

INSTRUCTIONS FOR AUTHORS

It is assumed that submitted articles have not been published (or are not in the process of being published) elsewhere and that they are not under consideration for publication by other journals. The author should state whether s/he is publishing or has published related material elsewhere and, if so, provide details about how the submission differs from the related material.

Submission of material

All submissions should be made online at the *Policy & Politics* Editorial Manager website: <http://policypol.edmgr.com/>, in Word or Rich Text Format (not pdf). New users should first create an account, specify their areas of interest and provide full contact details.

All submissions must include an abstract of not more than 100 words, up to four key words and be between 5000 and 8000 words in length (including tables and references). Submissions must be completely anonymised and uploaded without preliminary details, such as title, author, affiliations, abstract or keywords in the text file. All submissions will be subject to anonymous peer-review processes (unless stated otherwise) by referees currently working in the appropriate field. The editors aim to provide quick decisions and to ensure that submission to publication takes the minimum possible time; most papers can be published online via FastTrack ahead of print publication at: www.ingentaconnect.com/content/tpp/pap.

Please note: submissions that, in the opinion of the editors, have not been anonymised for review will be returned to authors. The final decision on publication rests with the managing editors.

Those submissions most likely to be accepted for publication are ones which:

- Anticipate and analytically frame those topical and important trends which are likely to shape governance and policy over the next decade or more at an international, national and local level;
- Investigate and compare public sector institutions, services, cultures and goods, including in relation to other sectors (markets, civil society and so on);
- Offer a comparative analysis which is historical and/or geographical and designed to draw lessons, e.g. About policy transfer and cross-national influences, for an international audience;
- Achieve a high degree of theoretical sophistication and innovation, especially in relation to empirical data, methods and methodologies;
- Provide an analysis of the social, economic and political impacts (including public attitudes and effects on service users) of key social and public policies;
- Helpfully summarise and reflect on a comprehensive body of literature and knowledge in the form of review articles;
- Propose arguments which are potentially controversial while still achieving a high level of rigor and professionalism in scope, research and presentation;
- Extend or critique previously published material, articles and debates in *Policy & Politics*.

The Editors have produced guidance on submitting material to *Policy & Politics*; please refer to the guidelines for acceptance to enhance your chances of publication: <http://policy.bristoluniversitypress.co.uk/asset/2503/p-p-guidelines-on-acceptance-final.pdf>. For editorial or submission queries please contact the Editorial Office: pp-pp@bristol.ac.uk.

If you are interested in submitting a 'Research Provocations' piece, please see our additional guidelines at <http://policy.bristoluniversitypress.co.uk/asset/4043/revised-research-provocations-for-website-24.1.17.pdf>.

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Style

- British English spelling and punctuation is preferred.
- Non-discriminatory language is mandatory.
- Explanatory notes should be kept to a minimum. If it is necessary to use them, they must be numbered consecutively in the text and listed at the end of the article. Please do not embed notes in the text.
- Please do not embed bibliographic references in the text, footnotes, live links or macros; the final submitted file should be clear of track changes and ready for print.
- Tables and charts should be separated from the text and submitted in a Word or Excel file, with their placement in the text clearly indicated by inserting: 'Table X here'. Please provide numbers, titles and sources (where appropriate).
- Figures, diagrams and maps should be separated from the text and, ideally, submitted in an Encapsulated PostScript (.eps) file. Figures created in Word or Excel are acceptable in those file formats. If the figures, diagrams and maps are in other formats (i.e. have been pasted into a Word file rather than created in it) please contact dave.j.worth@bristol.ac.uk for advice. Please indicate where figures should be placed in the text, by inserting: 'Figure X here' and provide numbers, titles and sources (where appropriate).

References

A custom version of the Harvard system of referencing is used.

- In-text citations: give the author's surname followed by year of publication in brackets
- List all references in full at the end of the article and remove any references not cited in the text
- Book and journal titles should be in *italics*
- Website details should be placed at the end of the reference. Do not include dates of access to websites
- Spell out all acronyms in first instance.

Example of book reference

Dorling, D, 2010, *Injustice: Why social inequality persists*, Bristol: Policy Press

Example of journal reference

Warin, P, 2012, Non-demand for social rights: A new challenge for social action in France, *Journal of Poverty and Social Justice* 20, 1, 41–53

Example of chapter within edited/ multi-authored publication

Levitas, R, 2011, Utopia calling: Eradicating child poverty in the United Kingdom and beyond, in A. Minujin and S. Nandy (eds) *Global child poverty and well-being: Measurement, concepts, policy and action*, Bristol: Policy Press, 449–73

Example of website reference

House of Commons Debates, 2010, Work and pensions (CSR), *Hansard*, 4 November, col 337WH, www.publications.parliament.uk/pa/cm201011/cmhansrd/cm101104/halltext/101104h0001.htm