



GUIDELINES FOR SUBMITTING PAPERS TO *REVISTA DE TRABAJO SOCIAL (RTS)*

Revista de Trabajo Social, published by the Official College of Social Work of Catalonia, is a specialist journal issued every four months that has been in publication since 1960. Its objectives are:

- To disseminate professional experiences and scientific knowledge generated from social work practice and research.
- To contribute to the professional development of social workers by providing methodological tools, experiences, research, analyses and reflections that enable finding a common link between practice and theory.
- To promote the critical analysis of social reality and social policies.

The RTS is especially aimed at professional and academic social workers, university students and any professional involved in the social work environment.

The RTS is open to all contributors who wish to submit papers on original theoretical or empirical research, literature reviews, descriptions of professional experience, trials and critical analyses. Papers must always be about social work, social policies and social welfare services.

Papers must be unpublished. Nonetheless, the editorial board may issue texts published in other languages and in other geographical areas, if it deems appropriate.

Responsibility for the content of papers falls solely on authors and, if evidence of plagiarism is found, predetermined actions will be carried out to inform the authors, remove the non-original document from the website and inform readers of the situation.

The editorial board will pre-select submitted papers and subsequently evaluate them following a double-blind peer review process (the identities of the authors are concealed from the reviewers, and vice versa).

Sections and length of submitted papers.

- **In depth:**
Papers that give a theoretical review of a subject of cross-sectional interest for social work professionals. Maximum length: 7,000 words.
Studies and research using scientific methodology. Maximum length: 7,000 words.
- **Sharing professional practice:**
Papers providing best practices and experiences of interest in social work. Maximum length: 5,000 words.
- **Letters from professionals:**

Opinions and unsolicited contributions from RTS readers that will be published after evaluation by the editorial board. Maximum length: 500 words.

▪ **Reviews:**

Presentation and evaluation of books, films, plays, exhibitions or other cultural events related to social action. Maximum length: 1,200 words.

The maximum length includes references in all cases.

Papers that exceed the specified word count will be returned to reduce their length.

Papers must be submitted in electronic format, in Arial body size 12 font; 1.5 line spacing; 3-cm margins.

Languages

Papers can be submitted in either Catalan or Spanish. Each online RTS issue will be published in Catalan and in Spanish, and at least one paper selected by the editorial board will be translated into English and published. Papers in the hard copy version of the journal will be published in the author's original language. Titles, abstracts and keywords of all papers will also be published in English.

Structure of submitted papers

The first page should include: title and subtitle, if applicable (maximum 40 words); name and surname of the principal author and list of other authors, if any; academic degrees, professional affiliation and position; the email address and telephone number of the principal author should also be included.

The second page should include:

- An abstract of no more than 250 words in Catalan or Spanish and in English.
- No more than 5 keywords in Catalan or Spanish and in English.

Third and subsequent pages: body of the manuscript which should always include an introduction, the structured discussion of the topic, conclusions and references. For the "In depth" section, the body should contain the following sections: introduction, methodology, results, discussion, conclusions and references. For the "Sharing professional practice" section, the body should also contain the sections just mentioned, to the extent possible.

Figures and tables

Figures and tables should be placed next to the relevant text, consecutively numbered, with the title and the source of preparation.

References

References should be placed at the end of the text, in alphabetical order and in accordance with APA guidelines (6th edition, 2018).

Hard copy book: Surname, Initial. (Year). *Title: Subtitle*. (1st or # ed.). City: Publisher. If there is more than one author, all authors should be listed. Their names and surnames should be separated by commas, except for the last author, who should follow "and".

Foucault, M. (1992). *Microfísica del poder*. (3rd ed.). Madrid: La Piqueta.

Moreno, M. D., Peris, F. and González, T. (2000). *Gestión de la calidad y diseño de organizaciones* (1st ed.). Madrid: Ed. Prentice Hall.

Corporate author: Name of the institution or entity (Year). *Title: Subtitle.* (1st or # ed.). City: Publisher.

Observatori del Treball i Model Productiu (2017). *La situació de desigualtat salarial a Catalunya entre homes i dones* (1st ed.) Barcelona: Departament de Treball, Afers Socials i Famílies. Generalitat de Catalunya.

Chapter in book: Surname, Initial of the author of the chapter. (Year). Chapter title: Subtitle. In Initial and Surname of the editor (ed.), *Book title* (# ed., pp. Xx-xx). City, Country: Publisher.

García Martínez, E. and Báñez Tello, T. (2016) Tejiendo identidades profesionales. Un proceso creativo y transformador. In Londoño Monroy, G. and Rodríguez Illera, J. L. (eds.) (2017). *Relatos Digitales en Educación Formal y Social* (1st ed.). Barcelona: Universitat de Barcelona.

E-book with DOI: Surname, Initial. (Year). *Title.* DOI:

Londoño Monroy, G. and Rodríguez Illera, J. L. (eds.) (2017). *Relatos Digitales en Educación Formal y Social.* DOI: 10.1344/105.000003160

E-book with URL: Surname, Initial. (Year). *Title.* Retrieved from URL.

Londoño Monroy, G. and Rodríguez Illera, J. L. (eds.) (2017). *Relatos Digitales en Educación Formal y Social.* Retrieved from <http://www.greav.net/descargas/Actas2016.pdf>

Hard copy journal article: Surname, Initial. (Year). Article title. Article subtitle. *Journal name.* Subtitle, volume (number), pp-pp.

