

NOTE: This publisher agreement must be completed and returned BEFORE submitted manuscripts can be processed for peer review.

PUBLISHER AGREEMENT

If submitted manuscript is accepted for publication, the undersigned (“author”) hereby transfers to the Alliance for Children and Families, having its principal place of business at 11700 West Lake Park Drive, Milwaukee, Wisconsin, 53224, U.S.A. (“publisher”), all right, title, and interest including, without limitation, copyright and all rights pertaining thereto, including electronic, Internet, or any other means, in and to the work having the tentative title provided on page 2 (“work”) (or, for United States government employees, to the extent transferable), effective upon acceptance of the work for first publication in *Families in Society: The Journal of Contemporary Social Services*.

COPYRIGHT CONDITIONS

Author represents and warrants the following:

1. Author has all rights, title, and interest in and to this work, including world rights, to copyright and publication of their own work, in any language, free of all liens, claims, and encumbrances.
2. The work has not been published elsewhere in a similar format.
3. Author agrees to refer all requests to republish, reprint, or reproduce all or any part of the work including electronic, Internet, or any other means to the publisher. For tracking purposes, please notify the publisher of all self-republication works (See next section, “Author Re-Use of Work”).
4. If necessary, author has obtained written permission to use all previously published or copyrighted material contained in the author’s work from any other work not in the public domain and has given proper acknowledgment for use of such material and any other material in the work. This written permission must be attached to the publisher agreement before peer review processing. (Consult section 6.10 in *Publication Manual of the American Psychological Association, 6th Edition*.) The publisher assumes no liability for copyright infringement resulting from nondisclosure by the author.
5. Identifying information, including, without limitation, names and addresses of persons, organizations, and business firms described in the work has not been changed or disguised, and author has obtained permission for publication from any agency or individual from which case illustrations or other material has been drawn. Any changes or disguise made necessary by confidentiality requirements must be noted in the manuscript.
6. The work contains no libelous, obscene, or other unlawful matter and does not infringe upon the copyright of any person anywhere in the world. The publisher assumes no liability of the work’s use in any circumstances.
7. Publisher agrees to supply author with one complimentary copy of the *Families in Society* print issue in which the work appears, as well as a digital reprint of the article. (In the case of multiple authors, one copy will be supplied to each author. In the case of book reviews, one digital reprint will be supplied to the book reviewer.)

AUTHOR RE-USE OF WORK

The publisher extends the following limited copyright transfer to authors of published works:

1. The author retains proprietary rights to methods, processes, and procedures conceived in the work.
2. The author is authorized to republish their work in additional sources authored by him/her as the sole author or editor. The republished work must give the customary acknowledgement of the original source. This extends to published works, training manuals, presentation handouts, and classroom coursepacks. Any other use must be approved separately by the publisher. No use that charges fees is acceptable under any circumstances.
3. All print and digital re-use by author must incorporate the final version of the published work. This version is made available to the author in electronic format upon publication in a PDF file. The published version of work may not be incorporated into any service bureau redistribution or document delivery services.
4. If accepted for publication, published work subsidized by the National Institutes for Health may be submitted to legally-required databases by the author. Special licensing between the author and publisher is required for work funded by non-NIH federal grant projects and required under the terms of the grant to be disseminated gratis. Please contact the publisher for further information.

For all re-use permitted above, the following acknowledgement of the source must be provided:
"Reprinted with permission from *Families in Society* (www.FamiliesInSociety.org), published by the Alliance for Children and Families."

Manuscript Title: _____

I / We attest there is no copyright infringement with any of the source material included in the article according to the standards of the *Publication Manual of the American Psychological Association, 6th Edition*.

I/We have obtained the required permissions from original publishers of included tables, figures, and graphs. (APA Manual, 6th Edition, sec. 5.06) **[select: yes no n/a]**

Permission letter(s) attached **[select: yes no n/a]**

This manuscript has been funded by a federal grant that requires gratis publication **[select: yes no]**

Grant name /number _____ Grantor _____

Author(s) Name (clearly printed)	Signature(s)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

(Additional authors can be added on a supplementary page.)

IMPORTANT: Please provide all requested information and make a copy of the agreement for your records. Both pages must be faxed to (+011)(414) 359-1074, or mailed to *Families in Society*, 11700 West Lake Park Drive, Milwaukee, WI 53224, USA.

