

## **Submission Instructions for Authors:**

The *First Peoples Child & Family Review* focuses primarily on Aboriginal child welfare practices, policies, and research. It is a journal that showcases the “voices and perspectives” of Aboriginal child welfare scholars, researchers, practitioners, trainers, students, volunteers and community developers but welcomes submissions from all Canadians and other interested groups and countries.

Various manuscript submission formats are acceptable, which can include any one of the following formats: (a) original data-based research; (b) program evaluation; (c) qualitative evaluations; (d) program, service, and/or innovative practice descriptions; (e) literature reviews; (f) discussion/position papers; (g) conceptual and theoretical papers; (h) policy analysis; (i) case studies; and/or (j) resource reviews (e.g. books, movies, websites, and or software related to First peoples child and family matters).

All manuscripts should have the following characteristics:

1. Well written, logically developed, organized with appropriate headings, an introduction and conclusion;
2. The rationale, goals, concepts and problem statements should be clearly stated;
3. Content of the article should be supported by the relevant literature and accurately referenced according to APA referencing format;
4. The manuscript must be written in a practical and professional style but understandable by a wide-ranging audience (child welfare social workers, supervisors, foster parents, students, volunteers, etc.).

Articles and manuscripts should be submitted in either English or French. Contributors should submit an electronic copy to the editor at [mbennett@fncfcs.com](mailto:mbennett@fncfcs.com) keeping the following in mind:

- Electronic versions must be submitted in MS Word files. If you are a Mac user, please ensure your file is readable in an IBM computer without loss of format;
- Submissions should include a cover page which contains a brief biography of the author, the author’s position, any professional titles, mailing address, email, fax and telephone numbers;
- Authors should ensure that they include an abstract of their paper, not exceeding 100 words;
- All submitted materials should be double spaced;
- Margins should be 1.25 inches on all sides;
- Please number pages in the lower right hand corner, beginning with 1 on the first page;
- Submissions should use standard fonts (i.e. Times New Roman, Arial, Helvetica or Courier type) in 12 pt type and avoid alternating the size of the font throughout;
- Authors should ensure that references are arranged alphabetically in the reference list;
- Submissions should conform to APA guidelines for textual citations, quotations, references, tables, illustrations, subheadings and page formatting, etc.
- Prospective contributors are responsible for obtaining permission from copyright owners to use an illustration, graph, table, picture, or quote of over 100 words published elsewhere. Contributors should write the publisher/author for such permission.

All papers submitted for consideration in the *First Peoples Child & Family Review* are **internally** reviewed by a member of our Editorial Board and then **externally** reviewed by a community professional in practice or by an individual affiliated with a First Nations or Aboriginal child and family service agency, learning institution or other child welfare based organization. The review process is entirely anonymous and reviewers will not be identified to contributors and vice versa. The review process assists the editor and the Editorial Board with making decisions about the manuscript's suitability for publication and will also help contributors strengthen their professional writing. The reviewers' knowledge, experience, and critical assessment of the manuscript will provide concrete feedback to the contributors. The reviewers will recommend whether or not submissions should be accepted for publication and will provide reasons for their decision. Reviewers are asked to judge the manuscript on several criteria including its contribution to increasing knowledge and clarity around administrative, practice, policy and research issues in relation to child and family matters for First Nations and Aboriginal children, families and communities. Reviewers will provide positive and constructive feedback to help authors improve their work, if necessary. All reviews and revisions should be completed within two months using electronic communication. Once a manuscript is deemed appropriate for publication, the author will be asked to sign a publication agreement which essentially grants the First Nations Child & Family Caring Society permission to publish the article on-line in the journal. Copyright over the published submission will remain with the original author.

Submissions will be accepted at any time throughout the year for consideration in upcoming issues of the *First Peoples Child & Family Review*. Call for Papers are generally circulated 6 months in advance for publications in June and November respectively. Late submissions that receive positive reviews will be considered for publication in the next issue.

Submissions can also be sent through the traditional postal system to:

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