

ADDENDUM

A1

EDITORIAL POLICY/REDAKSIONELE BELEID

The Journal publishes articles, book reviews and commentary on articles already published from any field of social work. Contributions may be written in English or Afrikaans. All articles should include an abstract in English of not more than 100 words. All contributions will be critically reviewed by at least two referees on whose advice contributions will be accepted or rejected by the editorial committee. All refereeing is strictly confidential. Manuscripts may be returned to the authors if extensive revision is required or if the style or presentation does not conform to the Journal practice. Articles of fewer than 2,000 words or more than 12,000 words are normally not considered for publication. Two copies of the manuscript as well as a diskette with the text, preferably in MS Windows should be submitted. Manuscripts should be typed in 12 pt Times Roman double-spaced on one side of A4 paper only. If possible the manuscript should be sent electronically to hsu@sun.ac.za. Use the Harvard system for references. Short references in the text: When word-for-word quotations, facts or arguments from other sources are cited, the surname(s) of the author(s), year of publication and page number(s) must appear in parenthesis in the text, e.g. "... (Berger, 1967:12). More details about sources referred to in the text should appear at the end of the manuscript under the caption "References". The sources must be arranged alphabetically according to the surnames of the authors. Note the use of capitals and punctuation marks in the following examples.

Die Tydskrif publiseer artikels, boekbesprekings en kommentaar op reeds gepubliseerde artikels uit enige gebied van die maatskaplike werk. Bydraes mag in Afrikaans of Engels geskryf word. Alle artikels moet vergesel wees van 'n Engelse opsomming van nie meer as 100 woorde nie. Alle bydraes sal krities deur ten minste twee keurders beoordeel word. Beoordeling is streng vertroulik. Manuskripte sal na die oueurs teruggestuur word indien ingrypende hersiening vereis word of indien die styl nie ooreenstem met die tydskrif se standaard nie. Artikels van minder as 2,000 woorde of meer as 12,000 woorde sal normaalweg nie oorweeg word vir publikasie. 'n Disket met die teks, verkiestlik in MS Windows, moet twee kopieë van die manuskrip vergesel. Manuskripte moet in 12 pt "Times Roman" dubbelspasiëring slegs op een kant van 'n A4 bladsy getik word. Indien enigsins moontlik moet die manuskrip ook per e-pos versend word aan hsu@sun.ac.za. Verwysings moet volgens die Harvard-stelsel geskied. Verwysings in die teks: Wanneer woordelike sitate, feite of argumente uit ander bronne gesiteer word, moet die van(ne) van die oueur(s), jaar van publikasie, en bladsynommers tussen hakies in die teks verskyn, bv. "... (Berger, 1967:12). Meer besonderhede omtrent bronne moet alfabeties volgens die vanne van die oueurs aan die einde van die manuskrip onder die opsikrif "Bibliografie" verskyn. Let op die gebruik van hoofletters en leestekens by die volgende voorbeeld.

TWO AUTHORS/TWEE OUTEURS: SHEAFOR, B.W. & JENKINS, L.E. 1982. **Quality field instruction in social work**. Program Development and Maintenance. New York: Longman.

COLLECTION/BUNDEL ARTIKELS: MIDDLEMAN, R.R. & RHODES, G.B. (eds) 1985. **Competent supervision, making imaginative judgements**. New Jersey: Prentice-Hall.

ARTICLE IN COLLECTION/ARTIKEL IN BUNDEL: DURKHEIM, E. 1977. On education and society. In: KARARABEL, J. & HALSEY, A.H. (eds) **Power and ideology in education**. New York: Oxford University Press.

JOURNAL ARTICLE/ARTIKEL IN TYDSKRIF: BERNSTEIN, A. 1991. Social work and a new South Africa: Can social workers meet the challenge? **Social Work/Maatskaplike Werk**, 27(3/4):222-231.

THESIS/TESIS: EHLERS, D.M.M. 1987. **Die gebruik van statistiese tegnieke vir die ontleding van gegevens in maatskaplike werk-navorsing**. Pretoria: Universiteit van Pretoria. (M tesis)

MINISTRY FOR WELFARE AND POPULATION DEVELOPMENT 1995. Draft White Paper for Social Welfare. **Government Gazette**, Vol. 368, No. 16943 (2 February). Pretoria: Government Printer.

