

INTERNATIONAL

JOURNAL OF

SOCIAL WELFARE

INSTRUCTIONS TO REFEREES

General Instructions When submitting your review, please always give the manuscript title and ID number. Within the **CONFIDENTIAL COMMENTS TO THE ASSOCIATE EDITOR**, indicate whether this paper is **Accepted**, requires **Minor Revision**, requires **Major Revision**, is **Rejected**, is **Rejected** but **Resubmission** is allowed.

Main Review: When preparing your main review, please include:

- **Comments to the Editor:** Under this heading inform the Editor of the basis for your recommendation for either of the five alternatives. These comments will NOT be conveyed to the author, so you may mention your recommendation here.
- **Comments to the Author:** Under this heading convey **constructive feedback** to the author. Do not mention your recommendation in this section.

Guidance Notes: Please bear the following points in mind whilst undertaking your review:

- **Internationality:** Is the topic and scope of the paper broad enough to warrant publication in a journal with international readership?
- **Originality:** Does the paper introduce or elaborate on original or interesting ideas?
- **Contribution:** Does the paper make a significant contribution to contemporary theory, policy, and/or practice in social work and social welfare?
- **Impact:** Is the research likely to have an impact on social welfare policy/practice or debate?
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Technical Guidance Notes: In addition to your main review under Comments to the Author, kindly address the following criteria:

- **Statement of objectives:** clear and consequently followed throughout the paper?
- **Structure and organisation:** clear and logical presentation of ideas?
- **Methodology:** appropriate, sufficient details (e.g., data, participants, measures), technically sound, and free from error?
- **Analysis and interpretations:** sound and justified by the data?
- **Conclusions:** valid and adequately justified with the support from the empirical results?
- **Currency:** timely and up-to-date with the existing body of literature?
- **Substantiating documentation:** citations appropriate and correctly formatted?
- **Writing style and grammar:** ideas presented in correct and concise English? Does the paper require professional language editing?