

Journal of Social Policy

Notes for Contributors

1. All new submissions to the journal should be sent in electronic format to jsp@lse.ac.uk as an attached file in Word, text or rich text format, with a covering email giving full contact details and position(s) held by the author(s). Papers should be anonymised, ready for forwarding to referees. Where papers have more than one author, the contact author should be clearly specified. Tables and figures should be sent in separate attached files. Line artwork should be supplied in tif or eps format, black and white (also known as 1-bit), resolution 1200 dpi at final size. Combination artwork (line/tone) should be supplied in tif or eps format, grayscale (also known as 8-bit), resolution: 800 dpi at final size. Correspondence should be sent to the same address electronically as far as possible. If it is necessary to send by mail, the address for correspondence is: The Editors, *Journal of Social Policy*, Department of Social Policy, London School of Economics and Political Science, Houghton Street, London WC2A 2AE. All books for review should be sent to: The Review Editor, *Journal of Social Policy*, Department of Sociology, Manchester Metropolitan University, Geoffery Marton Building, Rosamund Street West, Manchester M15 6LL.
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. Short articles stand a better chance of early publication.
3. Submission of an article is taken to imply that it has not been previously published, or is not being considered for publication elsewhere. If an author has presented or distributed an earlier version of the article submitted (for example, as a conference or working paper) or is intending to publish or has published a related article elsewhere, this should be expressly acknowledged and details of the output in question should be provided.
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.

6. Discriminatory language should be avoided. Further guidance on avoiding sexist, racist and disablist language is published by the British Sociological Association (BSA) - see http://www.britsoc.co.uk/new_site/equality/64. The editorial team are happy to advise authors on the most suitable terminology to use, particularly with respect to subjects not covered by the BSA guidelines such as age.

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.

8. References must be arranged alphabetically under author(s) name(s) and then in chronological order if several papers by the same author(s) are cited. The full title of the paper must be given together with the first and last page numbers. Book titles should be followed by the place of publication and the publisher.

9. Tables and figures should be in monochrome (not colour), clearly laid out and designed to fit onto a page 234 mm by 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.

10. First proofs will be sent to the contact author as an electronic link to a .pdf document which the author downloads.

11. Paper offprints are not automatically supplied to authors. Upon publication the corresponding author will receive a pdf of their article. Paper offprints can be purchased by using the form supplied at proof stage.

12. 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*, *Social Policy and Society* and the *Social Policy Digest*, 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 Dr Tess Ridge, Hon. Secretary, Department of Social and Policy Studies, University of Bath, Claverton Down, Bath BA2 7AX, UK; email: T.M.Ridge@bath.ac.uk. The SPA website is at: www.social-policy.com.

Enhancing the quality of published research on race/ethnicity: Pilot Guidance

The *Journal of Social Policy* has agreed to facilitate a study being carried out by Dr Sarah Salway, Sheffield Hallam University, for the Joseph Rowntree Foundation. The aim of the research is to develop a guidance checklist on race/ethnicity/minorities for authors and reviewers.

You can find out more about the project and how to participate at :

<http://research.shu.ac.uk/ethics-ethnicity/htm/outputs/JSP%20SPS.htm>

Last updated 11th February 2010