

# Journal of Social Policy

## Notes for Contributors

1. All new submissions to the journal should be sent in electronic format to [jsp-bristol@bristol.ac.uk](mailto:jsp-bristol@bristol.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<sup>1</sup> (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*, School for Policy Studies, University of Bristol, 8 Priory Road, Bristol, BS8 1TZ.

All books for review should be sent to: The Review Editor, *Journal of Social Policy*, Geographical Sciences, University of Bristol, University Road, Bristol, BS8 1SS.

2. Articles should generally contain between 6,000 and 8,000 words including abstract, notes and bibliography, although shorter articles may be accepted by arrangement with the editors.
3. We encourage articles which engage with, extend or critique debates previously published in *Journal of Social Policy*
4. 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.
5. 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.
6. 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, particularly those whose first language is not English, may wish to have their English-language manuscripts checked by a native speaker before submission. This is optional, but may help to ensure that the academic content of the paper is fully understood by the editor and any reviewers. We list a number

of third-party services specialising in language editing and/or translation, and suggest that authors contact as appropriate:

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Please note that the use of any of these services is voluntary, and at the author's own expense. Use of these services does not guarantee that the manuscript will be accepted for publication, nor does it restrict the author to submitting to a Cambridge published journal.

7. 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.britisoc.co.uk/equality/>. 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.

8. 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.

9. 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.

10. Tables and figures should be in monochrome (not colour)<sup>1</sup>, 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.

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15. Contributors of accepted articles will be asked for a "tweet" of no more than 140 characters and will also be invited to consider writing a blog post about their article. This should be between 300-1,000 words and might provide an engaging summary of the article to be published, or a broader engagement with current events or policy developments, for example. The particular content of the blog post is about exposing the authors work and the journal to as wide an audience as possible so it would be good to bear this in mind when preparing it. The content and style up of the blog will be left up to the author, however, it will be read by both Co-editors of Journal of Social Policy (although not externally refereed), and the authors should be willing to respond to any suggested changes and avoid simply repeating the abstract.

### **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* and *Social Policy and Society*, 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: Tina Haux, School of Social Policy, Sociology and Social Research, University of Kent, Canterbury, Kent, CT2 7NF. The SPA website is at: [www.social-policy.org.uk](http://www.social-policy.org.uk).

*Last updated 11<sup>th</sup> November 2014*