Carabaza, J. I. (2013). Apropiación de las TIC: apuntes para su operacionalización. *Revista Prisma Social*, 9, 352-390.

Journal article with DOI: Surname, Initial. (Year). Article title. Article subtitle. *Journal name.* Subtitle, volume (number), pp-pp. DOI:

Rode, N. (2017). Defining social work is a never-ending story. *European Journal of Social Work*, 20 (1), 64-75. DOI: 10.1080/13691457.2016.1185704

Online journal article: Surname, Initial. (Year). Article title. Article subtitle. *Journal name.* Subtitle, volume (number), pp-pp. Date accessed, from URL

Deslauriers, J. P. and Pérez, J. V. (2004). El reto del conocimiento en la práctica del Trabajo Social. *Cuadernos de Trabajo Social*, 17, 195-210. Accessed 27 October 2018, from <http://revistas.ucm.es/index.php/CUTS/article/view/CUTS0404110195A>

Website: Surname, Initial. (Year last updated). *Website title.* Date accessed, from URL

Fundación Dialnet. Universidad de la Rioja (2018). *Dialnet.* Accessed 27 October 2018, from <http://dialnet.unirioja.es/>

Symposiums and conferences: Surname, Initial. (Year). Title of the presentation. In Initial. Surname. (Chair), *Title of the symposium or conference* (p. xx-xx). Symposium or conference held in Name of the organisation, location.

Fernández Barrera, J. (2006). Trabajo Social con Familias y Mediación. En C. Escobar, T. Andrés i G. Sánchez (Chair), V Congreso Estatal de Estudiantes de Trabajo Social (p. 17-30). Salamanca: Universidad de Salamanca (p. 17-30). Salamanca: Universidad de Salamanca

Thesis: Surname, Initial. (Year). *Thesis title* (unpublished undergraduate, master's or PhD thesis) Name of the institution, location.

Parra Ramajo, B. (2017) *El trabajo social de grupo en la actualidad* (PhD thesis). Universitat de Barcelona, Barcelona.

Online thesis: Surname, Initial. (Year). *Thesis title* (undergraduate, master's or PhD thesis; Name of institution, City, Country). Date accessed, from URL

Cardona Cardona, J. (2012). *Definición del contexto de intervención en el trabajo social de casos*. (Doctoral thesis). Universitat de les Illes Balears, Palma de Mallorca. Accessed 26 October 2018, from <http://hdl.handle.net/10803/108691>

Videos: Surname, Initial. (Year, month, day). *Title of video*. Date accessed, from URL
Centeno, A. and de la Morena, R. (2015), *Yes, We Fuck!*. Accessed 27 October 2018, from www.yeswefuck.org

Film: Surname, Initial of the producer (producer), and Surname, Initial of the director (director). (Year). *Title of the film*. [Film]. Country of origin: Studio.

Mase, Y. (producer) and Takita, Y. (director). (2008). *Despedidas*. Japan: Shochiku Company Limited

Photograph: [Photograph by Name and surname of the photographer]. (Location. Year). Name of the collection. Location.

[Photograph by the Chicago Daily News]. (Chicago, Illinois. 1910). American Memory Collections of the United States Library of Congress, Washington.

These references have been adapted to APA guidelines (6th edition, 2018). For other document types, please see www.apastyle.org.

Papers should be sent to RTS's email: rts@tscat.cat.

A cover letter should be included as an attachment indicating that the paper is an original work, the section of the RTS to which it is addressed, who is responsible for authorship, that the work has not been published in another medium, and agreement to submitting the manuscript to review and any changes in content and style according to the recommendations of reviewers. In addition, the transfer of copyright to the journal should be stated, as should the absence of conflict of interests and respect for the ethical principles of research.

The RTS editorial board is not responsible for the authenticity of published papers or their credibility. The opinions expressed in papers are the responsibility of their authors and the RTS does not necessarily identify with them.

The authors will receive 2 hard copies of the journal issue in which their work is published.

The RTS does not charge fees for publishing papers.

Checklist prior to submitting papers

Authors must verify that their submission complies with the requirements below. In the event of non-compliance, papers will be returned to them.

1. The body of the paper has been anonymised: it does not include the name of authors or their affiliation, and any element that could directly or indirectly enable identifying the author has been deleted.
2. The manuscript is submitted in .docx or RTF format, including reference citations, tables and figures.
3. The cover letter is attached as a separate file.
4. The references include URLs whenever possible.
5. The text is in Arial body size 12 font; 1.5 line spacing; 3-cm margins.
6. The first page includes: full title (maximum 40 words) in Spanish or Catalan and in English, name and surname of the authors, institutional or professional affiliations of each author, as well as the address of the principal author, his/her telephone number and email address.
7. The second page includes: an abstract (maximum 250 words) in Spanish or Catalan and in English and the keywords (maximum 5) in Spanish or Catalan and in English.
8. Figures and tables are placed next to relevant text, with consecutive numbering, the title and the source of preparation.
9. Grants or financial support and their origin, if applicable, are stated.
10. The manuscript meets the specifications of the section for which it is intended.
11. The style and format of references are adapted to the APA international guidelines required by the journal and all of them have been reviewed.