

# INSTRUCTIONS FOR AUTHORS

## Evidence & Policy

### Submission of articles

All submissions should be made online at the *Evidence & Policy* Editorial Manager website: <http://www.editorialmanager.com/evidpol>. New users should first create an account. If you have queries regarding the submission process, please email for assistance: [evidence-and-policy@kcl.ac.uk](mailto:evidence-and-policy@kcl.ac.uk).

Articles accepted for review are evaluated anonymously by at least two referees currently working in the appropriate field. The final decision on publication rests with the managing editors. Please ensure that your submission is completely anonymised and all self references are removed from the text and bibliography. Submissions that, in the opinion of the editors, have not been anonymised will not be sent out for review.

Four types of papers are accepted in this journal, all of which should address the relationship between evidence and policy:

**Research articles** should be between 6000 and 8000 words long with up to 4 key words and have as a minimum the following sections: abstract (up to 100 words), background and previous work in the area (if any), methods, findings, and a discussion of the implications of the research.

Research papers are more likely to be accepted if they:

- describe an original piece of research (primary or secondary research) that has relevance to the relationship between evidence and policy or to methodological issues in this field (so reports of studies on any topic are only accepted if they relate to the relationship between evidence and policy);
- refer to and build upon previous empirical and analytical work as reported in this and other journals and publications;
- refer to and reference rather than provide detailed descriptions of previous work in the field unless this detail is necessary for the particular purposes of the paper.

**Debate articles** are opinion pieces on an issue relevant to the relationship between evidence and policy and particularly the issues listed for research papers. They should be between 6000 and 8000 words with up to 4 key words and have as a minimum the following sections: abstract (up to 100 words), background and previous work in the area (if any), discussion, and conclusions and implications of the piece.

**Practice papers** should be between 2500-3500 words with as a minimum the following sections: abstract (up to 100 words), background and previous work in the area (if any), discussion, and conclusions and implications of the piece.

They are more likely to be accepted if they:

- are a description and critique of a project or process by which evidence was or could be applied to policy and practice. This might include: a description and critique of the means by which existing evidence was or could be determined and assessed in order to inform policy; a description and critique of a means by which evidence was or could be disseminated to policy makers; or a description and critique of an initiative in which policy makers or practitioners are informed about research evidence or encouraged to use it;
- are accounts by policy makers and practitioners of their work (though practice papers by researchers can also be accepted), setting the work in context of current debates around evidence and policy.

**Sources and Resources** are short pieces of up to 2,500 words in length.

Submissions for Sources and Resources:

- should provide details of recent publications or other work relating to the processes of research, dissemination and implementation of evidence-based policy and practice (although the notifier cannot be acknowledged);
- may sometimes be short reports of completed research studies that the journal is not able to publish in full. These short research reports summarise the authorship, aims and outcomes of a study and its contribution to the advancement of the relationship between evidence and policy.

It is assumed that submitted articles have not been published elsewhere and that they are not under consideration for publication by other journals. The author should state whether s/he is publishing related articles elsewhere and if so should provide the reference for the article and details of the nature and extent of any overlap with the current paper being submitted.

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### Style

- British English spelling and punctuation is preferred.
- Non-discriminatory language is mandatory. Further guidance may be found in The Policy Press author guidelines ([www.policypress.co.uk/author/policypress\\_author\\_guidelines.pdf](http://www.policypress.co.uk/author/policypress_author_guidelines.pdf) – Appendix B: Sensitive language)

- Explanatory notes should be kept to a minimum. If it is necessary to use them, they must be numbered consecutively in the text and listed at the end of the article. Please do not embed notes in the text.
- Tables and charts should be separated from the text and submitted in a Word or Excel file, with their placement in the text clearly indicated by inserting: 'Table X here'.
- Figures, diagrams and maps should be separated from the text and, ideally, submitted in an encapsulated PostScript (.eps) file. Figures created in Word or Excel are acceptable in those file formats. If the figures, diagrams and maps are in other formats (e.g. having been pasted into a Word file rather than created in it) please contact the publisher for advice: [dave.j.worth@bristol.ac.uk](mailto:dave.j.worth@bristol.ac.uk). Further information may be found in The Policy Press editorial guidelines ([www.policypress.co.uk/PDFs/General/EditorialGuidelines.pdf](http://www.policypress.co.uk/PDFs/General/EditorialGuidelines.pdf)).
- References: the Harvard system of referencing is used. Publications should be cited in the text, giving the author's surname and year of publication in brackets, then listed in full at the end of the paper. Book and journal titles should be in italics and should (apart from the first letter of the first word and of proper nouns) be set in lower case. Website details should be placed last. Please do not include dates of access to websites.
- Example of book reference: Allais, F.B. and Hagemann, F. (2008) *Child labour and education: Evidence from SIMPOC Surveys*, IPEC Working Paper, Geneva: International Labour Organization.
- Example of journal reference: Sin, C.H. (2008) 'The role of intermediaries in getting evidence into policy and practice: some useful lessons from examining consultancy–client relationships', *Evidence & Policy*, 4(1): 85–103.
- Example of chapter within multi-authored publication: Levitas, R. (2012) 'Utopia calling: eradicating child poverty in the United Kingdom and beyond', in A. Minujin and S. Nandy (eds) *Global child poverty and well-being: Measurement, concepts, policy and action*, Bristol: The Policy Press: 449–73.
- Example of website reference: CRD (Centre for Reviews and Dissemination) (2009) *Systematic reviews: CRD's guidance for undertaking systematic reviews in health care*, York: CRD, University of York, [www.york.ac.uk/inst/crd/pdf/Systematic\\_Reviews.pdf](http://www.york.ac.uk/inst/crd/pdf/Systematic_Reviews.pdf)

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*Evidence & Policy* is dedicated to the comprehensive and critical treatment of the relationship between research evidence and the concerns of policy makers and practitioners. It is both international in scope and interdisciplinary in focus.