Guidelines for Contributors (including the journal's style requirements)

Publisher

The Centre for Excellence for Children's Care and Protection (CELCIS), University of Strathclyde, Glasgow, Scotland
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Website: https://www.celcis.org/knowledge-bank/sircc-journal
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Indexing

In 2023 we began a project to make articles (including our back catalogue) available via the University of Strathclyde's institutional repository, Strathprints, and to add digital object identifiers (DOIs). This will ensure that articles are promoted as widely as possible.

Aim and Scope

The Scottish Journal of Residential Child Care (SJRCC) is a peer-reviewed, open access e-journal which aims to provide a rich forum for debate and dissemination about the topical issues in residential child care research, policy and practice.

We currently publish two issues per year (spring and autumn). In previous years we have published more issues. Previous issues and published articles are available in our back catalogue. We also publish occasional special themed issues and have published a special series of individual articles related to COVID-19.

The topics covered are wide ranging and relate to all aspects of residential child care, including the interface between residential care and other contexts, such as health, education and other care settings, as well as topics relating to children's wellbeing in public care.

We publish:

- Peer-reviewed academic papers, accounts of original research, review articles (max. 6,000 words)

- Short reflections or commentaries on research, policy, or practice (max. 3,000 words)
- Methodological papers from doctoral studies (max. 3,000 words)
- Accounts of relevant conferences (max. 1,000 words)
- Book reviews (max. 1,000 words)
- Obituaries (max. 1,000 words)

Summary of style requirements

- Contributions should be written in an accessible style appropriate for a multi-disciplinary and international audience.
- Authors should not assume readers are familiar with local policy and law and should be mindful that our readership is international.
- Authors should consider the wider application of their work, particularly to the practice setting.
- The language of the SJRCC is English.
- Spelling must be consistent within an article and use UK/Irish form.
- Spelling in references, however, should follow the original.
- Avoid or minimise the use of professional jargon and be mindful that the use of contractions for terminology can be distracting.
- Contributions should be carefully proof-read before submission. Poorly proofed articles may be returned without review.
- In-text citations and end of article references must be in APA7 format.

Ethics

Empirical research will only be published if the research has been conducted in full accordance with ethical principles, and the paper details the appropriate ethical procedures followed by the researchers.

Language

We are committed to the use of inclusive and non-stigmatising language in all our journal content. As a Scotland-based Journal we are particularly influenced in this by The Promise, and by the Each and Every Child initiative. We recognise that language evolves, that terms used historically may not be appropriate for modern audiences, and that usages may differ internationally. As part of our editorial process, from March 2023 we will endeavour to draw authors' attention to any potentially problematic terms or phrases, and where appropriate suggest alternatives, with a view to mutual agreement on any changes. We encourage authors and readers to alert us to any instances in which we get this wrong, in order that we may learn from errors.

Format of articles

- Contributions must be word processed, preferably using Microsoft Word, and must use the template provided in the Submission Pack.
- Template styles should be used; the body text font used is Verdana, 11 points.
- Articles (other than correspondence and book reviews) must include an abstract (summary) of no more than 200 words, and 4-6 relevant keywords, once of which should be the name of the country upon which the article is based, if appropriate.
- We prefer a maximum of three levels of headings within the article. Headings should use a capital only for the first word. A capital should be used for the first word following a colon in titles and headings.
- Tables, graphs, or other graphics should be set out on a separate page for each item, with a note in the main text indicating the preferred location. Items must be appropriately captioned and labelled.
- Endnotes or footnotes may be provided but should be kept to a minimum and should not be used for references.
- References must be in APA7 format.

Quotations

- Use single quotation marks, with double quotation marks for an inner quotation: 'xxxx "yyyy" xxxxx'.
- Longer quotations (more than 40 words) should be in blocked text, on a separate line and indented, with no quotation marks (use 'quote' in the Styles Pane in the template).
- Quotations should follow the original (e.g., where US spelling is used).
- Page references should be provided for all quotations.
- Punctuation follows single quotation marks. For example: Jones (2009, p.17) asserts that 'all cats are magnificent'.

References

The referencing system is APA7. While we will edit minor errors in referencing at proof stage, authors should note that where articles use other referencing formats, this will be commented on by our reviewers and will be included in advice for revision. Microsoft Word has APA citation and referencing formatting options under the References tab. Alternatively, we advise using software for formatting citations and references (e.g., Endnote).

There are several free online guides to APA7, e.g., https://guides.lib.strath.ac.uk/referencing_guide/apa

Review policy

All articles are reviewed prior to publication.

Original research articles ('long' articles, maximum length 6,000 words) are sent to at least two members of our reviewing panel, blind, i.e., reviewers are not given authors' names, are unaware of the other reviewers and review reports are provided to authors without naming the reviewers.

'Short' articles (commentaries, accounts of practice etc., maximum length 3,000 words) are sent to at least one member of our reviewing panel. We do not blind these reviews, particularly as we also use this as a way of encouraging and advising new or less experienced authors.

The templates our reviewers use to give the editors advice are provided for your information in the Submission Pack. We do not always send reviewers' reports to authors, especially if there are differences in advice between reviewers. In such cases, the editor will draft a letter summarising our requirements for any revisions required before publication will be re-considered.

Submitting your article

Please ensure that you have used our template and that you have followed our style guidelines (see above). Articles intended for double-blind peer review should have authors' names and contact information, and affiliations removed from the main text and provided in a title sheet in a separate file. This will be retained by the journal administrator and not given to reviewers.

You must include a completed Submission Form with your article.

Naming convention for files

All documents submitted should adhere to the following naming conventions: Surname_Initial_Name_of_Article

Example: A submission from Andrew Jones named 'All cats are magnificent' would be named: Jones_A_All_cats_are_magnificent

Please submit your article using the templates provided:

- Book Reviews – SJRCC Book Review Template
- All other articles – SJRCC Article Template

Send your submission to the journal administrator at sjrcc@strath.ac.uk with the title of the contribution in the subject line of the email, and a brief description of the nature of your contribution in the body of the email.

All submissions will be acknowledged. The review process may take up to six weeks for 'long' articles. We will try to keep you informed about delays, but if you have not heard from us within a reasonable length of time, please feel free to get in touch about progress.

The decision of the Editors is final.

I have an idea for an article but am unsure if it is suitable

We will be very happy to give advice. Please submit a summary of your ideas (no greater than 200 words) to sjrcc@strath.ac.uk with the title of the contribution in the subject line of the email, and a brief description of the nature of your contribution and any questions you have in the body of the email.

Revised March 2023