

Journal of Social Policy

1. All new submissions to the journal should be sent in electronic format to jsped@kent.ac.uk as an attached file in Word, text or rich text format, with a covering email giving full contact details and position(s) held by the author(s). Papers should be anonymised, ready for sending to referees. Where papers have more than one author, the contact author should be clearly specified. Tables and figures should be sent in separate attached files. Correspondence should be sent to the same address electronically as far as possible. If it is necessary to send by mail, the address for correspondence is: The Editors, *Journal of Social Policy*, School of Social Policy, Sociology and Social Research (SSPSSR), Cornwallis NE, University of Kent, Canterbury, Kent CT2 7NF. All books for review should be sent to: The Review Editor, *Journal of Social Policy*, Department of Applied Social Science, University of Stirling, Stirling, Scotland FK9 4LA.
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3. Submission of an article is taken to imply that it has not been previously published, or is not being considered for publication elsewhere. If an author is publishing a related article elsewhere, this fact should be stated.
4. Contributions should be accompanied by an abstract of between 100 and 200 words plus up to six key words and details of any acknowledgements.
5. Contributions should conform exactly to the *Journal of Social Policy* style, and authors should check the format of their own contribution with that of a recent issue of the journal, paying particular attention to references and tables. Gender-neutral language should be used.
6. Such notes as are essential should be referred to in numerical order throughout the text and the numbers shown as superscript.
7. References must be arranged alphabetically under author(s) name(s) and then in chronological order if several papers by the same author(s) are cited. The full title of the paper must be given together with the first and last page numbers. Book titles should be followed by the place of publication and the publisher.
8. Tables and figures should be clearly laid out and designed to fit onto a page 234 mm by 155 mm. Vertical lines between columns should be omitted, and horizontal lines limited to the top and bottom of the table, with an additional one below the column headings. Totals and percentages should be labelled, and units identified.
9. First proofs will be sent to the contact author electronically in .pdf format.
10. Authors of articles and review articles (but not book reviews) receive twenty-five free offprints. Additional copies may be bought if ordered at proof stage.
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