

# POLICY AND SOCIETY

## An Interdisciplinary Journal of Policy Research

### Guidelines for Themed Issues

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*Policy and Society* publishes four themed issues annually. Each issue is typically devoted to a single policy theme. The theme may be approached from a particular or, preferably, interdisciplinary social science perspective.

Issues normally consist of an introductory review article (approximately 6 - 8,000 words) and 5 - 7 articles (approximately 6,000 - 8,000 words). Each issue is normally overseen by a special guest editor. The title of the themed issue and the name of the guest editor(s) are printed on the front cover. All papers in each of the themed issues are subject to the normal peer review process but also benefit from comments and editorial guidance from the guest editor and Policy & Society editors.

Themed issue papers must fulfil all the normal requirements of any individual paper in terms of quality and scholarship as well as be of relevance to a wide international and interdisciplinary readership. Themed issue papers are peer reviewed using the same criteria of quality, originality, and significance as is applied to other papers.

Themed issues should broadly address the aims and scope of **Policy and Society** by exploring policy and its manifestations in broader political, economic and social contexts. The Journal welcomes submissions that deal with policy theory and practice at the local, national and/or international level, including review issues on the state of the field.

#### 1. How to Submit a Proposal for a Themed Issue

All themed issues must receive initial approval from the Editors before papers are submitted. The first step is to submit a formal proposal, addressed to the Editors at [Policy-and-Society@nus.edu.sg](mailto:Policy-and-Society@nus.edu.sg)

Proposals should be approximately 3-4 pages in length and address each of the following criteria:

1. The title of the proposed themed issue
2. Statement of policy subject to be explored
3. Statement on the significance of this area to public policy research

4. Statement on the rationale for the proposed Journal issue.
5. A list of the proposed articles and abstracts
6. A list of the names of potential contributors
7. An outline timetable (see example below)

Upon approval of the proposal by the Editors, one Editor will be appointed to oversee the project and liaise with the Guest Editor.

## **2. Acceptance of the Proposal for a Themed Issue**

Themed issues are decided on periodically by the Editors. Upon approval of the proposal for a themed issue, the appointed Editor with oversight authority for the themed issue and Guest Editor will set in place a time-line for the submission of draft papers. The Editor is also responsible for the administration of the peer review process and the communication of recommendations of peer reviewers to the Guest Editor.

## **3. The Peer Review Process and Editorial Procedure**

The following procedures apply in respect of the peer review process:

- After approval of the proposal for a themed issue, the Guest Editor invites contributions and obtains papers of sufficient quality to support peer review.
- Prior to the formal peer review, the guest editor is responsible for providing detailed editorial comments on each paper, and can add additional papers or reject those which are inappropriate (in quality and scope) for the themed issue.
- When satisfied with the quality and coverage of the each paper, the Guest Editor forwards the entire issue to the Editor along with any suggestions they may have for referees.
- The Editor then conducts at least two and preferably three blind independent peer reviews of the entire issue. Upon completion of the peer review process, recommendations and comments are returned by the Editor to the Guest Editor. If the reviews are positive, the Editor will provide the Guest Editor a submission deadline for the delivery of the manuscripts, table of contents, and the bibliographic information, etc. The Guest Editor is responsible for communicating with individual article authors and ensuring that reviewers' concerns are addressed. Individual papers may be eliminated from the issue at this time.
- Upon completion of the requested revisions, the Guest Editor will transmit the entire revised issue along with any additional requested materials to the Editor, including a note detailing the substance of the revisions which have been completed and an explanation of how they have addressed reviewers' concerns or otherwise improved the individual articles or issue.
- Following submission of the revised manuscript, the Editor may accept the issue, ask for additional revisions, or submit all or any part of the issue for further review and subsequent re-revision.
- Upon final acceptance of the issue, the Editor will work with the Press and Guest Editor to ensure expeditious copyediting, page-proofing and final production of the special issue in both print and electronic format.

#### **4. Role of the Guest Editor**

The Guest Editor is responsible for the following:

- Inviting contributions
- Coordination of the themed issue
- Communicating to prospective contributors that being invited to submit a paper is not a guarantee of its publication.
- Formulating a timetable with the Editor.
- Advising the Editor of suitable referees for specific papers.
- Preparing the introductory review chapter for the themed issue (this must be original and not previously published)
- Providing detailed editorial comments on each paper and rejecting those that are inappropriate.
- Securing requested revisions of articles from authors and re-submitting revised and final versions of papers to the Editor.
- Ensuing that the manuscripts have not been published elsewhere.

#### **5. Role of the Appointed Editor**

The appointed Editor is responsible for the follow:

- Formulating a timetable with the Guest Editor.
- Arranging the peer review of each proposed paper in the issue
- Negotiating revisions with Guest Editors
- Forwarding reviewers' comments and recommendations to the Guest Editor
- Setting deadlines for receipt of revisions.
- Deciding on the suitability of individual papers for publication.
- Working with the publisher to produce paper and electronic versions of the papers and issue.
- Confirming with the Guest Editor that the manuscripts have not been published elsewhere.

#### **6. General information**

##### **Manuscript Preparation**

*Length:* The length of each individual article should not exceed 8,000 words (including abstract, appendices, tables, references and endnotes, and all other materials).

*Abstract:* A clear and concise abstract of no more than 150 words *must* be included.

*Keywords:* Authors must provide a list of six (6) key words that describe the content and focus of the paper.

*Titles:* Titles and section headings should be brief.

*Spelling:* Authors should use UK English spellings, retaining non-UK English spellings only in quoted materials, titles or names.

*Format:* The manuscript must be double-spaced with one-inch margins all around. The manuscript should include a title page indicating the authors name, institutional affiliation, contact address and email address. The authors name should not appear anywhere else in the manuscript.

*Exclusivity:* Manuscripts submitted must not be submitted to any other publication. Should the authors want to publish their articles elsewhere, the Editors will be pleased to help with securing copyright clearance **after** they have appeared in Policy and Society.

## References

Manuscripts must conform to the fifth edition (2001) of the *Publication Manual of the American Psychological Association*. All references appearing in the reference list must be cited in the text of the manuscript. If using the software Endnote, select the output style: "APA 5<sup>th</sup> Annotated". Several examples follow:

**Journal article:** Author, A. A., Author, B. B., & Author, C. C. (2000). Title of article. *Government Information Quarterly*, 17, xxx-xxx.

**Book:** Author, A. A., & Author, B. B. (2000). *Title of book* (2nd ed.). Location: Publisher.

**Chapter in edited book:** Author, A. A., and Author, B. B. (2000). Title of chapter. In A. Editor, B. Editor, & C. Editor, *Title of book* (pp. xxx-xxx). Location: Publisher.

**URL:** Federal Depository Library Program. Managing the FDLP electronic collection: A policy and planning document. Retrieved January 29, 2001, from [http://www.access.gpo.gov/su\\_docs/fdlp/ecplan.html](http://www.access.gpo.gov/su_docs/fdlp/ecplan.html).

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