

NOTES TO CONTRIBUTORS

GUIDELINES

The distinctive readership of the *Journal*, cutting across academic disciplines and national boundaries, makes the following points of particular importance to contributors.

*Whatever the specific subject matter, the relevance of conclusions to a broad understanding of policymaking should be made explicit.

*Whatever the national setting, the extent to which conclusions are generalizable to many nations should be explicitly discussed.

*Each article should show an awareness of the constraints that public institutions place upon policy making.

*Jargon should be avoided; technical terms not widely understood should be clearly defined; and the conclusions of statistical analyses should be set out in prose, as well as being supported by quantitative information in tables, footnotes and text as appropriate.

PREPARATION OF MANUSCRIPT

The entire manuscript, including footnotes and references, should be typed double-spaced on one side only of A4 size paper, with a left-hand margin of at least 1 $\frac{1}{4}$ inches (4 $\frac{1}{2}$ cm). Manuscript pages should be numbered consecutively.

The title of the article and the author's name and address should be typed on a separate page at the beginning of the article.

The second page should contain an abstract of not more than 150 words and the title of the article, but *not* the author's name.

Tables and figures should be numbered consecutively in separate series. Each table or figure should be typed or drawn on a separate sheet. Every table or figure should have a title or caption and at least one reference in the text to indicate its approximate location.

When an article has been accepted for publication, the author is strongly encouraged to send a copy of the final version on computer disk (Apple Macintosh or IBM compatible PC) together with the hard copy typescript, giving details of the wordprocessing software used (Microsoft Word, Word or Word Perfect). However, the publisher reserves the right to typeset material by conventional means if an author's disk proves unsatisfactory.

STYLE

Spelling, capitalization and punctuation should be consistent within each article. Detailed advice on all matters of style is contained in Judith Butcher's book, *Copy-Editing*, Cambridge University Press (1992).

Headings of not more than two grades should be used and they should be typed on separate lines.

Numbered footnotes should be avoided; citation of references in the text is the norm. If there are a few points that require discussion in the article but not in the body of the text, numbered footnotes may be used. They may also be useful for technical details, e.g. statistical points that

would interrupt the flow of the text. Numbered footnotes should be typed consecutively, double-spaced, at the end of the paper, starting on a new page.

References to publications should be placed in the text. Examples of correct styling for bibliographic citation where the author's name is mentioned in the text are Alford (1975), Biller (1976, 136–7), May and Wildavsky (1978), Ostrom, Parks and Whitaker (1978) and subsequently Ostrom *et al.* (1978).

At the end of the paper, all references should be consolidated in a single alphabetical list starting on a new page. Authors are particularly requested to verify that each text reference appears in the list, and vice versa. In addition to author(s) surname and first name(s) or initial(s), and the title of the book or article, references to books should *always* include the city of publication and publisher, and for journal articles the volume and part number. For example:

Alford, R. (1975) *Health Care Politics*. Chicago: University of Chicago Press.

Biller, R. (1976) On tolerating policy and organizational termination: some design considerations, *Policy Sciences*, 7, 2, 133–149.

Campbell, D. (1971) Reforms as experiments. In F. Caro (ed.), *Readings in Evaluation Research*. New York: Russell Sage.

May, J. and A. Wildavsky (eds.) (1978) *The Policy Cycle*. Beverly Hills: Sage.

SUBMISSION

Please submit the original manuscript *plus* three copies to: Professor Richard Rose, *Journal of Public Policy*, Centre for the Study of Public Policy, University of Strathclyde, Livingstone Tower, Glasgow, G1 1XH, Scotland.

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