

## **Public Management Review Manuscript Guidelines**

Authors should prepare and upload two versions of their manuscript. One should be a complete text, while in the second all document information identifying the author should be removed from files to allow them to be sent anonymously to referees. When uploading files authors will then be able to define the non-anonymous version as "File not for review".

Submission of a paper implies that it presents original unpublished work, not under consideration for publication elsewhere. Submissions should be in English, with double spacing and wide margins (including notes and references). The title only should appear on the first page of the manuscript. Authors are requested to supply separately a short biographical notes for inclusion in the journal. Papers should address a research and academic audience and should seek to promote and develop our understanding of public management in an international perspective.

### ***Public Management Review publishes three types of papers:***

**Articles** substantive papers contributing to the deepening of theory about public management and/or our empirical knowledge of public management. About 5,000 - 8,000 words in length. These should be written as clearly and as concisely as possible, avoiding unnecessary jargon. They must be preceded by an abstract of not more than 100 words and between two and five key words suitable for indexing and on-line search purposes. Tables and figures should be presented on separate pages with their desired position in the text indicated in the margin of the manuscript. Permission to reproduce copyright material must be obtained by the authors before submission and any acknowledgements should be included in the typescript or captions as appropriate.

### ***Developments***

Shorter papers contributing to the development of knowledge about public management. These will usually be of around 2,000 - 3,500 words in length.

They will take one of three approaches:

1. review papers that develop a conceptual framework or review existing approaches, for use in research about public management, working primarily from secondary sources
2. methodological papers that report methodological approaches to research about public management
3. research-in-progress papers that report interesting and emerging finding from on-going research about public managers.

### ***Book Reviews and Review Articles***

These either review significant publications about public management from around the world, or review a cluster of publications on one aspect of public management. Around 1,000 - 1,500 words in length. (Book Reviews are dealt with through the *Book Review Editors* for PMR and they should be contacted directly in regard of these)

## **References**

The Harvard reference system, preferred in *Public Management Review*, uses the name of the author, the date of publication and, following quoted material, the page reference as a key to the full bibliographical details set out in a list of References, which should include (in alphabetical order by author) every work cited in the text. Where there are two or more works by one author in the same year, these should be distinguished by using 1980a, 1980b etc. Authors are asked to ensure that dates, spelling and titles used in the References are consistent with those listed in the text. The content and format of the Reference list should conform to the following examples:

### **Book**

Lane, J.-E. (1993) *The Public Sector*, London: Sage.

### **Multiple author**

Ferlie, E., Ashburner, L., Fitzgerald, L. And Pettigrew, A. (1996) *The New Public Management in Action*, Oxford: Oxford University Press.

### **Article in journal**

Sheinfeld Gorin, S. N. And Weirich, T. W. (1996) Innovation Use: A Performance Assessment in a Community Mental Health Center. *Human Relations*, 48:12 pp1427-54.

### **Article in edited volume**

Dunning, J. H. (1991) Governments, Economic Organisation and International Competitiveness in L. G. Mattsson and B. Stymne (eds) *Corporate and Industry Strategies for Europe*. Amsterdam: North-Holland.

### **Edited text**

Osborne, S. P. ed. (1996) *Managing in the Voluntary Sector*, London: International Thomson Business Press.

### **Unpublished**

Jackson, G. (1997) Governance and Accountability in the New National Health Service. Unpublished PhD thesis, Aston University, UK.

### **Notes on Style**

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

### **Spelling**

We prefer spellings to conform to the new edition of the Concise Oxford English Dictionary. Use -ize, in preference to -ise, as verbal ending (e.g. realize, specialize, recognize); though there are a number of exceptions (e.g. advertise, enfranchise, exercise). Note also analyse.

### **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 Inverness.

### ***Full points***

Use full points after abbreviations but not in contractions or acronyms. For example, do not use for HMSO, USA, BBC, NATO, plc, etc.; omit after contractions which end in the last letter of the word (e.g. Dr, Mr, St, edn, eds, Ltd) and after metric units (e.g. cm, m, km, kg, etc.); but abbreviations, where the end of the word is cut, do have full points (e.g. p.m., ed., e.g., i.e., etc.). Note especially ed. eds; vol. vols; no. nos; ch. chs, etc.

### ***Italics***

Indicate italics 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 of over forty words should be extracted and indented and no quotation marks used.

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### ***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). Use minimum numbers (e.g. 25 8, 136 42, 150 1, but 12 16 and 213 17). 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 apostrophe); nineteenth century (not 19th century) and insert hyphen when used adjectivally (e.g. nineteenth-century art).

### **Sexist/Racist language**

It is the policy of this journal to avoid the use of language that could be construed as sexist or racist. Gender neutral language should be used throughout.

### **Justification of text**

Justify your text on the left margin, but leave the right margin ragged. This will avoid the risk of soft hyphenation at the end of justified lines appearing within the body of the text in the proofs. Only insert hard returns at the end of paragraphs or headings.

### **En rules**

An en rule is longer than a hyphen and is used to replace to in number spans (e.g. 24-8). It is also used 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, to avoid confusion with the hyphen of a single double-barrelled name. Since there is no en rule key on the standard keyboard, type a double hyphen to indicate that an en rule is required (e.g. 24--8, 1914--18, Labour--Liberal alliance, Rome--Berlin axis, Temple--Hardcastle project). The typesetter can then change all double hyphens to en rules by making one global command.

### **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.

### **Italics**

Indicate italic type by underlining rather than using an italic font. This makes it much easier for the typesetter to follow the script, in the event of the italic codes being lost in conversion.

### **Proofs**

Page proofs will be sent for correction to the first-named author, unless otherwise requested. The difficulty and expense involved in making amendments at the page proof stage make it essential for authors to prepare their typescripts carefully. Our aim is rapid publication: this will be helped if authors provide good copy.

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