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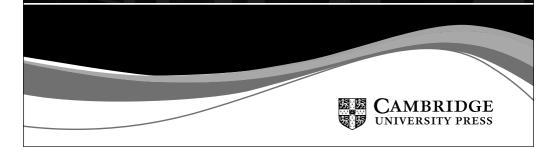
Editors Tania Burchardt, London School of Economics and Political Science, UK Hartley Dean, London School of Economics and Political Science, UK



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Social Policy and Society

A Journal of the Social Policy Association

Submitting a Proposal for a Themed Section

1. Prospective Guest Editor(s) of a Themed Section should, in the first instance, contact the Managing Co-Editors, Dr Peter Dwyer and Dr Sharon Wright, by e-mail to spseditors@stir.ac.uk to outline their idea

2. Following an initial discussion, a proposal for a Themed Section should be submitted in Microsoft Word format by e-mail to spseditors@stir.ac.uk. This should include:

- a. the envisaged title
- b. the names and institutional affiliations of the proposed Guest Editor(s)
- c. a brief outline of the rationale for the Themed Section
- d. a list of contents (listing all of the contributors, the titles of each article and an abstract for each)

3. Proposals are then reviewed by the Editorial Board. Guest Editors whose proposals are subsequently accepted, will be invited to publish a Themed Section in the journal.

4. Themed Sections should contain the following:

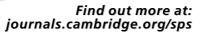
a. An 'Introduction', usually written by the Guest Editor(s) providing a short introductory piece to the Themed Section

- b. a set of peer reviewed articles usually no more than six articles in total
- c. a 'Review Article', which provides a selected review of the key literature
- d. a short 'Some Useful Sources' guide to key sources in the area

5. The total word limit for an entire Themed Section is no more than 40,000 words. This is to include all tables, endnotes and bibliographies.

6. Each individual article must be no more than 5000 words in length and must conform to the Instructions for Contributors.

7. Upon acceptance of their proposal Guest Editor(s) will receive further detailed guidance from the Managing Co-Editors about their responsibilities e.g. the required refereeing process, production deadlines etc.





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Journal of Social Policy

Notes for Contributors

1. All new submissions to the journal should be sent in electronic format to jsp@lse.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 (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, Department of Social Policy, London School of Economics and Political Science, Houghton Street, London WC2A 2AE. All books for review should be sent to: The Review Editor, Journal of Social Policy, Department of Sociology, Manchester Metropolitan University, Geoffery Marton Building, Rosamund Street West, Manchester M15 6LL.

2. Articles should generally contain between 5,000 and 8,000 words including abstract, notes and bibliography, although shorter articles may be accepted by arrangement with the editors. Short articles stand a better chance of early publication.

3. 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.

4. 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.

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.

6. 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.britsoc.co.uk/new_site/equality/64.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.

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.

10. First proofs will be sent to the contact author as an electronic link to a .pdf document which the author downloads.

11. Paper offprints are not automatically supplied to authors. Upon publication the corresponding author will receive a pdf of their article. Paper offprints can be purchased by using the form supplied at proof stage.

12. Contributors of accepted articles will be asked to assign their copyright, on certain conditions, to Cambridge University Press, to help protect their material.

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