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, Geoffry Barton Building, Rosamund Street West, Manchester M15 6LJ.

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 offensive 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 should be 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 year of publication.

9. All tables and figures should be fitted into the page or be clearly labelled to fit into the page. Vertical lines between columns should be omitted, and horizontal lines limited to the top and bottom of the table. Footnotes are placed in a superscript at the end of a line, at the bottom of the page or in an appendix at the end of the paper.

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

11. Authors of articles and review articles (but not book reviews) receive twenty-five free offprints. Additional copies may be bought if ordered at proof stage.

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

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