCATION A JOURNAL OF**  
**DEVELOPMENT AND SOCIAL JUSTICE**

*(ISSN 2249-586-X)*

New Horizons in University Education is a biannual Journal of Development and Social Justice, published from Centre for Studies in Rural Development – Institute of Social Work and Research, Ahmednagar 414001, Maharashtra. It is a multi disciplinary journal covering areas of social development, human resource management, urban and rural development, social justice, social action, cooperation, micro finance, micro planning, social welfare, social work, welfare administration, family and child welfare, rural health, sanitation, environment, social medicine, community health, etc. Documentation of innovative approaches and indigenous strategies in dealing with social problems in India is the chief objective of the journal. It explores new horizons in University level education incorporating experiences and success stories from various fields of social work. Articles are welcome from the social work practitioners, social work educators, researchers and policy makers regarding various social development, social justice, and social welfare issues.

## **Editorial policy**

1. *Covering letter*: The covering letter is important. To help the Editors in their preliminary evaluation, please indicate why you think the paper suitable for publication. If your paper should be considered for fast-track publication, please explain why.
2. *Peer review*: All papers submitted for publication undergo peer review.
3. *Declaration*: Each article should be accompanied with a declaration by all the authors that: they are authors of the article in the order in which listed and the article is original, has not been published, and has not been submitted for publication elsewhere. If the author has quoted more than 500 words / a table / a figure from a published work in the article, a copy of permission obtained from the respective copyright holder needs to be enclosed.
4. *Competing interests and other declarations*: All authors are required to declare any conflicts of interest when submitting papers for publication. Declarations of funding sources, a guarantor and a statement of contributorship are also required.
5. *Permissions*: All previously published material must be accompanied by the written consent to reproduction of the copyright holder. An acknowledgement of permission should be included at the relevant point in the paper, and a full reference to the original place of publication should be included in the reference list.
6. *Copyright*: Authors of accepted manuscripts will be required to allocate copyright to the publisher prior to publication.

## **Types of articles**

1. *Research based original articles*: From 3000-6000 words. The content of the paper must justify its length. For reports of original investigative work, traditional division into sections is required: summary (maximum 100 words), introduction, methodology, results, discussion, acknowledgements and references. Black and white photographs and line drawings are welcome if they illuminate the text.
2. *Case Study Reports*: Up to 4000 words. The contents should be logically ordered, with subdivision into sections including summary (maximum 100 words). Up to five references may be given. Suitable for presenting descriptive studies, a series of cases etc., some field studies, personal experience or individual case reports of particular interest.

## **How to submit a manuscript**

1. Only manuscripts submitted via email in word format to [csrd.iswr@gmail.com](mailto:csrd.iswr@gmail.com) will be considered for publication. All submissions must be in English. Tables and figures may be submitted as separate files, in which case the files should be uploaded in the following order: (1) main text, including title page, abstract and references; (2) tables; (3) figures; (4) supplementary files; and (5) author proforma.
2. *File formats*: Text files must be saved in .doc or .rtf format. Other suitable formats include .tif for photographic images and line drawings, .xls for graphs produced in Excel.

## How to prepare a manuscript

1. *Formatting*: Manuscripts must be submitted using single line-spaced, unjustified text throughout with headings and subheadings in bold case. Press 'Enter' only at the end of a paragraph, list entry or heading.
2. *Fonts*: Only Times New Roman, 12 point, single space, with 6 point paragraph space before and no space after the paragraph
3. *Title page*: The first page should contain the full title of the manuscript, a short title, the author(s) name(s) and affiliation(s), and the name, postal and email addresses of the author for correspondence, as well as a full list of declarations. Please also include a list of up to five keywords. The title should be concise and informative, accurately indicating the content of the article. The short title should be no more than six words long.
4. *Abstract*: A summary of no more than 100 words must accompany all Original Articles and Case Studies. The summary should cover: Background (context and rationale); Methods (type of study and techniques); Results (main numerical data and statistical information); and Conclusions (main objective and verifiable conclusions).
5. *Tables*: Tables must be prepared using the Table feature of the word processor. Tables should not duplicate information given in the text, should be numbered in the order in which they are mentioned in the text, and should be given a brief title.
6. *Figures*: All figures should be numbered in the order in which they are mentioned in the text. All figures must be accompanied by a figure legend. If figures are supplied in separate files, the figure legends must all be listed at the end of the main text file. Line drawings should be produced electronically and clearly labelled using a sans serif font such as Arial. Graphs may be supplied as Excel spreadsheets (one per sheet). Other line drawings should be supplied in a suitable vector graphic file format (eg .jpg)
7. All photographic images should be submitted in camera-ready form (i.e. with all extraneous areas removed), and where necessary, magnification should be shown using a scale marker. Photographic images must be supplied at high resolution, preferably 600 dpi. Images supplied at less than 300 dpi are unsuitable for print and will delay publication. The preferred file format is .tif.
8. *References*: Only essential references should be included. Authors are responsible for verifying them against the original source material. References should include the names and initials of all authors. Publications for which no author is apparent may be attributed to the organization from which they originate. Punctuation in references should be kept to a minimum, as shown in the following examples:
9. Rubin Allen and Rabbie R Earl (2011) *Methodology for Social Work Research*, New Delhi: Cengage Learning India Private Limited
10. Subhedar IS (2001, 2009 Reprint.) *Fieldwork Training in Social Work*, Jaipur: Rawat Publication
11. References inside the text should follow the following format
12. 'Social work camps help the students in understanding the core of rural life, their problems and needs, and help them in preparing a plan for social work practice and community development' (Subhedar, 2009:156).
13. *Abbreviations*: Symbols and abbreviations should be those currently in use. Authors should not create new abbreviations and acronyms.
14. *Units*: All measurements should be expressed in SI units.

**Proofs and eprints**

Proofs will be sent by email to the designated corresponding author as a PDF file attachment and should be corrected and returned promptly; corrections should be kept to a minimum.

**Author's copy**

Author of each article shall be given two copies of the published journal as complementary.

**Last date of receipt:**

Articles may be sent at any time of the year. However, the publication of the journal is twice a year.

**Contact email:**

All correspondence related to the journal should be made to kind attention to the editor via [csrd.iswr@gmail.com](mailto:csrd.iswr@gmail.com). You may also send an alternate copy to [iswrcsrd@gmail.com](mailto:iswrcsrd@gmail.com).

**Screening procedure:**

All the articles received shall be subject to preliminary screening in accordance with the objectives of the journal. Each article will also be sent for peer review to a panel of editors and if selected for publication, it shall be informed to the authors via email. The criteria used for reviewing an article are contemporary relevance, contribution to knowledge, originality, clarity and logic in analysis, methodology of research articles, implications for intervention, appropriateness of references and language. All the articles received will be screened and classified theme wise and the eligible ones will be published. The authors shall receive the confirmation of the intended publication of their works within 6 months (after peer review) of the receipt of their articles via email.

**About author**

A short profile (maximum 100 words) of the author including author's qualifications, positions (past and present), place of work and details about previous publications should be given along with the abstract.