AJSW Manuscript Submission Checklist

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| **#** | **Requirement** | **Summary** | **Yes or No** |
|  | There should be enough evidence that the manuscript was prepared for social work (e.g. family work, community work, environmental social work and spiritual social work), social development, and social services with implications for Africa – this is evidenced by author’s discipline or qualification, title, key words and implications and literature used. | My manuscript is relevant to social work |  |
|  | Abstract must be 200 words maximum or very close to 200 – no references and subheadings in abstract. Abstract should ideally be a paragraph of six sentences covering the following: Social problem/issue followed by questions or hypothesis; Philosophy or philosophical approach that shaped the understanding of the problem and the approach to the study or thinking; Theory that shaped analysis and discussion; Methods used to bring out the data; Results/findings and conclusions; and Implications and recommendations. *Please note: We openly, actively and proudly promote use of Africa philosophies and theories as a journal. We do this to revalue Africa knowledge that has for long been neglected or colonised. If Africa writers use Africa literature, theories and philosophies, this can be achieved easily.* | My abstract meets the requirements of the AJSW |  |
|  | Introduction – one paragraph only, no references, the final sentence must inform the reader what the article contains or how it is structured. About 10 lines of introduction required. | My introduction is one paragraph with no references |  |
|  | Using minimum of 75% African references/authors/sources (includes orature)/databases in the background, literature review, methodology, discussion; implications for social work. Literature from the Global South should be prioritised where African (or Global South) literature is not available. | I have used a minimum of 7.5 out of every 10 references (75%) |  |
|  | Prioritizing African philosophy, theories, models and frameworks, and where these are not available, we request you to propose your own to guide your research or create your own after your research. Philosophies, theories, models and frameworks from the Global South should be prioritised where African (or Global South) ones are not available. | I have prioritised African philosophy, theories, models and frameworks |  |
|  | If you have done a literature or orature review (scoping, systematic or meta synthesis), provide the review question and methods including list of all your sources (e.g. databases, libraries etc). Include a list of oral and non-published sources included. Use African libraries, sources and databases such as Africa Journals Online (AJOL). Provide a detailed table (or list) with all the literature included in the review, the authors, year published, database found and summary of data that was extracted to answer the review question. The data extracted from the sources must be presented, this forms your findings. | Review questions/s included  Methods used to plan, source, decolonise, screen (include, or exclude), assess for quality, report, analyse etc are included  List of all sources/databases provided  List of all literature reviewed included  List of oral and non-published sources included  Findings presented |  |
|  | Provide enough descriptions and evidence so that it is clear data collection was done adequately, and to support that the methods described were actually followed. Providing relevant attachments is good practice, including photos, anonymized transcripts of data | It is clear data collection was done, adequately |  |
|  | Findings and Discussion must be separated into two different sections | Findings are separated from Discussion |  |
|  | Your conclusion must be one paragraph, no references. | One paragraph, no references |  |
|  | Length of manuscript must be 5000 words maximum. | Number of words (should be less than 5001) |  |
|  | Follow ASWDNet formatting guide for headings, subheadings, citing and references. | ASWDNet style used |  |
|  | Ensure that you read your paper more carefully before submission to get rid of minor errors. | Revised before submission |  |
|  | Submit one document, do not put a separate cover page or letter. | How many documents are you submitting (should be one)? |  |
|  | Did you receive ethics clearance or advice for your research, if not, please apply for ethics advice here <https://africasocialwork.net/african-independent-ethics-committee/> (AIEC). We accept any of these (1) ethics clearance number from an Ethics Board – this is provided before the research (2) ethics advice number from the AIEC – this advice is provided before or after the research (3) a detailed personal statement about ethics that you use in your family or community and a reflection about how you applied these in the current research. | What ethics guidance do you have 1, 2 or 3? You need at least one of these. |  |
|  | I will be invoiced if my manuscript is peer reviewed and accepted | I am aware of the open access fees |  |

***Updated May 2024***