Encyclopedia of Social Work

Editor-in-Chief

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Author Instructions

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Please read and follow these instructions carefully; doing so will ensure that the publication of your manuscript is as rapid and efficient as possible. The Publishers reserves the right to return manuscripts that are not prepared in accordance with these instructions.

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PART I: THE PROJECT

In print for over a hundred years, the *Encyclopedia of Social Work* is a foundational reference resource for academics, practitioners, and students, containing in-depth articles on major topics of interest within the field. The most recent edition, its twentieth, was developed through a unique partnership between the National Association of Social Workers (NASW) and Oxford University Press (OUP) and published in 2008 in print and e-book formats.

Building on the success of the last edition, NASW and OUP have expanded this partnership to create a major new initiative to transform the *Encyclopedia* into a dynamic online reference source (*Encyclopedia of Social Work* Online, or ***ESWO*** for short) that will be regularly updated with new articles and revisions to existing articles. Rather than wait years between editions to update an article, we want to update it as soon as the topic requires. Rather than wait years to add an article on an emerging topic, we want to commission, peer review, and publish it without delay. This living reference source will be more responsive to changes in the field than would have ever been possible in the world of print.

We see ESWO evolving over time to cover the full scope of the discipline, expanding as research expands, and providing a first and last source for authoritative, in-depth information amidst the motley selection of possibly useful sources found elsewhere online.

PART II: YOUR ARTICLE

This manual is intended to assist you in planning and writing your article and in preparing your manuscript for submission. The rules and principles are offered as guidelines only and not as a set of immutable laws covering every editorial eventuality. If your article presents a special problem that warrants deviation from any of the rules given here, or if you have questions about scope, styles, format, or procedure, contact your OUP editor.

MANUSCRIPT SUBMISSION CHECKLIST

Before submitting your final manuscript, please be sure that:
- ❑ You have returned a signed copy of your contract
- ❑ You are submitting the final version of your article.
- ❑ The article title is listed at the top of your document and is exactly as it appears in your contract.
- ❑ You provided your full name and affiliation as you want them to appear on the published article, as well as a link to your faculty page or website. If you do not have one, you have sent a short bio.
- ❑ Headings and subheadings are concise and consistently formatted.
- ❑ All special characters, accents, and symbols are as they should appear in the published article.
- ❑ The References list contains an exact reference for each parenthetical citation in the text.
- ❑ Sources not directly cited within your article that you nonetheless feel may be helpful for readers to consult are included in a separate Further Reading section following your References section.
- ❑ You have provided an abstract.
- ❑ You have provided 5-10 keywords.
- ❑ You have provided the titles of related articles in *Encyclopedia of Social Work Online.*
- ❑ All written permissions to reproduce images, tables and text have been paid for and filed with your Oxford editor.
- ❑ You have provided all final versions of the images and tables with complete and accurate captions and/or credit lines, as necessary
- ❑ Your manuscript is in an MS Word compatible format and double spaced.

SCOPE

You should produce an extensive, in-depth encyclopedic article on the topic you are assigned. The scope description included on the Schedule A appended to your contract is meant to guide—not restrict—your thinking. As a specialist in your field, you are encouraged to develop your article according to your best judgment. If you wish to expand or restrict the scope of your article or if you have specific questions about it, contact your OUP Editor. Your article should strive to incorporate and address issues of cultural and ethnic diversity and international perspective when applicable.

YOUR ARTICLE SHOULD

Be encyclopedic. Your article should aim to cover in-depth the full historical, geographical, etc., development of your topic. In short, it should be a reference article.

Be non-partisan and objective. ESWO has an obligation to present all significant sides of controversial and unresolved questions in a fair manner, striking a balance among diverse viewpoints. Your article should reflect these viewpoints. Avoid partisanship and polemic arguments. Wherever appropriate, your article should let the reader know that a debate exists, the implications of the debate, and where additional information can be found.

Be discipline-specific. Discuss your assigned topic from a discipline-specific perspective. *Example*: an article on "Technology" should specifically look at how technology has been used in macro and micro social work practice, social work education, etc.

Engage an academic audience. Your article should be scholarly and written for the academic (not general) reader. Though it is always a good idea to avoid jargon, you should engage with the terms and ideas in circulation.

Be in-depth. There are no limits to length, and we welcome lengthy, well-organized pieces. We anticipate that the average article will be approximately 7,500 words (excluding bibliographic references). This length, however, should be used as a general guide and not considered a strict limit. Articles should be broken up into logical sections with meaningful headings that guide your readers through the discussion. Occasionally, shorter pieces (upwards of 2,000) may be commissioned and combined with other related articles as nested articles.

