

## Submitting a Proposal for a Themed Section



# Social Policy and Society

A Journal of the Social Policy Association

1. Prospective Guest Editor(s) of a Themed Section should, in the first instance, contact the Managing Co-Editors, Hugh Bochel and Catherine Bochel, by e-mail to [spseditors@lincoln.ac.uk](mailto:spseditors@lincoln.ac.uk) to outline their idea.
2. Following an initial discussion, a proposal for a Themed Section should be submitted in Microsoft Word format by e-mail to [spseditors@lincoln.ac.uk](mailto:spseditors@lincoln.ac.uk). This should include:
  - a. the envisaged title
  - b. the names and institutional affiliations of the proposed Guest Editor(s)
  - c. a brief outline of the rationale for the Themed Section
  - d. a list of contents (listing all of the contributors, the titles of each article and an abstract for each)
3. Proposals are then reviewed by the Editorial Board. Guest Editors whose proposals are subsequently accepted, will be invited to publish a Themed Section in the journal.
4. Themed Sections should contain the following:
  - a. An 'Introduction', usually written by the Guest Editor(s) providing a short introductory piece to the Themed Section
  - b. a set of peer reviewed articles - usually no more than six articles in total
  - c. a 'Review Article', which provides a selected review of the key literature
  - d. a short 'Some Useful Sources' guide to key sources in the area
5. The total word limit for an entire Themed Section is no more than 40,000 words. This is to include all tables, endnotes and bibliographies.
6. Each individual article must be no more than 5000 words in length and must conform to the Instructions for Contributors.
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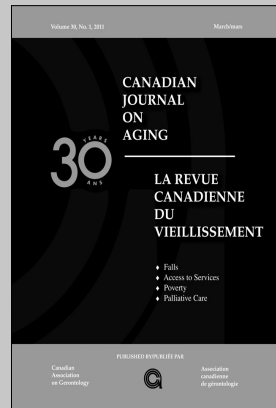
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# Journal of Social Policy

## Notes for Contributors

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2. Articles should generally contain between 5,000 and 8,000 words including abstract, notes and bibliography, although shorter articles may be accepted by arrangement with the editors.
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4. Contributions should be accompanied by an abstract of between 100 and 200 words plus up to six key words and details of any acknowledgements. Abstracts should disclose the substantive argument or finding of the article and not merely its subject and formal structure.
5. 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. Articles should be written clearly in English and to a publishable standard. Authors for whom English is not their first language are encouraged to have their articles proof-read by a professional proof-reader or a native English speaker with publishing experience.
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7. Such notes as are essential should be referred to in numerical order throughout the text and the numbers shown as superscript. These notes should be placed after the body of the text and before the references.
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