

# Voluntary Sector Review

## NOTES FOR CONTRIBUTORS

### Submission of material

Authors should submit material electronically in Word or Rich Text format to [vsreditor@ysss.org.uk](mailto:vsreditor@ysss.org.uk). All submissions will be subject to normal peer-review processes. The editorial team aim to provide quick decisions and to ensure that submission to publication takes the minimum possible time. The final decision on publication rests with the editorial team.

**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 in a cover note 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.**

**Academic articles** No longer than 8,000 words, including abstract (150 words maximum), notes, tables, figures and references. Articles may cover research and analysis of any part of the voluntary sector or the third sector and civil society more generally and may include scholarly inquiry, research findings and applied analysis of relevance to practitioners and decision makers.

Articles based on recent empirical research are welcome but these should provide more than an account of the findings of the study in question. Such articles should provide: a review of the relevant literature, which presents both a context for the study and a discussion of the key theoretical perspectives that have informed its design; a rationale for the choice of methodology and research design, as well as details of the ways in which the research was carried out; and discussion and conclusions that clearly show to what extent and in what ways the empirical evidence generated by the study has produced new knowledge and better theoretical understanding.

**Practice papers** 1,500-2,000 words, including abstract (75 words maximum), keywords and references. Short contributions from practitioners commenting on governance, management, fundraising or operational issues, including case studies or examples of change and development within their own organisations, lessons learned and wider practice implications.

**Policy reviews** 1,500-2,000 words, including abstract (75 words maximum), keywords and references. Short commentaries on recent changes or new initiatives within the UK policy environment or within other comparable national or regional policy contexts, including new policy ideas emanating from think tanks and voluntary sector agencies as well as formal proposals from government.

In all three sections, contributions with an international scope are particularly welcome, especially where comparisons illuminate the UK experience.

**Typescripts** should be in the following order: author's full name, email, postal address and word count should be on the first page (for multi-authored papers include details of all authors and indicate the lead/corresponding author); title page; abstract; keywords (no more than four); main text; endnotes (if relevant); acknowledgements; references; appendices (if relevant). Table(s) and figure(s) should be saved in separate files and their positions indicated in the text.

### Style

- British English spelling and punctuation is preferred.
- Non-discriminatory language is mandatory. Further guidance may be found in The Policy Press editorial guidelines ([www.policypress.co.uk/PDFs/General/EditorialGuidelines.pdf](http://www.policypress.co.uk/PDFs/General/EditorialGuidelines.pdf) – Appendix B: Sensitive language).
- 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.
- Figures/diagrams/maps: please do not embed in the text. Files should be saved as one of the following formats: PostScript or EPS (encapsulated PostScript). Further information may be found in The Policy Press author guidelines.
- References: the Harvard system of referencing is used. Publications should be cited in the text, giving the author's surname and year of publication in brackets, then listed in full at the end of the paper. Book and journal titles should be in *italics* and should (apart from the first letter of the first word and of proper nouns) be set in lower case. Website details should be placed last. Please do not include dates of access to websites.

Example of book reference: Nutley, S.M., Walter, I. and Davies, H.T.O. (2007) *Using evidence: How research can inform public services*, Bristol: The Policy Press.

Example of journal reference: Sin, C.H. (2008) 'The role of intermediaries in getting evidence into policy and practice: some useful lessons from examining consultancy–client relationships', *Evidence & Policy*, 4 (1): 85-103.

Example of chapter within multi-authored publication: Levitas, R. (2000) 'What is social exclusion?', in D. Gordon and P. Townsend (eds) *Breadline Europe: The measurement of poverty*, Bristol: The Policy Press.

Example of website reference: CRD (Centre for Reviews and Dissemination) (2009) *Systematic reviews: CRD's guidance for undertaking systematic reviews in health care*, York: CRD, University of York, [www.york.ac.uk/inst/crd/pdf/Systematic\\_Reviews.pdf](http://www.york.ac.uk/inst/crd/pdf/Systematic_Reviews.pdf)

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