

RTS – Social Work Journal

Guidelines for the review of articles

Review date		Identifier (initial of reviewer)	
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Article title			
Section to which it is submitted	Section		
Abstract word count (no more than 250)		Article body word count: "In-depth. Studies" (between 6.000-10.000)	
		Article body word count: "Praxis" (between 4.000-6.000)	
Application of APA regulations:	<input type="checkbox"/> YES <input type="checkbox"/> NO		

Note: only considerations set out in this document will be returned to the author. It is not necessary to attach the article text reviewed with notes and/or remarks; if this is done, the remarks should be anonymous and this form should still be completed and sent.

1. ARTICLE STRUCTURE (applies to all sections)		
Is the title clear and illustrates the content?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is there an abstract in Catalan or Spanish?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is there an abstract in English?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are there keywords in Catalan or Spanish (no more than 5)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are there keywords in English?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

1.1. If it is an empirical research article , does it have the following minimum structure?			
Introduction	<input type="checkbox"/> YES <input type="checkbox"/> NO	Methodology	<input type="checkbox"/> YES <input type="checkbox"/> NO
Results and/or discussion/analysis	<input type="checkbox"/> YES <input type="checkbox"/> NO	Conclusions	<input type="checkbox"/> YES <input type="checkbox"/> NO
Bibliographical references	<input type="checkbox"/> YES <input type="checkbox"/> NO		

1.2. If it is a theoretical article , does it have the following minimum structure?			
Introduction	<input type="checkbox"/> YES <input type="checkbox"/> NO	Addressing the subject with suitable documentary theory basis	<input type="checkbox"/> YES <input type="checkbox"/> NO
Conclusions/Critical discussion	<input type="checkbox"/> YES <input type="checkbox"/> NO	Bibliographical references	<input type="checkbox"/> YES <input type="checkbox"/> NO

1.3. If it presents a practical experience , does it have the following minimum structure?			
Introduction	<input type="checkbox"/> YES <input type="checkbox"/> NO	Theoretical contextualisation and/or regulations	<input type="checkbox"/> YES <input type="checkbox"/> NO
Methodology of the intervention presented	<input type="checkbox"/> YES <input type="checkbox"/> NO	Detail of the experience	<input type="checkbox"/> YES <input type="checkbox"/> NO
Conclusions	<input type="checkbox"/> YES <input type="checkbox"/> NO	Bibliographical references	<input type="checkbox"/> YES <input type="checkbox"/> NO

Justification for the assessment of the Article structure section *

2. CONTENT	
Are the aims of the paper clearly defined?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does it address the subject matter covered?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are interesting contributions to social work made from the perspective of the subject matter or based on how it is addressed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the content covered in sufficient depth?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the length of the article suitable in accordance with how the subject covered is addressed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If tables or figures are included, do they expand on or clarify pertinent aspects?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does the content of each section fit the respective title?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are the conclusions coherent with the aims of the article?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Justification for the assessment of the Content section*

3. METHODOLOGY (only applies to scientific research articles)	
Is the methodology employed in keeping with the aims?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is a theoretical basis for the methodology provided?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are the key aspects of methodological design set out?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is information compiled in a comprehensive manner?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the data compiled used correctly?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are the ethical principles mentioned?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Justification for the assessment of the Methodology section ***4. STYLE**

Is the style used understandable?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the article presented to a suitable conceptual level?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are abbreviations detailed when they first appear in the text?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Justification for the assessment of the Style section ***5. BIBLIOGRAPHICAL REFERENCES**

Are the APA regulations used according to the latest edition?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are the authors referenced in all quotations used in the text?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are all quotations included throughout the text referenced in the final section of the article?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do all bibliographical references set out at the end of the article match the quotations included throughout the text?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are bibliographical references related to social work used?	<input type="checkbox"/> YES <input type="checkbox"/> NO

6. ASSESSMENT OUTCOME

☐ **Publication** (it should be published in its current form or with minor changes as shown in the review)

☐ **Re-assessment** (it should be returned to the author with indications to be re-drafted)

☐ **Rejection** (the document shall not be published)

Justification for the assessment of the Results section ***7. OVERALL SCORE FOR THE ARTICLE**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

8. OTHER REMARKS FOR THE TEXT REVIEW *

Specify suggestions, improvements or changes needed for the article to be published

*These remarks shall be sent to the author as recommendations for changes to be made.