

Ethics and procedure document about the paper review process for ESWRA publication awards

To guarantee a transparent and rigorous process and to avoid conflicts of interest, the Prizes and Sponsorship committee will base the review process of the nominated papers on the rules described below.

1. Each paper will be reviewed by at least 3 members of the Committee. The review process will be conducted following the criteria mentioned in the Call for nomination, that means:

Overall research quality, including appropriate rigour, transparency and validity.

AND at least one of the following:

Explores a demonstrably new area of research

Demonstrates methodological innovation

Makes a significant conceptual or theoretical contribution to its field

Has a (potential) impact for policy-makers, practitioners and other research users

Each paper will be reviewed by at least 3 persons (a small team). If the number of the nominated papers are high, the Committee will ask the ESWRA board to involve ESWRA board members in the process. Each team will work through the same procedure:

- a. during the first round of discussion the team will share comments on each paper aimed to determine if the paper is a candidate for the award.
- b. during the second round, the team will compare the selected papers with the aim to select the outstanding publication.

During the review process the team will explicitly apply the nomination criteria mentioned above to the assessment of submitted papers.

2. A member of the Prizes and Sponsorship committee can not be nominated as author for a prize and can not make a nomination.
3. Members of the committee are excluded from reviewing papers in which the authors are colleagues in the same institution, or partners in projects at the time of the review. In these cases, to avoid conflict of interest, the paper will be reviewed by another member of the committee.

Given that the European Social Work Research Association (ESWRA) was founded to create a hub for social work research development, collaboration and exchange across Europe, a representation of different European countries is considered during the selection procedure.