NEWSPAPER REPORT/KOERANTBERIG: MBEKI, T. 1998. Fiddling while the AIDS crisis gets out of control. **Sunday Times**, 8 March, 18.

INTERNET REFERENCES/VERWYSINGS: McKIERNAN, G. 1998. Beyond bookmarks: schemes for organising the Web [on line]. Rev. 18 June. Available: <http://www.public.iastate.edu/CYBERSTACKS/CTW.htm>

Notes for contributors

Editorial objectives

This is an academic journal providing guidance, based on sound research, for those who practice, tutor, research or study in the field of social work and social development in South Africa and in Africa. The journal's main aim is to present the latest research and developments in disciplines of relevance to social work and social development.

General principles

It is the intention of this journal to maintain a balance between theory and practice contributors are encouraged to spell out the practical implications of their work for those involved in social work practice and the social services in the African context.

The ethos of this journal remains that articles based on research and evidence rather than philosophical speculation are particularly welcome.

Editorial scope

The Social Worker Practitioner-Researcher is a refereed interdisciplinary journal for social workers and social service professionals concerned with the advancement of the theory and practice of social work and social development in the African context and in a changing global world. The purpose of the journal is to promote research and innovation in the practice of helping individuals, families, small groups, organizations and communities to promote development and human well-being in a society. Social work and social service practice includes deliberately designed intervention programmes to address contemporary social problems and issues including social policy. The journal is committed to the creation of an empowered, humane, just and democratic societies.

Manuscripts that would be appropriate are: (1) Conceptual analyses and theoretical presentations; (2) literature reviews that provide new insights or new research questions, (3) manuscripts that report empirical work. Topics that will be considered – but are not limited to – the following: lifespan, populations at risk, poverty, livelihoods, anti-discriminatory practice, service delivery systems, development management, social security, human rights, and community based development, comparative health and mental health, education, urban and rural development, civic service, voluntarism, civil society, social movements and social change.

The reviewing process

Each manuscript is reviewed by the Editor and Editorial Board. If it is judged suitable for this journal, it is sent to two reviewers for blind peer-review. Based on their recommendations, the editorial committee decides whether the manuscript should be accepted as is, revised or rejected.

Manuscript requirements

Manuscripts should be submitted as electronic attachments to the Editor: wam@w.ru.ac.za in Word format. All authors should be shown and the author should not be identified anywhere in the article.

As a guide, articles should be between 4 000 and 6 000 words (10 to 15 pages) in length. A title of not more than ten words should be provided. An *autobiographical note* should be supplied including name, affiliation and e-mail address. A *structured abstract* must be included under 4-6 sub-headings: Purpose, Methodology, Findings, Research limitations/implications (if applicable), Practical implications (if

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applicable); and the originality/value of the paper. Maximum is 250 words. In addition, provide up to six **keywords**, which encapsulate the principle topics of the paper. Categorise your article under one of these **classifications**: research paper; viewpoint; technical paper; conceptual paper; case study; literature review or general review.

Where there is a **methodology** it should be described under a separate heading. **Headings** must be short, clearly defined and not numbered. Notes should only be used if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article.

All **figures** (tables, diagrams and line drawings) should be submitted in both electronic form and hard copy originals. Figures should be of clear quality, black and white and numbered consecutively with Arabic numerals.

Electronic figures should be copied and pasted or saved and imported from the origination software into a blank Microsoft Word document. Figures created in MS PowerPoint are also acceptable. Acceptable standard image formats are:.eps,.pdf, .ai and .wmf. If you are unable to supply graphics in these formats then please ensure that they are .tif, jpg, bmp, pcx, pic, gif or .pst at a resolution of at least 300 dpi and at least 10cm wide.

In the text of the paper the preferred position of all figures should be indicated by typing on a separate line the words "Take in figure (No)". Supply succinct and clear captions for all figures.

Tables must be numbered consecutively with roman numerals and a brief title. In the text, typing on a separate line the words "Take in Table IV" should show the position of the table.