Be concise. Your text will appear online. Write each sentence with precision. Use headings and subheadings to guide your readers through the text.

Be international. Include international and multi-lingual scholarship wherever appropriate for your subject matter. Discuss with specificity how treatment of your topic varies internationally and the implications of such differences. If you are writing on a topic from a specific national perspective, please identify your article as such. Example: if you are writing an article on health care reform from a U.S. perspective, you would be asked to

clarify in your introductory remarks that the article will specifically cover U.S. health care reform. In this case, the title of your article should also specify that the scope of the article is limited to the U.S., e.g. "Health Care Reform in the United States". Please contact your OUP editor if you feel that the contracted article title does not match the scope of the article you are writing.

Be original. Your article should represent your own original scholarship that <u>has not been published elsewhere, either in part or in whole</u>. Whether intentional or not, plagiarism is a betrayal of scholarly integrity and a breach of the contributor's contract. Articles that include verbatim passages (other than quotations) from other works will be rejected and the contract cancelled. If plagiarism is detected in any one article, all contracts for articles by that author will be cancelled.

YOUR ARTICLE SHOULD NOT

- Make new and original arguments.

- Present original research; rather, it should focus on the widely accepted theories and beliefs in the field in an encyclopedic fashion.

- Be a self-reflective or autobiographical piece.

- Be previously published.

PLANNING YOUR ARTICLE

Each article will include the following basic elements:

1. **Title/Headword.** Please title your article exactly as stated in your contract. If you wish to change the title specified in your contract, please contact your OUP editor.

2. **Signature.** Below the article title of each article you write, include your name exactly as you wish it to appear in print, your affiliation, and a link to your faculty page or website if you have one.

3. **Abstract**. The article abstract should be concise, between 3-6 sentences, around 120 words and no more than 150 words. It should provide a clear overview of the content of the article. Bibliographic citations should not be used in the abstract. Where possible, the personal pronoun should not be used, but an impersonal voice adopted: "This article discusses . . ." rather than: "In this article, I discuss . . ." Please be sure to include specific keywords and key phrases to increase online visibility.

4. **Keywords**. Please suggest 5-10 keywords that can be used for describing the content of the article and will ensure your article is searchable and discoverable online. Keywords

are equivalent to terms in an index in a printed work. Keywords should meet the following criteria:

❑ Keywords should be one word where possible, though two- and three-word specialist terms are acceptable where necessary.

❑ Keywords should not be too generalized.

❑ Each keyword should appear in the accompanying abstract.

❑ Keywords may be drawn from the article title, as long as it appears in the text of the related abstract.

Example for an article on "Income Distribution": GINI coefficient; globalization; households; families; inequality; quintiles; skill premium; trade unions

5. **Visual guides (graphs, charts, tables, maps, images) when relevant.** Your article may also contain meaningful visual materials, such as tables, charts, drawings, mp4 videos, mp3 sound files, etc. Please exercise caution in selecting these, especially considering that we wish to avoid the use of copyrighted visual materials whenever possible. Multimedia elements need to fit the academic orientation of the article, and they should be used only sparingly, and in the following instances:

❑ When they are important to the content;

❑ When they cannot possibly be described in words;

❑ When they are substantively appropriate to draw special attention to the point they are making.

Please provide each graphic component as an individual file in one of the acceptable file formats – PNG, JPG, or GIF (unanimated only). Digital art should be at least 1280 pixels on the longest side. Placement of images and tables in the article should be indicated by callouts in brackets and bold font, e.g. "**[insert Smith- Fig 3 here]**."

You are responsible for requesting and clearing permissions to use images from other sources.

6. **Headings and subheadings.** The body of your article must be subdivided into sections with clear headings and subheadings. We recommend individual subsections be less than 1,000 words. Subheadings should go down no more than two levels, although in some instances, if the subject calls for it, we will allow a third subheading level. If you need a third level, please make it clear in your writing why you need to include it. Be sure to follow a consistent style that clearly indicates the hierarchy to avoid confusion and error.

Do not begin your article with a heading that simply repeats your article title. It is, however, acceptable to begin with a heading such as "Introduction." In addition, headings and subheadings should not be adjacent; at least one or two sentences of text should intervene. Please use a descriptive term for your headings and subheadings. E.g., instead of using the heading "Conclusion," use a term such as "Legacy," "Assessment," or "Contribution."

