

# Journal of Social Policy

## Guidance for Contributors

1. The *Journal of Social Policy* carries high quality articles on all aspects of social policy in an international context. It places particular emphasis upon articles which seek to contribute to debates on the future direction of social policy, to present new empirical data, to advance theories, or to analyse issues in the making and implementation of social policies.
2. All papers should clearly contextualize their study so that it is intelligible to an international readership. We also encourage authors to be clear as to how their work fits with, extends or critiques debates previously published in the broader social policy literature and *Journal of Social Policy*.
3. As a social policy journal, we expect contributions to be sensitive to issues of structural inequalities and power imbalances in the societies studied.
4. All papers should provide a succinct outline of the methods used in their study and any ethical issues of relevance. With regard to quantitative analysis we discourage the use of unnecessary formulaic notation to explain models and encourage a style that is also intelligible to a non-specialist audience.
5. The quality and speed of the review process for the *Journal of Social Policy* depends upon a community of scholars who are willing to give over some of their time to read and review the papers submitted in the knowledge that their work will at some point also benefit from this process. Authors submitting papers to the journal should therefore expect to be asked from time to time to be part of the review process.
6. Articles should generally contain between 6,000 and 8,000 words including abstract, notes and bibliography, although shorter articles may be accepted by arrangement with the editors.
7. 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.
8. 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.
9. 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.
10. Discriminatory language should be avoided. Further guidance on avoiding sexist, racist and disablist language is published by the British Sociological Association (BSA) - see

<https://www.britsoc.co.uk/Equality-Diversity/>. 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.

11. References must be arranged alphabetically under author(s) surname(s) followed by initials 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. Examples are as follows:

BBC (2010), 'Theresa May pledges immigration abuse crackdown', <http://www.bbc.co.uk/news/uk-politics-11688994> [accessed 04.11.2010].

Bonoli, G. (1997), 'Classifying welfare states: a two-dimensional approach', *Journal of Social Policy*, 26, 3, 351-72  
Castles, F. (2004), *The future of the welfare State: Crisis Myths and Crisis Realities*, Oxford: Oxford University Press.

Department for Work and Pensions (DWP) (2010), 'The Coalition: Our Programme for Government—Jobs and Welfare', London: Department of Work and Pensions, <http://dwp.gov.uk/docs/pfg-jobs-welfare.pdf> [accessed 05.11.2010].

Martin, R., Nativel, C. and Sunley, P. (2003), 'The local impact of the New Deal: does geography make a difference?', in R. Martin and P. Morrison (eds.), *Geographies of Labour Market Inequality*, London: Routledge, 175-207.

Siaroff, A. (1994), 'Work, welfare and gender equality: a new typology', in D. Sainsbury (ed.), *Gendering Welfare States*, London: Sage, 82-100

Williams, Z. (2011), 'Jargon is spreading like nits in the coalition's playground', *The Guardian*, 11 November.

12. 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.

13. 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.

Line artwork should be supplied in tif or eps format, black and white<sup>1</sup> (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.

Colour images may be submitted, but will normally only appear on the online version of the journal. Charges apply for all colour figures that appear in the print version. At the time of submission, contributors should clearly state whether their figures should appear in colour in the online version only, or whether they should appear in colour online and in the print version. There is no charge for including colour figures in the online version of the Journal. If you request colour figures in the printed version, you will be contacted by CCC-Rightslink who are acting on our behalf to collect Author Charges. Please follow their instructions in order to avoid any delay in the publication of your article.

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#### **19. Online submission process**

New submissions to the journal should be sent in via the online submission system 'ScholarOne Manuscripts' (previously Manuscript Central) at the following link: <https://mc.manuscriptcentral.com/josp>.

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.

All books for review should be sent to:

Dr Christopher Deeming,

School of Social Work & Social Policy, University of Strathclyde, Lord Hope Building, Level 6 141 St James Road, Glasgow G4 0LT

Email: [chris.deeming@strath.ac.uk](mailto:chris.deeming@strath.ac.uk)

Authors, particularly those whose first language is not English, may wish to have their English-language manuscripts checked by a native speaker before submission. This is optional, but may help to ensure that the academic content of the paper is fully understood by the editor and any

reviewers. We list a number of third-party services specialising in language editing and/or translation, and suggest that authors contact as appropriate:

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Please note that the use of any of these services is voluntary, and at the author's own expense. Use of these services does not guarantee that the manuscript will be accepted for publication, nor does it restrict the author to submitting to a Cambridge published journal.

20. Contributors of accepted articles will be asked for a "tweet" of no more than 140 characters.

21. Contributors will also be invited to consider writing a blog post about their article. This should be between 300-1,000 words and might provide an engaging summary of the article to be published, or a broader engagement with current events or policy developments, for example. The particular content of the blog post is about exposing the authors work and the journal to as wide an audience as possible so it would be good to bear this in mind when preparing it. The content and style up of the blog will be left up to the author, however, it will be read by the Media Editor (although not externally refereed), and the authors should be willing to respond to any suggested changes and avoid simply repeating the abstract.

22. *Journal of Social Policy* now requires that all corresponding authors identify themselves using ORCID when submitting a manuscript to the journal. ORCID provides a unique identifier for researchers and, through integration in key research workflows such as publication and grant applications, provides the following benefits:

- Discoverability: ORCID increases the discoverability of your publications, by enabling smarter publisher systems and by helping readers to reliably find work that you've authored.
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- Keeping track: Your ORCID profile is a neat place to record and display (if you choose) validated information about your research activities.

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