

NOTES FOR CONTRIBUTORS TO THE JOURNAL

Authors are requested to submit their original manuscript plus three copies to:

Dr. Brian Hogwood, Editor *Journal of Public Policy*
Centre for the Study of Public Policy
University of Strathclyde
McCance Building, 16 Richmond Street,
Glasgow G1 1XQ, Scotland

GENERAL APPROACH

Authors are asked to bear in mind the nature of the readership when writing their contribution. In particular, care should be taken to draw out the implications of the analysis for readers interested in other policy fields, other countries and other disciplines. Jargon specific to a particular discipline should be avoided, and definitions should be provided for words which might be unfamiliar to many readers.

It should be borne in mind that some readers may not be familiar with complex statistical methodology. Accordingly, verbal statements of major findings should always be included. Statistical points can be discussed in notes. Complex statistical or methodological points might merit an appendix. Where you feel that an understanding of the approach used is important in interpreting the substantive findings it might be advisable to explain this in terms comprehensible to the non-specialist in a 'box' which can be placed at the appropriate point in the text.

Similarly, while the editor recognizes the importance of work that proceeds deductively from high-level theoretical abstractions, articles for this Journal will be expected to show clearly what their substantive significance is in terms of issues arising in a governmental context.

PREPARATION OF MANUSCRIPT

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The title of the article and the author's name and affiliation should be typed on a separate page at the beginning of the article.

The title only should appear on the next page, which should contain an abstract of the article of not more than 150 words.

STYLE

Spelling, capitalization and punctuation should be consistent within each article. Detailed advice on all matters of style is contained in Judith Butcher's book, *Copyediting*, Cambridge University Press (1975).

Headings of not more than two grades should be used and they should be typed on separate lines.

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Notes should be avoided wherever possible. Notes should not be used for bibliographic references (see below). When they must occur, notes should be numbered consecutively throughout the article. They will be printed grouped together at the end of the article as endnotes. Notes should be typed in a single list at the end of the paper, starting on a new page.

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