

Public Administration CONTRIBUTOR GUIDELINES

(As well as reading these pages, please forward them to anyone helping you prepare your final text and references.)

- use A4 or equivalent and double space your entire article;
- make sure your text is unjustified (left aligned) before you print it out;
- use -ize (organize, not organise) but watch out for words such as advertise where ‘-ise’ is not a suffix and for words with the Greek root ‘lysis’ such as analyse. Do not change spelling in quotes;
- use name-date system for citations – e.g. Black and Grey 2000; Leblanc *et al.* 2003; Beethoven 2004, pp. 1-100 – arranging multiple citations in date order;
- use single quote marks, double within single, e.g. ‘This is “an example” of material in quotes’.

Remember to:

- make sure the Journal has up-to-date address details for you as well as your correct email and institutional affiliation details*
- return your signed copyright form promptly, making sure you have signed Parts A and B; if you have not received a copyright form, please request one from the Journal Manager (contact details below);
- make sure you have included your abstract (approx. 150 words in length);
- make sure your article contains no footnotes (any such material should be incorporated into the text or placed in an Acknowledgement section);
- length for Main Articles and European Forum articles should be c. 6–8000 words; length for Public Management and Review Articles should be c. 4000 words.
- the final hard copy version of your manuscript should match its electronic version in every respect. If you believe this not to be the case, please contact the Journal Manager (address below) for advice.

*These details should be sent to the Journal Manager, PO Box 4YP, London W1A 4YP (email: crawford_sc@hotmail.com) who will then update the Journal’s records.

Here is an example of the Journal’s preferred style for ruling up tables

TABLE 1 *An example*

Heading 1	Heading 2	Heading 3
0.0	00.0	000
00.0	0.0	00
00.0	0.0	0

Two notes follow, one on capitalization, the other on reference style.

1. Capitalization

Use capitals sparingly and consistently throughout your manuscript. As a general rule, use upper case (capitals) for specific organizations/entities and job titles and lower case for functions or generic terms.

For example:

- the Treaty for the Maastricht Treaty; the Council for the Council of Ministers but otherwise treaty, council;
- the Minister, the Secretary of State, etc. when naming specific government ministers, but otherwise
- minister or secretary of state – e.g. the Spanish Foreign Minister but foreign ministers of the EU;
- Parliament but parliamentary;
- government but the Chirac Government.

2. Reference Style

(note: the word editor abbreviates to ed. (full stop); the word editors contracts to eds (no full stop))

Single-author book:

Corbett, D. 1996. *Australian Public Sector Management*, 2nd edn. Sydney: Allen and Unwin.

Edited (multi-author) book:

Brown, P., L. Green and J. Jones (eds). 2002. *Civil Servants and Ministers*. Harmondsworth: Penguin.

Chapter in an edited book:

Hausner, J., T. Kudlacz and J.J. Szlachta. 1997. 'Regional and Local Factors in the Restructuring of South-Eastern Poland', in G. Gabher and D. Stark (eds), *Restructuring Networks in Post-Socialism: Legacies, Linkages and Localities*. Oxford: Oxford University Press, pp. 115–17.

Journal article:

Bevir, M. 2000. 'Republicanism, Socialism and Democracy in Britain: the Origins of the Radical Left', *Journal of Social History*, 34, 4, 351–8.

Official publications:

(In most cases a department, committee, commission, etc. is listed alphabetically under its own name as the author – be careful to make style of citations in text correspond with those in the list – e.g. if you have OECD 2000 in the text, it should be OECD (Organisation for Economic Co-operation and Development). 2000. in the reference list).

Commission of the European Communities. 1997. *Employment in Europe 1996: Analysis of the Key Issues*. Luxembourg: Office for Official Publications of the European Communities.

Department of Social Security. 1999. 'Supporting People: a New Policy and Funding Framework for Support Services'. London: Inter-departmental Review of Funding for Supported Accommodation.

OECD. 1996. 'Responsive Government. Service Quality Initiatives'. Paris: OECD.

Treasury. 1990. 'Briefing to the Incoming Government'. Wellington: Government Printer.

PLEASE NOTE: The editorial office has the task of making all references consistent with Journal style, not of correcting references. If we find that a contributor's references lie too far outside this style, or contain omissions, we may request that they resubmit them.