

## Instructions for Authors

\*\*At the submission stage, make sure that your article has been made anonymous ready for the refereeing process. Include your name and bio details ONLY after the acceptance stage.

### Submission Instructions

#### **Word Length**

The **total length** must not exceed **8,000** words and you should include the exact length of the article at the end of the text. Note that the word total **includes references, notes, tables, figures and diagrams**.

Each printed page of tables, figures and diagrams in the published version of your article is equal to **475 words from your 8,000 word limit. If you have six full pages of tables then you will have only 5,150 words left for text, references and notes.**

Accuracy of word count is important and must be adhered to.

### Referencing System (Using Harvard Referencing System)

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 style of the reference list should conform to the examples below. Please note that page numbers are required for articles, and both place of publication and publisher are required for books cited.

Where there are two or more works by one author in the same year, these should be distinguished by using for example, 2000a, 2000b, etc.

Note that only initials are used for first names.

#### **Article in journal**

Frieden, J. (1991) 'Invested interests: the politics of national economic policies in a world of global finance', *International Organization* 45(4): 425–51.

Streeck, W. and Schmitter, P.C. (1991) 'From corporatism to transnational pluralism: organized interests in the single European market', *Politics and Society* 19: 133–64.

#### **Book**

Coleman, J. (1996) *Financial Services, Globalization and Domestic Political Change*, London: Macmillan.

Coen, D and Richardson, J (eds) (2009) *Lobbying the European Union: Institutions, Actors, and Issues*, Oxford: Oxford University Press

#### **Chapter in edited volume**

Richardson, J. (2006) 'Policy-making in the EU: interests, ideas and garbage cans of primeval soup', in J. Richardson (ed.), *European Union: Power and policy-making*, London: Routledge, pp. 4–30.

#### **Article in newspaper**

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

#### **Unpublished**

Zito, A. (1994) 'Epistemic communities in European policy-making', Ph.D. dissertation, Department of Political Science, University of Pittsburgh.

### **Rules for Submission of Final Version of Accepted Articles**

Remember that tables and diagrams etc 'cost' words (see above). Thus, you need to think about the layout of tables and diagrams. How many can you decently fit on one page? At the time of final submission, let me know what you recommend and I will pass that on to the production editor. Another possibility is to place some of your supporting data on your website and include a note to that effect in the published article.

The final version submitted to the Editor should be in **double line spacing**, even the notes and reference sections as this makes copy editing so much easier.

Abbreviations should be **spelt out** at first mention, even common ones, e.g. EU.

The reference list should include **every** work cited in the text. Dates, spellings and titles used in the text should be **consistent** with those listed in the References. **See referencing rules above.**

The **order** of the article should be as follows: The first page should have the title at the top, then your name, followed by the abstract (max 150 words); key words (max six); the paper itself; very brief biographical note (such as 'Fred Bloggs is Professor of Football at the University of Poppleton, UK'); address for correspondence inc email address; acknowledgements; notes; references.

Note that the 'notes' section should **precede** the references section.

If possible, **do not present the notes as footnotes**. They should be listed (in double line spacing) before the references.

### **FINAL CHECKLIST BEFORE EMAILING YOUR FINAL VERSION FOR COPY-EDITING; GETTING THIS RIGHT WILL SEND YOU TO THE TOP OF THE CLASS!**

Please run through the check-list below:

1. Have you included your **abstract**?
2. Have you put your six **keywords in alphabetical order**?
3. Have you checked your **references** against the text for the following:
4. Are the **DATES** consistent between the text and the references?
5. Are all the references which are cited in the **TEXT** actually in the list of references?
6. Are all the **REFERENCES** actually mentioned in the **TEXT**?
7. Have you checked that you have **spelled out acronyms** the first time they are used in the text?
8. If **your first language is not English**, have you sought the advice of either a **native** English speaker OR someone who is very **fluent** in written English?
9. Have you included your **very brief biographical details, correspondence address and email address** at the end of your manuscript?
10. Have you ensured that the manuscript is **double spaced throughout**?

**Done all of this?** Then jolly good!

Email the final version of your paper, **outside Manuscript Central and as a Word attachment, with confirmation that you have gone through the 'final checklist'**, to Jeremy Richardson. You will make him a very happy man (and he will live a lot longer!) knowing that you have submitted the perfect manuscript. Jeremy will then send it to the Copy Editor, Peter Kidd, who will be a very happy man (and will also live a lot longer!) as he will spend less time chasing Jeremy and authors for missing information etc.

**THANK YOU FOR YOUR HELP AND FOR CONTRIBUTING TO JEPP**