

Instructions for Authors

Submission should be in English, typed in double spacing (including all notes and references). English or American spelling is acceptable provided usage is consistent.

Submission of a paper to the journal will be taken to imply that it presents original, unpublished, work not under consideration for publication elsewhere.

As an author, you are required to secure permission if you want to reproduce any figure, table, or extract from the text of another source. This applies to direct reproduction as well as "derivative reproduction" (where you have created a new figure or table which derives substantially from a copyrighted source). For further information and FAQs, please see <http://journalauthors.tandf.co.uk/preparation/permission.asp>

An abstract of the paper, of up to 250 words, should accompany the article. In addition, a list of between three and six key words, suitable for indexing and abstracting services, should be supplied.

Articles should not normally exceed 8,000 words in length. If your word-processor is capable of doing a word count please use it to print this at the end of the text, together with the date of the manuscript.

Notes should be kept to a minimum and placed at the end of the article before the references; footnotes should be avoided.

A brief biographical note about each author should be supplied on a separate page. Details should be given of authors full postal and e-mail addresses as well as telephone and fax numbers.

Illustrations

Tables, figures and plates should not be inserted within the pages of the manuscript but should be submitted on separate pages attached to the article.

Tables should be prepared with the minimum use of horizontal rules (usually three are sufficient) and avoiding vertical rules. It is important to provide clear copy of figures (not photocopies or faxes) which can be reproduced by the printer and do not require redrawing.

Photographs should be high-contrast black and white glossy prints.

The desired position in the text for each table, figure and plate should be indicated in the margin of the manuscript. All captions for figures and plates (including sources and acknowledgements) should be listed on a separate page.

References

The Harvard reference system, as used in this journal, uses the name of the author, the date of publication and, following quoted material, the page reference, as a key to the full bibliographic details set out in the list of references, e.g. 'any composers ... have attempted to return to this state of childhood'(Swanwick 1988, p. 56); several authors have noted this trend (Smith 1970; Jones & Cook 1968; Dobbs *et al.* 1973). [N.B. *et al.* to be used when there are three or more authors.] The date of publication cited must be the date of the source referred

to; when using a republished book, a translation or a modern version of an older edition, however, the date of the original publication may also be given. Where there are two or more works by one author in the same year, these should be distinguished by using 1980a, 1980b, etc. The reference list should include every work cited in the text. Please ensure that dates, spelling and titles used in the text are consistent with those listed in the References. The content and form of the reference list should conform to the following examples. Please note that page numbers are required for articles, both place of publication and name of publisher should be given for books and, where relevant, translator and date of first publication should be noted. Do not use *et al.* in the reference list; use surname and initials for each author.

Book/multiple author:

Kay, J., Mayer, C. & Thompson, D. (1986) *Privatization and Regulation*, Clarendon Press, Oxford.

Article in edited volume:

Kreile, M. (1992) 'The political economy of the new Germany', in *The New Germany and the New Europe*, ed. P. B. Strares, Brookings Institution, Washington, DC, pp. 55-92.

Article in journal:

Streeck, W. & Schmitter, P. C. (1991) 'From corporatism to transnational pluralism: organised interests in the single European market', *Politics and Society*, vol. 19, no. 2, pp. 133-164.

Edited text:

Smith, A. (1976) [1776] *An Inquiry into the Nature and Causes of the Wealth of Nations*, eds. R. H. Campbell, A. S. Skinner & W. B. Todd, Oxford University Press, Oxford.

Translated text:

Jaspers, K. (1983) *General Human Resource Management*, 7th edn, trans. J. Hoenig & M. Hamilton, Manchester University Press, Manchester.

Article in newspaper:

Barber, L. (1993) 'The towering bureaucracy', *Financial Times*, 21 June, p. 00.

Unpublished:

Zito, A. (1994) *Epistemic Communities in European Policy-making*, Ph.D. dissertation, Department of Political Science, University of Pittsburgh.

Internet references

If your source of information is a book, a journal, a journal article which is published and just reproduced on the Internet then follow the guidelines above, also adding the type of medium (e.g. on-line), how it is available (e.g. HTTP, Gopher, e-mail) and then the actual electronic address with the dates of access in brackets.

Internet source:

As for print reference, plus: [online] Available at:
<http://www.ingres.com/~astanart/pritzker.html> (4 June 1997). Journal etc. Not published elsewhere other than on the Internet, then as above but leaving out the place name and publisher.