7. **Conclusion** (optional). If you choose to end your article with a conclusion, it can either be the last paragraph(s) of the article, or it can be a new section entirely. If you write a formal conclusion paragraph, as mentioned in the "Headings and subheadings" section, instead of using the heading "Conclusion," use a term such as "Legacy," "Assessment," or "Contribution." Your conclusion should not repeat information you have provided in your body, although it should wrap up your discussion and provide a synthesis of the topic.

8. **Parenthetical references.** Please ensure that complete bibliographical information for all such citations is provided in the bibliography following your article, and cite the source in the run of text as follows:

   Although Narrative Therapy has been found useful by many social workers, it has been criticized by some social workers and family therapists for lack of empirical outcome data (Etchinson and Kleist, 2000), for not taking family dynamics into account, and for the difficulties it presents for managed care practice (Kelley, 1998).

   Urban centers have historically played a critical role in nation building internationally (Kirdar, 1997).

   Parenthetical references should be inserted at the end of the sentence whenever possible.

9. **Footnotes/Endnotes.** Please do not under any circumstances use footnotes/endnotes, as they do not fit our Encyclopedia format.

10. **Bibliography/References section**. As a general guideline, provide one reference for every 250 words of text, but every bibliography should include at least two items. Please use "Publication Manual of the American Psychological Association, Sixth Edition" (2009). As much as possible, give preference to book-length works in English readily accessible in major libraries. For primary sources, translate foreign titles in parentheses immediately following the title. For translations of well-known and classic secondary works, give the title of the English translation following the author's name and the title in the original language at the end of the article. It is not necessary to translate titles of recent secondary works.

    With regards to online sources, credibility and academic rigor are the most important

qualities in finding a suitable source on the internet. The best sources are sites that are run by or partnered with major educational, research, or government institutions, that are authoritative, and that contain peer-reviewed scholarship. Other acceptable online sources include subscription-based Web sites like those offered by OUP, Gale, Greenwood, and other major publishers. Unacceptable online resources include Wikipedia and the results of a quick Google search, such as press releases. Please do not create a separate section for online resources, but rather incorporate them into your References section (if they are cited within your article) or into Further Reading (if they are not cited within your article).

Do not include forthcoming titles of any sort. The citation can be added as an update to your article once the source has been published. You can contact your OUP editor at any point after publication to suggest updates.

11. **Further Reading section.** Please provide a list of important sources for further reading. The titles in this section should not overlap with the titles in your bibliography.

12. **Related articles**. Please provide the titles of any related articles within ESWO.

OTHER CONSIDERATIONS

Translation. If you write in English, submit your article in English. If you write in another language but write comfortably in English, submit your article in English. Our copyeditors will correct any errors and unidiomatic expressions. If you write in another language, we will have your article translated, but you are free, if you wish, to have a trusted colleague translate your article into English as a favor.

All translators will be acknowledged in a special byline, "Translated from _____ by _____," following your name at the end of each translated article.

Contributions to other reference works. If you have contributed an article on the same or a similar topic to another reference work, you are not hindered from contributing to ESWO. We expect that your treatment of the topic will be different because of the _Encyclopedia_'s subject matter and scope. If you have questions, contact your Oxford editor named on the front page of this document.

Collaboration with another scholar. If you wish to collaborate with another scholar in writing your article, let your Oxford editor know of the coauthor's name and address and how the honorarium is to be divided. We will issue a revised Schedule A to you and a complete agreement to the other scholar.

Citing your own scholarship. You have been asked to write this article because of your knowledge and expertise on the topic, and it is likely that some of your own scholarship will need to be represented in your article. This is perfectly acceptable, although we ask that you

use discretion in your choices. As a rule, you may try to limit self-references to approximately three; more than this may raise suspicion of bias, and so we would need to proceed with caution.

STYLE

In matters of style, Oxford follows APA ("Publication Manual of the American Psychological Association, Sixth Edition," 2009) with some variations. Please consult Appendix II at the end of these guidelines.

PART III: FORMATTING AND SUBMITTING YOUR MANUSCRIPT

Double-space your manuscript, without hyphenation, and with a ragged right margin. Use 1-inch margins all around.

Your manuscript should be saved in an MS Word compatible format.

Please make your subject in the email specific to your article. Please submit your manuscript directly via the ScholarOne (Manuscript Central) link provided by your OUP development editor.

