

Journal of Social Policy

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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.

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.

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