If you have questions about this agreement and its contents, please contact editorial staff at Info@FamiliesInSociety.org or (414) 359-1040, ext. 6521.

FAMILIES IN SOCIETY

The Journal of Contemporary Social Services

AUTHOR INFORMATION SHEET

If your manuscript is accepted for publication, the information requested below will be included at the end of your article. It is important to verify that all information is accurate. Each author's full name, degrees/licenses, position title, and affiliation (employer) are provided in the article; the lead author's or designated corresponding author's primary address and e-mail address are also published.

- A separate author information sheet should be used for each author.
- Each author may briefly elaborate on relevant experience not captured in their position title, particularly any practitioner or clinical experience. This additional information will be included at the discretion of the journal.

Full Name _____ Mr. ___ Ms. ___ Mrs. ___ Professor ___ Dr. ___

Academic degrees achieved _____ Licenses/certifications held _____

Position title _____ Organization or School _____

Primary address [select: work home]

City, State/Province, Postal Code _____ Country _____

Primary e-mail _____ Alternate e-mail: _____

Alternate address [select: work home]

City, State/Province, Postal Code _____ Country _____

Additional author experience or information:



A publication of the Alliance for Children and Families

FAMILIES IN SOCIETY

The Journal of Contemporary Social Services

INDEX WORK SHEET

Please circle three to six subjects on this work sheet that best categorize your manuscript.

A <hr/>		F <hr/>
Accountability	Cognitive Impairment/ Dementia	Families
Administration and Management	Communication	Family Agencies
Adolescence and Adolescents	Community	Family Caregiving
Adoption	Contracting	Family Functions
Adult Children	Counseling	Family Intervention
Advocacy	Countertransference	Family Preservation
African Americans	Crime and Corrections	Family Violence
Aged/Aging	Crisis Intervention	Fatherhood
Agencies	Crisis Response/Disaster Relief	Feminism
AIDS/HIV	Cultural Issues and Practice	Field Instruction
Art of Practice	D <hr/>	Foster Care
Asian Americans	Death and Dying	G <hr/>
Assessment	Depression	Gender/LGBTQ Issues
Authority	Developmental Disabilities	Government
B <hr/>	Diagnosis	Grandparents
Behavioral and Social Sciences	Disabilities	Grief and Loss
Burnout	(Physical, Mental, Learning)	Group Therapy
C <hr/>	Divorce	Group Work
Caregiving	Domestic Violence	H <hr/>
Case Management	E <hr/>	Health Care
Casework Practice	Ecological Practice	Helping/Social Networks
Child Abuse/Neglect	Education	Hispanics /Latinos
Child Placement	Environment	History
Child Support	Ethics	Homelessness
Child Welfare	Ethnic Minorities	Human Rights
Children	Ethnicity/Race	
Clients' Rights	Evaluation/Outcomes	
Cognitive Therapy		



A publication of the Alliance for Children and Families

INDEX WORK SHEET Pg. 2

I

Identity and Self-Concept
Immigrants
Incest
Indigenous People
Interagency Cooperation
Interdisciplinary Teamwork
Intergenerational Issues
International Issues
Intervention
Interviewing

K

Knowledge

L

Leadership
Legal Issues and Services
Licensure

M

Malpractice
Marital Therapy
Marriage
Medical Social Work
Mental Health
Methodology
Methods
Motherhood/Pregnancy

N

Native Americans

O

Outreach
Oppression

P

Paraprofessionals
Parents
Politics and Social Work
Poverty
Practice Theory
Prevention
Private Practice
Professional Responsibility
Professionalism
Program Development
Protective Services
Psychiatric Social Work
Public Policy/Legislation

R

Racism
Remarried/Blended Families
Research
Residential Care
Resilience
Resistant Clients
Retirement
Runaways
Rural Social Work

S

School Social Work
Self-Help
Service Utilization
Sex Education
Sexual Assault/Rape
Sexual Health
Short-term Treatment/
Brief Therapy

Sibling Relationships
Social Justice
Social Policy
Social Systems
Social Work Education
Spirituality/Religious Issues
Staff and Staff Development
Strengths
Stress
Substance Abuse
Suicide
Supervision

T

TANF/AFDC
Termination
Theory
Transference
Treatment Modalities

V

Values
Vicarious Trauma
Violence
Volunteers

W

Welfare/ Public Assistance
Women
Worker-Client Relationships

