

PROPOSAL SUBMISSION POLICY

Oxford University Press and the National Association of Social Work Press welcome submissions of entry proposals for the *Encyclopedia of Social Work*. If you are interested in submitting a proposal, please follow these guidelines:

- Spend time first browsing the website to ensure that you are not duplicating an existing article.
- Include a description and an outline of your proposed article (see “Proposal Content”).
- Include a current CV or brief biography of your writing, teaching, and/or professional background and experience. Be sure to list any books or works that you have previously published, and any other information about why you are qualified to write the entry.
- Please send your query to the ESW inbox (eswo@oup.com), with the subject heading – “ENTRY PROPOSAL: [proposed title]”

PROPOSAL CONTENT

Keep in mind that we are looking for in-depth reference articles of approximately 10,000 words. Articles should incorporate and address issues of cultural and ethnic diversity and international perspective when applicable.

Your proposal should contain the following:

- *Brief Description* – In one or two paragraphs, describe the work, including its rationale, approach, methodology, etc.
- *Outline* – A tentative outline of the entry, including if possible the headings & sub-headings with explanations as necessary. This gives us an idea of how the material fits together, and how the entry will be developed.

PROPOSAL REVIEW AND RESPONSE TIME

All proposals are reviewed and evaluated by the Editorial Board. Decision times can vary from as little as a few weeks to several months. We will contact you as soon as we have a chance to examine thoroughly your article proposal. If your article idea is accepted, OUP will issue a contract. Final publication is contingent on review and acceptance by the Editorial Board of the completed article.

Thank you for your interest in the *Encyclopedia of Social Work*, and we look forward to reading your materials.