



# *Evidence-Based Practices* OXFORD

## Author Guidelines for Submission of Manuscript Proposals Evidence-based Practices Series (Revised 9.7.07)

This series focuses on the synthesis of knowledge about evidence-based practices and service delivery initiatives whose effectiveness has been demonstrated by the strength of empirical evidence (i.e., extensiveness and quality of research) in various fields relevant to social work practice such as aging, child welfare, mental health, or substance abuse. The definition of Evidence-Based Practice used by this Series is based upon criteria by the Division 12 Task Force of the American Psychological Association for determining well-established treatments/interventions:

- i. At least two good between-group design experiments must demonstrate efficacy in one or more of the following ways: superiority to pill or psychotherapy placebo, or to other treatment; equivalence to already established treatment with adequate sample sizes
- ii. Experiments must be conducted with treatment manuals or equivalent clear description of treatment
- iii. Characteristics of samples must be specified
- iv. Effects must be demonstrated by at least two different investigators or teams

### **The Book**

1. Brief Description - In one or two paragraphs, describe the work, including its rationale, approach, and contribution to the literature on evidence-based practices in a selected area within social work.
2. Outline - A detailed outline of the book should be prepared. The outline should include chapter headings and sub-headings, with explanations as necessary. Your outline should discuss how you intend to address each of the following topics in your proposed manuscript:
  1. Field of practice addressed by the evidence-based practice, and within that field of practice, the problem(s) and population groups to which the practice has been utilized.
  2. Theory (ies) and/or Conceptual Framework guiding the evidence-based practice.
  3. Description/Components of the evidence-based practice.



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4. Critical review of the empirical evidence to support or challenge the effectiveness of the evidence-based practice including: findings of any systematic reviews, the extent, nature and level of the evidence; strength of the evidence; controversies and/or gaps in knowledge concerning the evidence including areas of the current evidence-based practice in which we lack knowledge of effectiveness; and, recommendations for future research to address limitations and gaps in existing knowledge about the practice.
  5. Limitations of the evidence-based practice, including applications and possible misapplications of the practice. For what population sub-groups or problem areas is the practice less effective? What are important gaps in knowledge about the circumstances in which the evidence-based practice is less effective?
  6. Implementation issues on policy, programmatic and clinical levels, including a discussion of facilitators and barriers to implementing the practice.
  7. Skills, qualities and training (pre-service through continuing education) of those human services professionals who would implement the evidence based intervention.
  8. Client, Community, & Service System Context—Relationship of the practice to client preferences and life circumstances. Adaptations of the evidence-based practice to serve particular population groups, problems, or geographic areas as well as adaptations that might be required for implementation within different service delivery systems.
  9. Implications of the evidence-based practice for needed changes in policy and service delivery on local, state, and federal levels.
3. Outstanding Features List - Briefly what you consider to be the outstanding, distinctive, or unique features of the work.
4. Apparatus
1. Will the book include photographs, line drawings, cases, questions, problems, glossaries, bibliography, references, appendices, etc.?
  2. If the book is a text, do you plan to provide supplementary material to accompany it? (Teacher's manual, study guide, solutions, answers, workbook, anthology, or other material.)



## 5. Competition

1. Consider the existing books in this field and discuss specifically their strengths and weaknesses. Spell out how your book will be similar to, as well as different from, competing works.
2. Consider what aspects of topical coverage are similar to or different from the competition. What topics have been left out of competing books and what topics have been left out of yours?
3. Please discuss each competing book in a separate paragraph. (If possible, please provide us with the publisher and date of publication as well.) This information will provide the reviewers and the publisher a frame of reference for evaluating your material. Remember, you are writing for reviewers and not for publication, so be as frank as possible regarding your competition. Give credit where credit is due, and show how you can do it better.

## **Market Considerations**

### The Primary Market

1. What is the major market for the book? (Scholarly/professional, text, reference, trade?)
2. If this is a text, for what course is the book intended? Is the book a core text or a supplement? What type of student takes this course? What is the level? (Major or non-major; junior, senior, graduate?) Do you offer this course yourself? If so, how many times have you given it? Is your text class-tested?
3. If the market is scholarly/professional, reference, or trade, how may it best be reached? (Direct mail, relevant journals, professional associations, libraries, book or music stores?) For what type of reader is your book intended?

### **Status of the Work**

1. Do you have a timetable for completing the book?
  1. What portion or percentage of the material is now complete?
  2. When do you expect to have a complete manuscript?



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2. What do you estimate to be the size of the completed book?

1. Doublespaced typewritten pages normally reduce about one-third when set in type; e.g., 300 typewritten pages make about 200 printed pages. There are about 450 words on a printed page.
2. Approximately how many photographs do you plan to include?
3. Approximately how many line drawings (charts, graphs, diagrams, etc. ) will you need?
4. Do you plan to include material requiring permission (text, music, lyrics, illustrations)? To what extent? Have you started the permissions request process?

3. Do you plan to class-test the material in your own or other sections of the course? (Any material distributed to students should be protected by copyright notice on the material.)

## **Reviews**

If we are interested in your project, Oxford University Press together with the Series Co-Editors, will commission outside reviewers to read and evaluate your proposal. We will, of course, obtain the best available reviewers to consider your work. We would like to include some reviewers whose opinions you would consider particularly important. For this purpose, please provide the names, addresses and phone numbers (if available) of three or four people whom you feel would be competent to review your material and whose opinion you would find valuable. We will try to use some of these along with some of our own selection. Naturally, we do not reveal the names of reviewers without their permission.

## **Author Background**

Please include a current CV or brief biography of your writing, teaching, and/or educational background and experience. Be sure to list any books that you have previously published, and any other information about yourself on why you are qualified to write this book.



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## **Response Time & Proposal Submission Information**

Please allow at least 6-10 weeks for the manuscript proposal evaluation and review process. We will contact you as soon as we have had a chance to thoroughly examine your manuscript proposal.

Please submit your manuscript proposal for the *Evidence-based Practices* Series to: David E. Biegel, Ph.D., Henry Zucker Professor of Social Work Practice, [david.biegel@case.edu](mailto:david.biegel@case.edu), or Elizabeth M. Tracy, Ph.D, Professor of Social Work, [elizabeth.tracy@case.edu](mailto:elizabeth.tracy@case.edu), EBP Series Co-Editors, Mandel School of Applied Social Sciences, Case Western Reserve University, 11235 Bellflower Road, Cleveland, Ohio 44106.

The Series Editors are also available to discuss potential proposal submissions with authors. Thank you for your interest in Oxford University Press.