Please submit your work by the deadline specified in your contract. If you foresee any difficulty meeting this deadline, please contact your Oxford editor.

PART IV: Post-Submission

OUP REVIEW

Upon submission, your article will be reviewed for format and style, as detailed in this document, by your OUP editor. Barring any need for formatting revision, the article will then be submitted to peer review.

PEER REVIEW

Each article is under the supervision of one or more members of the editorial board. Upon receipt of your manuscript, the appropriate editors will determine the suitability of your article in light of the scope, description, and overall plan of ESWO. If no editorial board member feels qualified to review your article, an outside peer reviewer will be found. You may be asked to revise your article to address issues of substance. At this time, you may also be asked to respond to revision requests from the prior OUP review. Once all queries and revisions have been appropriately addressed, your article will be submitted to the Editor-in-Chief for final approval. Upon approval, your article will be officially accepted for publication and put into production.

PART V: Post-Acceptance

COPYEDITING

After your article has passed peer review and has been approved by the editors, your manuscript will be sent to the copyeditor. The text of your article will be edited for consistency in style and grammar, the bibliography will be styled, and any graphic elements of your article will be coded for the typesetter.

PROOFREADING

Your manuscript will be meticulously checked by proofreaders.

YOUR FINAL REVIEW

Oxford's production team will send your copyedited and proofread manuscript to you for review, emendation, and final approval. You will be asked to reply to any editorial queries, to make any substantive changes and corrections you deem necessary, and to return the copyedited manuscript to us promptly.

UPDATING YOUR ARTICLE

As stated in your contributor contract, you will be asked to make regular updates and changes to your article(s) every few years. However, you are encouraged to update your article annually. When you are beginning your update, please pay close attention to the bibliography, particularly any online resources you have included. Have these resources changed in any way? Are they still available on the web? You should also consider any new ideas that have come to light in your field since you wrote your original article.

If you are unable to update your article due to extenuating circumstances, please discuss the matter with your OUP editor. In this case, please know that if your article requires an update, we will find an alternate author to update your article. This author may appear on the byline of your article going forward, or a new article will be commissioned from this author, depending on the level of revision needed.

PAYMENT OF YOUR HONORARIUM

Before we can send you your honorarium, you must submit your contract. Your honorarium will be requested after your manuscript is approved by the editors. The fee will come from Oxford's accounts payable department in Cary, North Carolina. You may also choose to receive compensation in gratis OUP books. If you choose this option, the OUP staff will send you a gratis form, and once you fill it out and return it to OUP, your books will be shipped to you within 3–4 weeks.

APPENDIX I: Sample Abstracts and Keywords

Article title: The Architecture of the Modern Mind

Abstract: This article presents an overview of the development and architecture of the human brain, and shows what evolutionary history has to do with the nature of cognition today. Drawing on the perspectives and techniques of evolutionary psychology, it pursues the following questions: (1) Given our ancestral world, what kinds of mental structures and functions should we expect to find in the brain, and do we? and (2) What roles do mental structures and functions formed in the Pleistocene world continue to play in "modern" minds? In the course of the discussion, it also outlines contemporary models of the mind — from the "blank slate" view to the idea of massive modularity — and surveys the range of intuitive knowledge (e.g., intuitive biology, intuitive physics, and intuitive psychology) and innate cognitive processes that both shape and constrain human thought.

Keywords: brain development, human cognition, evolutionary psychology, mental modularity, intuitive knowledge, cognitive constraint

Article title: Public Sector Contracting

Abstract: This article looks at the structural changes that have resulted from the economy-wide application of contracting out. The public sector is perhaps the one that has been most profoundly affected by it, and about which controversy concerning the appropriate scope of private and public production continues to smolder. This article takes a forward look at contracting trends, not by gazing at a crystal ball, but by asking whether contracting is a fad. It also examines the downsizing phenomenon and the ongoing confusion between its role and that of contracting out. Lastly, it addresses the matter of where and when the bounds of contracting out will be identified, but finds no definitive answer on the basis of current trends.

Keywords: boundaries, contracting out, downsizing, fads, outsourcing, public sector, structural changes, trends

APPENDIX II: OUP STYLE GUIDE

If something is not mentioned in these appendices, please consult "Publication Manual of the American Psychological Association (APA), Sixth Edition" (2009). Although we ask that you generally follow APA style, please note that OUP will edit for consistency.

Spelling. Please follow the most recent edition of the *New Oxford American Dictionary*.

Italics. Avoid using italics for irony or emphasis; reserve italics for foreign expressions and titled works.

