



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.
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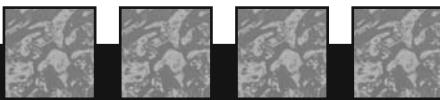
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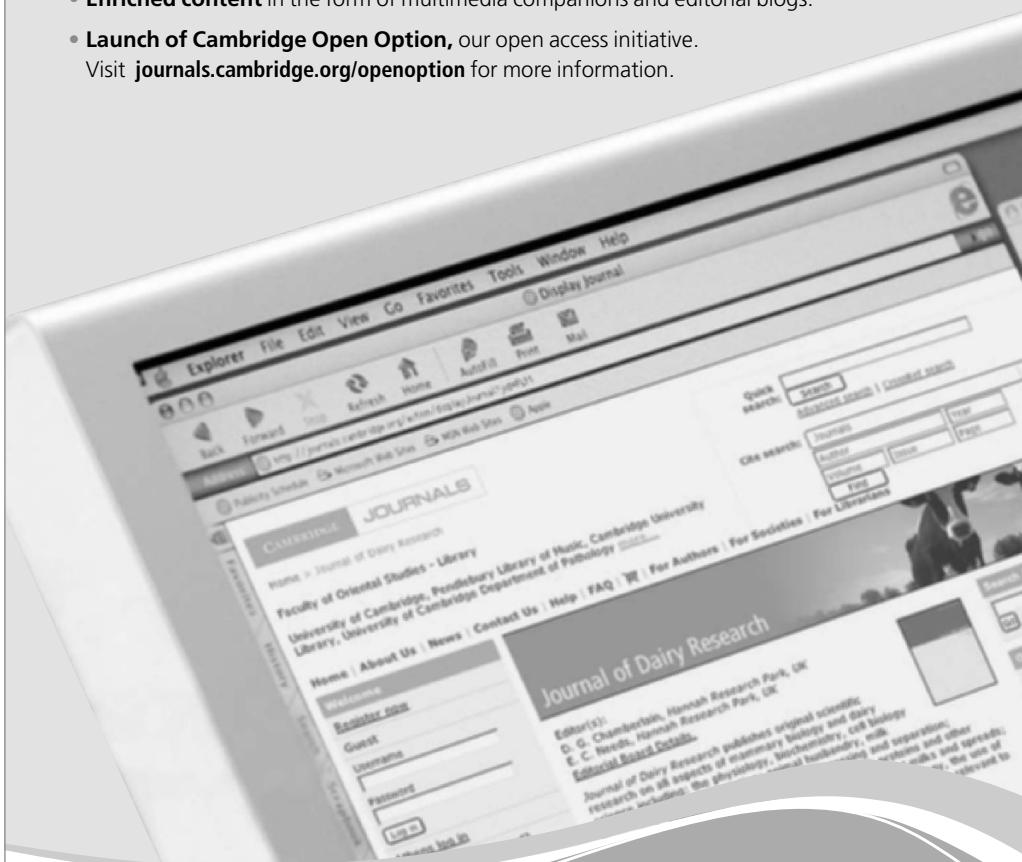
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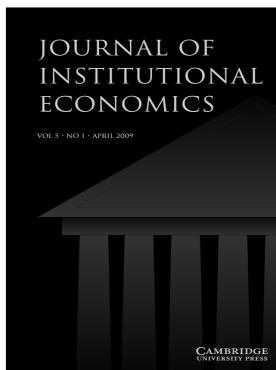
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Journal of Social Policy

Notes for Contributors

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2. Articles should generally contain between 5,000 and 8,000 words including 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 is publishing a related article elsewhere, this fact should be stated.
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.
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.
6. Discriminatory language should be avoided. Further guidance on avoiding sexist, racist and ableist 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.
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Social Policy Digest Online
Fran Bennett and Ken Jones

iii

Articles

Carol Smart

- Family Secrets: Law and Understandings of Openness in Everyday Relationships

551

Kathleen E. Kiernan and Fiona K. Mensah

- Poverty, Maternal Depression, Family Status and Children's Cognitive and Behavioural Development in Early Childhood: A Longitudinal Study

569

Peter A Kemp and Jacqueline Davidson

- Gender Differences Among New Claimants of Incapacity Benefit

589

Kath Checkland, Stephen Harrison and Anna Coleman

- 'Structural Interests' in Health Care: Evidence from the Contemporary National Health Service

607

Rod Sheaff

- Medicine and Management in English Primary Care: A Shifting Balance of Power?

627

Marianna Fotaki

- Informal Payments: A Side Effect of Transition or a Mechanism for Sustaining the Illusion of 'Free' Health Care? The Experience of Four Regions in the Russian Federation

649

Paul Cairney

- The 'British Policy Style' and Mental Health: Beyond the Headlines

671

Sarah Neal and Eugene McLaughlin

- Researching Up? Interviews, Emotionality and Policy-Making Elites

689

Book Reviews

709

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