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Submission Guidelines

Seen and Heard is the journal of Nagalro, the professional association for children's guardians, family court advisers and independent social workers who work with children, parents, kinship and foster carers in family court proceedings. It is concerned with all aspects of the interface between children and the family courts. The central purpose of Nagalro is making the child's voice heard and his or her welfare paramount. Through *Seen and Heard* it is also concerned with publishing new research and guidance and encouraging debate around best practice for social workers. The journal also endeavours to keep its readers informed about changes to legislation and the way in which that is interpreted and applied by the courts so that readers are kept up to date about the legal structure within which they work and make recommendations.

Contributions are sought from both academics and practitioners working in the field of child welfare and protection on any subject likely to be relevant and of interest to the members of Nagalro. The editor welcomes contributors from other jurisdictions who are able to share their experiences of different approaches to common problems. Potential contributors are encouraged to make initial contact with the editor to discuss a proposed paper so that we can ensure that the issue is not dealt with by a piece already accepted for publication.

Formal papers should not generally exceed 5,000 words in length. If an author wishes to submit a longer contribution, please contact the editor in advance. Longer works will not necessarily be rejected, but additional planning is needed to accommodate them whilst maintaining the overall form and balance of the journal. *Seen and Heard* also actively seeks shorter articles of between 1200 and 2000 words and short 'filler' pieces of 400 to 800 words. Book reviews should be between 400 and 600 words. If you feel that more space is needed to provide a full and fair review, please contact the Editor for further discussions.

Advertisements and editorial content must be clearly distinguishable. Nagalro will not publish 'advertorial' content, and sponsored supplements must be clearly indicated as such.

Any contribution is accepted on the understanding that its author is responsible for the opinions expressed in it. Publication does not necessarily imply that such opinions are shared by the editor, Nagalro or the publishers. Articles submitted for publication in *Seen and Heard* should be original, unpublished work. Acceptance of material for publication is not a guarantee that it will appear in a particular issue.

Please note that whilst *Seen and Heard* does not accept simultaneous submissions, the editor will endeavour to respond to submissions within no more than 14 days.

Book Reviews

Seen and Heard is primarily a journal for practitioners working with children involved in the court process. Our requirements from our book reviewers, of necessity, reflect this focus. The purpose of our book reviews is to alert subscribers to developing areas of knowledge which are relevant to their work and to recommend publications which might assist them. In this respect, our requirements may be different from more broadly focused or academic journals.

It may be helpful for reviewers to approach their task by considering the following specific questions:

- What is the theme of the book?
- What does the book set out to achieve?
- Does it achieve it? If so, how? If not, why?
- Does it convey particularly new insights or information not previously available?
- Who is the book primarily written for? Is it an academic or practitioner's work?

Reviewers are asked to provide a fair and balanced review of the work. Where criticism is made, it should be expressed in a constructive fashion so that the reader can be clear about the perceived deficiencies and also understand and balance these against its strengths. Acceptance of an invitation to review a work is taken as confirmation that the reviewer has no actual or potential conflict of interest. The invitation to review a book does not constitute a guarantee that the review will be published.

As a matter of house style, the title of the review should be the full title of the book. Below this please set out:

- The name(s) of the author(s)
- The publisher
- The date of publication and edition number
- The ISBN number of the book
- The number of pages
- The price (if marked)
- The review should conclude with your own name, position and/or designation.

Rights Acquired

On acceptance of a contribution for publication, Nagalro will acquire First British Serial Rights together with First Electronic Rights. If the author is offering different rights to the piece this should be made explicit when the contribution is submitted.

Payment

Contributors will receive a copy of the issue in which their article appears. Payments to contributors will be made by BACS payment to the contributors nominated bank account within 14 days of the contribution being published. Current remuneration rates for contributors are as follows:

- over 2,000 words (as published) - £100.00;
- less than 2,000 words (as published) - £50.00;

book reviews - the reviewer keeps the book as payment.

Format

Manuscripts should be submitted in electronic format. Please use MSWord with Arial 12pt font. It is not necessary to double space the lines.

Abstracts

Please provide an abstract of the paper (max 250 words) which will appear on the Seen and Heard web site following publication.

References

All references should follow the Harvard referencing system as follows:

Please avoid the use of footnotes. When you refer to a publication in the text, give the author's name and year of publication e.g. (Kiddle, 1999 pp 16-18). At the end of the article please provide a list of references in alphabetical order in the following style:

Books: Kiddle C. (1999) *Traveller Children: A Voice for Themselves*. London: Jessica Kingsley Publishers

Articles: Hall A. (2008) 'Special Guardianship – themes emerging from case-law' *Family Law* 38 pp 244-251

Children's guardians

Please make any references to the children's guardian as: children's guardian (lower case). The previously used terms of guardian *ad litem*, GAL or GALRO have been replaced and should not generally be used. If there is a historical reference or quotation from before the title was changed, please use the term: guardian *ad litem* and not either of the abbreviations.

Court/courts/ judges/judiciary

Please use lower case for county court, the courts, court reports etc., except where naming a specific court e.g. the Court of Appeal. Also use lower case for judge, judges, magistrates and the judiciary, unless naming an individual. CAFCASS is now Cafcass. Similarly, Nagalro is not spelt in capitals.

Quotations

Please use single quotation marks. Brief quotations within a sentence should not be italicised. Longer quotations should be set in a new paragraph and italicised, including the quotation marks. Double quotation marks should be used when quoting-within-quotes.

Spelling

As a matter of 'house style' and to ensure consistency, contributors are requested to use the suffix *ise* rather than *ize*, e.g. socialise, privatise, and spell judgment without an e in the middle. Contributors, other than those based in the United States and Canada, are requested to use English (UK) rather than American spelling.

Numbers

Numbers up to ten should be expressed in words e.g. seven, nine.

Numbers higher than ten should be expressed in figures e.g. 21, a 58-year-old.

However, large numbers such as forty thousand or nineteen million should also be expressed in words. When giving percentages, please use the word per cent, unless lists of figures are being set out, in which case use the symbol %.

If contributors or potential contributors have any questions at all they should not hesitate to contact the editor. Potential contributors who are unfamiliar with the journal are encouraged to read a back copy which the editor will be happy to supply on request.

Rodney Noon
Editor