Abbreviations. Avoid using abbreviations in the text; use abbreviations sparingly in parenthetical material. Use standard abbreviations (ed., vol., no., and pp.) in bibliographies.

Foreign words and expressions. Translate all material in foreign languages, except titles of works listed in the bibliography. The translation, in parentheses and without quotation marks, should immediately follow the foreign-language material. Italicize single words or short phrases; if the foreign-language material is a sentence or longer, put it in roman—not italic—in quotation marks. Names of institutions, buildings, and geographical locations should be in roman. Make sure that accent and diacritical marks are clear and distinct.

For titles of primary works, supply a "courtesy translation" if the work has not been published in English translation. For all works, if there is a translation, supply the English title and date of publication. Do not supply a courtesy translation for untranslated secondary works. For example:

INCORRECT: … Herder's *Von deutscher Art und Kunst* (On German manner and art; 1773) …

CORRECT: … as Hazard wrote in *La crise de la conscience européenne, 1680–1715* (1935; Eng. trans., *The European Mind, 1680–1715,* 1953) …

Foreign words and expressions listed in the *New Oxford American Dictionary* are considered to be naturalized English words and need not be italicized.

Names. Use the common form of names that will be most familiar to English-speaking readers. For example:

Robert Cecil, *not* earl of Salisbury *or* Viscount Cranborne
Cardinal Richelieu, *not* Armand-Jean Du Plessis

Particles can be a problem not only for the alphabetization of article terms and index entries but also for the form of a surname used alone in text. We propose the following distinctions.

Part of the name and capitalized:

Flemish and Dutch	De, Den, Ten, Ter, Van, Ver
French	L', La, Le, Les, Des, Du
Italian and Spanish	Della, La, Las, Lo, Los

Not part of the name and not capitalized:

Flemish and Dutch	het, s, t', van
French	d', de
German	am, an, im, in, von , zu, zum, zur
Italian	da, dal, de, de', degli, dei, di
Portuguese	da, das, de, do, dos, as, os
Spanish	da, das, de, do, dos

Accents and diacritics. If your word processing program does not support certain accents and diacritics (e.g., ayn, hamza, or underdot), indicate them with angle brackets; for example,

<ayn>ilm al-h<underdot>adīth

Gender-neutral language. Avoid as much as possible words such as "man" and "mankind" and masculine pronouns for everyone. Please use gender-neutral language as much as possible.

Gender-neutral alternatives:

| Man | Person, individual |
| Mankind | Humans, people, humankind, humanity |

Dates. Use the following forms:

24 February 1625
February 1625
1620s
1624–1626
24 February 1625/6 (*only when appropriate*)
24 February 1625 O.S.

Numbers. Generally write out all whole numbers up to and including one hundred, as well as any numbers that can be written in two words, and whole numbers followed by *hundred*, *thousand*, or *hundred thousand*. The exception to this rule occurs when a heavy cluster of numbers appears within a single sentence or paragraph, in which case numerals should be used. Above any rule, it is most important to be consistent.

Spell out simple fractions (include a hyphen). This follows the two-word rule, as well.

Use numerals with numbers as numbers ("the number 6"), percents, manipulated numbers, when numbers are clustered in a paragraph or section, and when numbers are mixed ("27 and 135," not "twenty-seven and 135").

Examples of when and when not to spell out numbers and fractions:

Spell out: one-fifteenth, thirteen hundred, forty-two thousand (*not* 42 thousand), 140 million

Numerals: 1/32 (not "one-thirty-second")

Do not use abbreviated notion for numerical ranges; use expressions such as "170 to 179" in regular run of text and "pp. 170–179" for page ranges.

When dealing with percentages in running text, use numerals for the amounts and spell out the word *percent* (e.g., "While 75 percent of NGOs…"). When percentages appear in parentheses to provide greater detail, use numerals and the percent symbol (*e.g.*, "The majority (75%) of NGOs…").

Use day, month, year form for dates: 1 December 2004.

Do not begin a sentence with a numeral; recast the sentence.

Distances should be rendered in miles (with the kilometer equivalent appearing in parentheses). The abbreviations km. and mi. should be avoided. Example: "The Portuguese voyaged 216 miles (360 kilometers) south of the Cape Verde islands."

For treatment of money, follow CMS 9.21–9.26. Names of currency are roman. "$2 million" is acceptable usage.