References to other publications must be in Harvard style and checked for completeness, accuracy and consistency. You should include all authors' names and initials and give any journal title in full.

You should cite publications in the text: (Adams, 1997) using the first named author's name. At the end of the paper a reference list in alphabetical order should be supplied.

Books: last name, initials, (year), *title of book*, publisher, place of publication, e.g. Swanepeol, H. and De Beer, F. (1996) *Community Capacity Building*. Johannesburg: Thomson Publishing.

For book chapters: last name, initials, (year), "chapter title", editor's last name, initials, *title of book*, publisher, place of publication, pages, e.g. Boult, B.E. (1998), "Adoption", in Bezuidenhout, F.J. (Ed.), *A reader in selected social issues*. Pretoria: van Schaik Publishers, Second Edition, 41-52.

For journals: last name, initials, (year), "title of article", *Journal name*, volume, number, pages, e.g. Mda, C. J. (2004), "Population ageing and survival challenges in rural Ghana", *Journal of Social Development in Africa*". Vol. 19 No. 2, 90-112.

For electronic sources: If available online the full URL should be supplied at the end of the reference.

Final submission of the article

Once accepted for publication, the final version of the manuscript must be provided, accompanied by a 3.5" disk. Alternatively, the final version can be sent as an attached file to an e-mail.

applicable); and the originality/value of the paper. Maximum is 250 words. In addition, provide up to six **keywords**, which encapsulate the principle topics of the paper. Categorise your article under one of these **classifications**: research paper; viewpoint; technical paper; conceptual paper; case study; literature review or general review.

Where there is a **methodology** it should be described under a separate heading. **Headings** must be short, clearly defined and not numbered. Notes should only be used if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article.

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In the text of the paper the preferred position of all figures should be indicated by typing on a separate line the words "Take in figure (No)". Supply succinct and clear captions for all figures.

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References to other publications must be in Harvard style and checked for completeness, accuracy and consistency. You should include all authors' names and initials and give any journal title in full.

You should cite publications in the text: (Adams, 1997) using the first named author's name. At the end of the paper a reference list in alphabetical order should be supplied.

Books: last name, initials, (year), *title of book*, publisher, place of publication, e.g. Swanepeol, H. and De Beer, F. (1996) *Community Capacity Building*. Johannesburg: Thomson Publishing.

For book chapters: last name, initials, (year), "chapter title", editor's last name, initials, *title of book*, publisher, place of publication, pages, e.g. Boult, B.E. (1998), "Adoption", in Bezuidenhout, F.J. (Ed.), *A reader in selected social issues*. Pretoria: van Schaik Publishers, Second Edition, 41-52.

For journals: last name, initials, (year), "title of article", *Journal name*, volume, number, pages, e.g. Mda, C. J. (2004), "Population ageing and survival challenges in rural Ghana", *Journal of Social Development in Africa*". Vol. 19 No. 2, 90-112.

For electronic sources: If available online the full URL should be supplied at the end of the reference.

Final submission of the article

Once accepted for publication, the final version of the manuscript must be provided, accompanied by a 3.5" disk. Alternatively, the final version can be sent as an attached file to an e-mail.

ADDENDUM
A2



WHITE RIVER

28 July 2008

To whom it may concern

PERMISSION TO EXECUTE RESEARCH PROJECT

Permission is herewith granted to Dr. H.J. Galloway to perform a research project within the organisation.

Sincerely yours,

M Erasmus

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ADDENDUM A3

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CHRISTELIK-MAATSKAPLIKE RAAD • CHRISTIAN SOCIAL COUNCIL • UMKHANDLU WOBUDLELWANO BOBUKHRESTU

11 November 2010

AAN WIE DIT MAG AANGAAN

Hiermee verleen die Christelik-Maatskaplike Raad, Mpumalanga: Laeveld toestemming dat dr. H.J. Galloway navorsing binne die organisasie mag doen met betrekking tot pleegouers wat seksueel-gemolesteerde kinders in hul sorg het.


ME. F.J. VENTER
SUPERVISOR
CMR MPUMALANGA: LAEVELD

Reg.No.: 10-09743

Diens met Deernis • Caring with Compassion • Ukunakekela ngobubele

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