Message on a discussion board:

Jones, A. (1997) Subject of message, Title of Discussion List. on-line posting. Available e-mail: listserv@american.edu (1 February 1998).

Personal e-mail message:

Smith, B. (1996) Subject of message. Online. E-mail: bsmith@org.com (30 July 1996).

Notes on style

It would be helpful if contributors were to bear in mind the following points of style when preparing their papers.

Justification of text. When producing your word processed document, use the unjustified mode. Leave the right margin ragged and avoid word divisions and hyphens at the end of lines. Only insert hard returns at the end of paragraphs or headings.

Punctuation. Use a single (not a double) space after a full point, and after commas, colons, semicolons, etc. Do not put a space in front of a question mark, or in front of any other closing quotation mark.

Spelling. We prefer spellings to conform to the new edition of the Concise Oxford English Dictionary and to follow the Oxford Dictionary for Writers and Editors. Use -ize, in preference to -ise as a verbal ending (e.g. realize, specialize, recognize, etc.). Note, however, several words correctly end in -ise (e.g. advertise, enfranchise, exercise, etc.); note also analyse (English spelling), analyze (American).

Initial capitalization. Please keep capitalization to a minimum. When possible use lower case for government, church, state, party, volume, etc.; north, south, etc. are only capitalized if used as part of a recognized place name e.g. Western Australia, South Africa; use lower case for general terms e.g. eastern France, south-west of Berlin.

Full points. Use full points after abbreviations (p.m., e.g., i.e., etc.) and contractions where the end of the word is cut (p., ed., ch.). Omit full points in acronyms (HMSO, USA, BBC, NATO, plc), after contractions which end in the last letter of the word (Dr, Mr, St, edn, eds, Ltd) and after metric units (cm, m, km, kg). Note especially ed. eds; vol. vols; no. nos; ch. chs, etc.

Italics. Indicate italics using either the italic font or by underlining, and use for titles of books, journals, newspapers, plays, films, long poems, paintings and ships. Extensive use of italic for emphasis should be avoided.

Quotations. Use single quotation marks for quoted material within the text; double quotation marks should only be used for quotes within quotes. Do not use leader dots at the beginning or end of a quotation unless the sense absolutely demands. For ellipsis within a quotation use three leader dots for a mid-sentence break, four if the break is followed by a new sentence. Quotations for over forty words should be extracted and indented and no quotation marks used.

Numerals. In general spell out numbers under 100; but use numerals for measurements (e.g. 12 km) and ages (e.g. 10 years old). Insert a comma for both thousands and tens of thousands (e.g. 1,000 and 20,000). Always use the minimum number of figures for ranged numbers and

dates, e.g. 22-4, 105-6, 1966-7; but use 112-13, 1914-18, etc. for teen numbers. Use the percentage sign only in figures and tables; spell out per cent in the text using a numeral for the number (e.g. 84 per cent).

Dates. Set out as follows: 8 July 1990 (no comma), on 8 July, or on the 8th; 1990s (not spelt out, no apostrophes); nineteenth century (not 19th century) and insert hyphen when used adjectivally (e.g. nineteenth-century art).

En rules. Since there is no en rule on a standard keyboard, use a double hyphen for en rules, use these to link number spans (e.g. 24-8); to connect two items linked in a political context (e.g. Labour-Liberal alliance, Rome-Berlin axis) and to link the names of joint authors (e.g. Temple-Hardcastle project).

Proofs

Authors are expected to correct proofs quickly and any alteration to the original text is strongly discouraged. Authors should correct typesetters errors in red; minimal alterations of their own should be in black.

Copyright. It is a condition of publication that authors assign copyright or license the publication rights in their articles, including abstracts, to Taylor & Francis. This enables us to ensure full copyright protection and to disseminate the article, and of course the Journal, to the widest possible readership in print and electronic formats as appropriate. Authors retain many rights under the Taylor & Francis rights policies, which can be found at <http://journalauthors.tandf.co.uk/preparation/copyright.asp>. Authors are themselves responsible for obtaining permission to reproduce copyright material from other sources.

Free article access: Corresponding authors will receive free online access to their article through our website and a complimentary copy of the issue containing their article. Reprints of articles published in this journal can be purchased through Rightslink® when proofs are received. If you have any queries, please contact our reprints department at reprints@tandf.co.uk



Visit our [Author Services website](#) for further resources and guides to the complete publication process and beyond.