Examples of the above rules:

2,345 (but: page 2345)

5 million, 50 million (no hyphen), $50 million, 50 million ducats, a 50-million-dollar amount,

2d, 3d

5 percent

15 to 1 ratio

5 to 1 opinion

6 to 10 vote, the vote was 6 to 10

fifty miles

2n; d^2y/dx^2

°C, °F, 350°F, a 350°F oven

1:00 P.M. (format for small caps [ctrl + shift + k])

753 B.C.E., 476 C.E. (format for small caps)

May 1858, 5 May 1858

1890s

Year IV (French revolutionary calendar)

nineteenth century

fifty-four years

age thirty-seven, thirty-seven years old, thirty-seven-year-old person

123 to 145 (ranges in text); 123–145 (ranges in bibliographies and tables)

123–145 (all digits in ranges; insert en dash in ranges)

from 1827 to 1834, during the period 1827–1834 (not: from 1827–1834)

(1827–1834) (insert en dash in ranges)

(1827–1834/35) (when date is doubtful use only last two digits after shil)

(1827/8–1834/5) (when Julian and Gregorian dates are given)

(1827–) (insert space)—but in the case of a lifespan: (b. 1827)

APPENDIX III: BIBLIOGRAPHY GUIDELINES

Ensuring accuracy. Although our copyeditors will check your bibliography, make every effort to ensure the accuracy, completeness, and consistency of the items in your bibliography. Do not cite bibliographic information from memory; verify each article in your bibliography against the original source or a library catalog.

Bibliographic format. Prepare your bibliography in the form of a list, double spaced. Works should be arranged alphabetically by surname of author; multiple works by a single author should be listed in chronological order of publication.

General rules. Because of the variety of works that will be cited, we cannot hope to give you exhaustive rules and examples of citations within the limited scope of this manual. Instead we offer the following general rules. The editorial staff will edit bibliographies to a standard style.

[Books]

- Give names of authors in full, exactly as they appear in print.
- Give titles of works in full. Include subtitles if they are informative. Italicize all titles.
- Specify the edition if it is other than the first. Note particularly if you are citing a reprint or a revised edition. If more than on edition is available, cite the most recently published edition.
- Give the number of volumes of multivolume works. Give the volume number, where appropriate, for works in a series.
- Give names of editors and translators in full.
- Wherever possible, include sources that themselves have extensive bibliographical resources.

[Periodical Literature]

- Give the title of the article in quotation marks in roman.
- Give full titles of periodicals in italic.
- Give volume number in arabic numerals; give the year in parentheses.
- Give the entire page range of the article.

[Online Sources]

- Acceptable sources: Sites run by or partnered with educational, research, or government institutions, or subscription-based sites offered by publishers.
- Unacceptable sources: Wikipedia and Google
- Give the author or name of institution responsible for the site's content
- Give the full title in quotation marks.
- Give the date of the most recent site modification.
- Give the URL.

Sample Bibliographic Entries.

[Book]

Harris, L. A. (2001). *Canadian copyright law* (3rd ed.). Toronto, ON: McGraw Hill Ryerson.

Murphy, M. A., Lai, D., & Sookraj, D. (1997). *Evaluation of the neighborhood (congregate) meal program: Final report*. Kelowna, BC: Kelowna Home Support Society.

[Multivolume book]

Wiener, P. (Ed.). (1973). *Dictionary of the history of ideas* (Vols. 1-4). New York, NY: Scribner's.

[Edited collections and articles in edited collections]

Lawrence, J. A., & Dodds, A. E. (2003). Goal-directed activities and life-span development. In J. Valsiner & K. Connolly (Eds.), *Handbook of developmental psychology* (pp. 517-533). London, England: Sage Publications.

[Journal article]

Rutherford, B. J. (2006). Reading disability and hemispheric interaction on a lexical decision task. *Brain and Cognition, 60*, 55-63. doi:10.1016/j.bandc.2005.09.013

Koenig, H. G. (1990). Research on religion and mental health in later life: A review and commentary. *Journal of Geriatric Psychiatry, 23,* 23-53.

[Translation]

Laplace, P. S. (1951). *A philosophical essay on probabilities*. (F. W. Truscott & F. L. Emory, Trans.). New York, NY: Dover. (Original work published 1814).

[Website]

What is heart failure? (2010, January). *National Heart and Lung Blood Institute.* Retrieved from http://www.nhlbi.nih.gov/health/dci/Diseases/Hf/HF_WhatIs.html

Please send manuscripts, correspondence, and inquiries to the Oxford Editor:

Christie DiJusto

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