Volume 25 Part 4 October 1996

0047-2794

Journal of Social Policy

The journal of the Social Policy Association

Cambridge University Press

Journal of Social Policy

Notes for Contributors

- 1. All contributions and correspondence should be sent to: The Editors, *Journal of Social Policy*, Education, Political and Social Sciences, South Bank University, 103 Borough Road, London SE1 0AA, UK. All books for review should be sent to: The Review Editor, *Journal of Social Policy*, School of Social Studies, University of Bath, Bath BA2 7AY, UK.
- 2. Articles should generally contain between 5,000 and 8,000 words including footnotes, although longer or shorter articles may be accepted by arrangement with the editors. Short articles stand a better chance of early publication. Word length must be stated.
- 3. Submission of an article is taken to imply that it has not previously been published, or is not being considered for publication elsewhere. If an author is publishing a related article elsewhere, this fact should be stated.
- 4. Contributions (articles, review articles, reviews) should be clearly typed on one side of the paper only using a conventional size of paper, preferably A4. All material should be typed double-spaced with generous margins. Contributors should send **three** copies and keep one copy of the typescript for correcting proofs. Following acceptance, contributors are strongly encouraged to submit their final revised version of the paper 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). Disks will not be returned. The publisher reserves the right to typeset any article by conventional means if the author's disk proves unsatisfactory.
- 5. Contributions should be accompanied by an abstract of between one and two hundred words, and a title page providing information about the position/s held by the author/s and giving full details of any acknowledgements.
- 6. Contributions should conform exactly to the *Journal of Social Policy* style and authors should check the format of their own contribution with that of a recent issue of the journal, paying particular attention to references and tables. Gender-neutral language should be used.
- 7. Notes should not contain bibliographical references: these should be built into the text and the Harvard (author/date) system used. Such notes *as are essential* should be referred to in numerical order throughout the text and the numbers shown as superscript. Notes and bibliographical references should be typed (double-spaced) as separate sections at the end of the article.
- 8. Tables should be clearly laid out and designed to fit on to a page 234 mm×155 mm. Vertical lines between columns should be omitted, and horizontal lines limited to the top and bottom of the table, with an additional one below the column headings. Totals and percentages should be labelled, and units identified.
- 9. First proofs may be read and corrected by contributors provided that they can give the editors an address through which they can be reached without delay and can guarantee to return the corrected proofs to the editors, by airmail where appropriate, within seven days of receiving them.
- 10. Authors of articles and review articles (but not book reviews) receive twenty-five free offprints. Additional copies may be bought if ordered at proof stage.
- 11. Contributors of accepted articles will be asked to assign their copyright, on certain conditions, to Cambridge University Press, to help protect their material.

The Social Policy Association

The Social Policy Association supports the study of all aspects of Social Policy and Administration through the sponsorship of the *Journal of Social Policy*, the publication of a newsletter, the organisation of an annual conference and a small grants scheme. It represents its members through contact with a range of bodies, including the ESRC. For further information about the activities of the SPA, contact: Professor Gary Craig, SPA Secretary, School of Social and Professional Studies, University of Humberside, Inglemire Avenue, Hull HU6 7LU, UK.