

***Perspectives Editorial Committee***  
***Terms of Reference and Policy***

***Mandate***

1. The Editorial Committee is responsible for the long-range development of *Perspectives* and for planning and approving the content of each issue.
2. Content is solicited from BCASW branches, committees, task forces, individual members and other appropriate sources offering relevant material of for British Columbia social workers.
3. Editorial policy for *Perspectives* is developed by the Editorial Committee and approved by the BCASW Board.
4. The Editorial Committee meets as needed, normally by teleconference. It is expected that planning meetings will occur well before the submission date for each issue.
5. The Editorial Committee may appoint one or more of its members as editor(s) for an issue.
6. The BCASW Board has the ultimate decision-making authority on finances, editorial policy and the appointment of Editorial Committee members of *Perspectives*.
7. When production of an issue of *Perspectives* is contracted outside of BCASW, a member of the Editorial Committee shall work in an editorial capacity with the contractor on that issue. In this situation, final decisions of content are the prerogative of the Editorial Committee or its designate issue editor(s).

***Membership***

1. The Editorial Committee shall consist of at least four persons, including the chairperson.
2. Members shall be selected on the basis of their:
  - a) Ability, interest and commitment to maintain and strengthen the quality of *Perspectives*,
  - b) reflection of the diversity of membership and geographic spread of membership of BCASW.
3. One member of the BCASW board shall be appointed by the BCASW Board to serve as liaison to the Editorial Committee, ex-officio. This member shall attend and participate in meetings and shall keep the BCASW Board and Executive apprised of developments with *Perspectives*, and the Editorial Committee informed of BCASW matters that affect *Perspectives*.

## **Content**

1. *Perspectives* is published three times annually.
2. *Perspectives* content shall reflect the diversity of practice and interests of BCASW membership.
3. *Perspectives* is expected to provide a provincial forum for:
  - a) coverage of current, significant professional social work issues,
  - b) short articles and news items on topics of professional social work practice, social welfare policy and research,
  - c) information about activities of BCASW, its committees, branches and individual members.
  - d) information about educational opportunities for social workers and coming events of social work interest,
  - e) Discussion of provincial social policy and practice issues.
4. The approximately equal distribution of content in *Perspectives* will be:
  - a) international, national, provincial and local association news,
  - b) general news content of relevance to social workers,
  - c) substantive content on social work issues and themes.

The Editorial Committee will take full responsibility for selecting themes for *Perspectives* issues, where appropriate; inviting submissions, and planning, reviewing and selecting content.

5. *Perspectives* content does not necessarily represent the viewpoints of the Editorial Committee or of BCASW.
6. Articles up to 1400 words will be considered. Publication is not guaranteed and copy may be edited to fit the space available. Writers will be informed whether their submissions are accepted, in need of revision, or not accepted for publication. Under normal circumstances, except in cases of minor changes for grammar, spelling and length, an edited article will not be published unless the author approves of changes.
7. Letters to the Editor shall normally be restricted to a maximum of 300 words. The Editorial Committee reserves the right to edit letters for length, legality and taste, if necessary.