

British Journal of Political Science

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Articles submitted to the Journal should in general be between 5,000 and 12,000 words (or equivalent in tables and figures) in length. An abstract not exceeding 120 words is required. Contributors should note the Journal's editorial policy, which is as stated inside the front cover.

Articles

Notes and Comments are welcome. A Note should contain a body of original information, a new method for doing something or a new idea (speculation, argument, proof, etc.) presented in a brief and unadorned form without inessential commentary. Comments containing criticisms of articles published in the Journal and additional thoughts on them will be considered for early publication, especially if they are short - say, under 1,000 words.

Most issues of the Journal contain a Review Article - either a detailed discussion of a single book or a review of the state of some area of the discipline. Review Articles submitted without prior consultation will be considered for publication, but in their own interest contributors would be well advised not to prepare a Review Article specially for the Journal without first getting in touch with the Editors.

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Where statistical analysis of data has been conducted, *contributors are expected to deposit a REPLICATION DATA SET* with a major international data archive or on the *Political Analysis* website.

Style

Anyone who is preparing a manuscript for submission to the Journal is urged to follow the Journal's style sheet, reproduced below, which covers a number of detailed points concerning footnotes, punctuation, spelling, etc.

Proofs

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to the copy-editor, by email/air mail where appropriate, within three working days of receiving them. The master proof will always be sent directly to the Editors by the printer; contributors will receive duplicates.

Offprints

Authors of Articles and Review Articles receive twenty-five free offprints. Additional copies may be bought if they are ordered at proof stage.

Style Sheet

1. Contributions should be clearly typed in double spacing, preferably on A4 paper (210mm x 297mm), and should have a left-hand margin of at least 25mm/1 inch and a right hand margin of at least 40mm/1.5 inches. Typesize should be no smaller than 10 point. Four copies should be submitted, reproduced in any clearly legible form. Contributors are asked to retain an exact replica themselves for use in answering copy-editor's enquiries and correcting proofs.
2. *Footnotes* should be numbered consecutively, and printed out as a separate section, using type no smaller than 10 point, lines double-spaced.

The first reference to a book should be in the form: Samuel P. Huntington, *The Third Wave: Democratization in the Late Twentieth Century* (Norman: University of Oklahoma Press, 1991), p. 109. Later references should be abbreviated to: Huntington, *The Third Wave*, p. 109.

The first reference to a journal article should be in the form: Barry K. Weingast, 'The Political Foundations of Democracy and the Rule of Law', *American Political Science Review*, 91 (1997), 245–63, p. 247; with later references in the form: Weingast, 'The Political Foundations of Democracy and the Rule of Law', p. 247.

The first reference to a chapter within an edited work should be in the form: Eric Allardt and Pertti Pesonen, 'Cleavages in Finnish Politics', in Seymour M. Lipset and Stein Rokkan, eds, *Party Systems and Voter Alignments* (New York: Free Press, 1967), pp. 325–66, at p. 326. Later references should be abbreviated to: Allardt and Pesonen, 'Cleavages in Finnish Politics', p. 326.

3. *Tables and figures*: Each table and figure should be on a separate sheet, numbered and collected together at the end. Their place in the text should be indicated by a space and the words 'Table X (Fig. X) about here'. Tables should be clearly laid out and designed to fit into a space 190 x 120mm. 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. Figures should not contain more detail than can be clearly shown in a space 200 x 133mm and should be computer drawn.
4. *Quotations* of more than 60 words should be indented in the typescript and typed in double line spacing. Use single inverted commas for shorter quotations. Square brackets should be used to enclose interpolations, and three dots to indicate omissions. Make sure there are no errors in the spelling, punctuation and capitalization of quotations.
5. *Spelling*: English spelling, not American. In general use the spelling –ize (not –ise), connection, judgement, dispatch, co-operation, biased, focused. *Capitals*: Use as few as possible and use them consistently. *Italics* should be used for foreign words except proper names. Preferred usage is *coup d'état*, *détente*, *rapprochement*, *vis-à-vis*, but regime, role, elite. Italics for emphasis are discouraged. *Abbreviations*: Omit full stops in abbreviations consisting of capital letters (MP, USA). Use capitals for acronyms such as NATO and UNESCO. *Dates* should be in the form 1 May 1968, 1970s (no apostrophe), the twentieth century. *Numbers* up to 100 should normally be spelt out, except for percentages, exact quantities, or a series of numbers. Use 'per cent' (not %)

except in tables. Include a comma in numbers over 999. The second of a pair of numbers should be abbreviated (i.e. 175–6 not 175–176), except for numbers 11–19 which retain the 1.

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(Last updated 5th September 2008)