

Journal of Public Policy Instructions for Contributors

Editorial Statement

To understand public policy it is necessary to relate ideas to concrete problems of government. This Journal therefore publishes articles that use concepts derived from any of the social sciences to analyse a significant problem facing contemporary governments.

Good ideas, like the problems of the contemporary world, admit no boundaries. Articles that make explicit comparisons across nations are particularly welcome. Every article is intended to be relevant across national boundaries, dealing with problems common in many societies.

The problems of the contemporary world unite what academic disciplines and national political systems tend to keep apart. Substantive concerns come first. Methodology and concepts should be instrumental in achieving analytic purposes, and concepts and theories should be grounded in an awareness of government *wie es eigentlich gewesen ist*.

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 policymaking.

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 1½ inches (4 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, *Copyediting*, 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, 133–49.

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

All contributions should be submitted electronically to: jpp@abdn.ac.uk

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Journal of Public Policy (ISSN 0143-814X) is published three times a year in April, August and December. The subscription price (excluding VAT) of volume 29, 2009 (which includes print and electronic access, and includes postage) is £170.00 (US \$300.00 in USA, Canada and Mexico) for institutions, £34.00 (US \$50.00 in USA, Canada and Mexico) for individuals ordering direct from the Press and certifying that the journal is for their personal use. Single parts cost £60.00 net (US \$100.00 in USA, Canada and Mexico). EU subscribers (outside the UK) who are not registered for VAT should add VAT at their country's rate. VAT registered subscribers should provide their VAT registration number. Orders, which must be accompanied by payment, may be sent to a bookseller, subscription agent or direct to the publisher: Cambridge University Press, The Edinburgh Building, Shaftesbury Road, Cambridge CB2 8RU, UK. Orders from the USA, Canada and Mexico should be sent to Cambridge University Press, Journals Fulfillment Department, 100 Brook Hill Drive, West Nyack, New York 10994-2133. Japanese prices for institutions are available from Kinokuniya Company Ltd, P.O. Box 55, Chitose, Tokyo 156, Japan.

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Journal of Public Policy

ISSN 0143-814X

VOLUME 29 PART 2 August 2009

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