Journal of Social Policy

Notes for Contributors

- 1. All contributions and correspondence should be sent to: The Editor, *Journal of Social Policy*, Department of Social Policy and Professional Studies, University of Hull, Hull HU6 7RX. All books for review should be sent to: The Review Editor, *Journal of Social Policy*, School of Social Sciences, University of Bath, Bath BA2 7AY.
- 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 editor. Short articles stand a better chance of early publication.

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 two copies and keep one copy of the typescript for correcting proofs.

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 to the usual journal style and a brief style sheet is available from the editor on request. Particular attention should be paid to the journal requirements about references and tables. Contributors are

expected to write in gender-neutral language.

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 editor an address through which they can be reached without delay and can guarantee to return the corrected proofs to the editor, 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

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11. Contributors of accepted articles will be asked to assign their copyright, on certain conditions, to Cambridge University Press, to help protect their material.

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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 and the NCAA. For further information about the activities of the SPA, contact: Angus Erskine, SPA Secretary, Department of Social Policy and Social Work, University of Glasgow, Lilybank House, Bute Gardens, Glasgow G12 8RT, UK.

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