

NOTES FOR CONTRIBUTORS

SUBMISSION OF PAPERS

Authors are encouraged to submit electronic copy but paper is also accepted. Electronic copies should be sent to Stephen McKay s.d.mckay@bham.ac.uk as an attached file in Word, text or rich text format.

If submitting hard copy, two paper copies should be posted to Stephen McKay, Institute of Applied Social Studies, University of Birmingham, Muirhead Tower, Birmingham, B15 2TT. If accepted for publication an electronic copy will also be required. For both electronic and hard copies, articles should be anonymised, ready for sending to referees, and be accompanied by an email address or note giving full contact details of the author(s) and, in the case of jointly authored articles, nominating an author for correspondence.

Please note that commissioned articles should be sent to the appropriate commissioning editor.

Submissions from international contributors are welcome, but, if focusing on local issues, they should always aim to draw out the general wider implications for the journal's audience. 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 proofread by a professional proofreader or a native English speaker with publishing experience.

The journal strives to blend outstanding scholarship with accessibility. Many readers have little time to spare; therefore, all contributions should be succinct and accurate. They should also be written in non-discriminatory language – see **Style** notes below.

Articles should be between 2,500 and 5,000 words (including references) in length. Longer or shorter articles may be accepted by arrangement with the Editorial Board. Authors should make clear the policy context, reference only directly relevant literature, adopt an intelligible structure and a lucid style, use rigorous argument and reach strong conclusions. Technical and statistical material is best omitted or presented as an appendix. An abstract of not more than 100 words should be included. All articles are refereed to assess their suitability for publication.

Policy Review is concerned with policy ideas and themes emanating from pressure groups and think tanks. Articles should be up to a maximum of 3,000 words (including references).

Contributions to the following sections should be no longer than 1,500 words:

In Practice provides an update on new developments, issues, legislation and reviews especially with reference to welfare rights.

Research Round-Up: Reports should indicate the subject of the research, how it was carried out, what the principal findings were and what (if any) recommendations have been made. A brief note should indicate where interested readers can obtain copies of any reports and their cost.

It is assumed that submissions have not been published elsewhere and that they are not under consideration for publication by other journals. The author should state whether s/he is publishing related articles elsewhere. Submissions are considered for publication on the understanding that on acceptance the entire copyright shall pass to The Policy Press as publisher of *The Journal of Poverty and Social Justice*. Authors will be asked to sign a

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STYLE

References to publications should be given in the text, and should give the author's surname and year of publication in brackets, eg (Deacon, 2000; Peck, 2001). Page number(s) should be given for all direct quotations, eg (Mitchell et al, 2000: 15). If there is more than one reference to the same author and year, they should be distinguished by the use of a, b, c, etc, added to the year. Book and journal titles should be in *italics* and should (apart from the first letter of the first word of the title and of proper nouns) be set in lower case.

References should also be listed alphabetically at the end of the paper. Authors are particularly requested to ensure that each text reference appears in the list, and vice versa. References to books should always give the city of publication and publisher as well as author and title details. For example:

Platt, L. (2005) *Discovering child poverty*, Bristol: The Policy Press

References to journal articles should give volume, number/issue and page numbers, and the name of the article enclosed in single quotation marks. For example:

Thompson, M. and Wildavsky, A. (1986) 'A cultural theory of information bias in organisations', *Journal of Management Studies*, vol 23, no 3: 273–86.

References to chapters within multi-authored publications should be listed with the chapter title in single quotation marks followed by the author and title of the publication. For example:

Dixon, J. (2001) 'Global perspectives on the market reform of social security policy: protecting the public interest in perpetuity', in R. Sykes, C. Bochel and N. Ellison (eds) *Social Policy Review 13: Developments and debates: 2000-2001*, Bristol: The Policy Press on behalf of the Social Policy Association.

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 paper.

Please avoid the use of racist, sexist or otherwise discriminatory language. Avoid using terms that carry negative implications as to the gender, race or other characteristics of any person concerned, unless these are necessary in context. Ensure that the terms used are appropriate and accurate. Further guidance can be obtained from The Policy Press.