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**MINERVA**  
*A Review of Science, Learning and Policy*

**INSTRUCTIONS FOR AUTHORS**  
**2006**

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**1. Submission**

Please send papers directly to the Editor. Papers will not be considered if they are under consideration elsewhere.

The preferred length of articles is 5000–6000 words (exclusive of footnotes); essay reviews, up to 5000 words; and book reviews, no more than 1500 words.

Minerva prefers papers to be submitted electronically, as e-mail attachments. This enables us to forward them to referees without delay. Please use Word 5 or 6 for Macintosh or RTF. If in difficulty, contact the Editor.

Unless directed otherwise, all correspondence should be e-mailed. All editorial correspondence will take place with the first-named author, who is defined as the 'corresponding author'.

**2. Presentation**

a) All submissions are to be double-spaced, using Times 12 font (Times 10 for footnotes). Please number pages consecutively (page numbers in the upper right-hand corner), with the first page containing

- running head (shortened title);
- title (and subtitle, where appropriate);
- name(s) of author(s); and

- an abstract of 50 words. This will help select and inform referees, so it must represent a clear statement of the paper's origins and the author's intentions.

b) Each paper should have a clear and concise Introduction and Conclusion. In between, please use section headings to lend 'scaffolding'. First-, second-, third-, and fourth-order headings should be made clearly distinguishable.

c) Headings are centred. Minerva uses small caps with initial normal caps. If you are unable to make small caps, use normal caps (as in the following heading: 'ABOUT THE AUTHOR'):

### ABOUT THE AUTHOR

d) Please also supply (1) a 50-word biographical note about each author; and (2) a full correspondence address for each author, including telephone, fax number, and e-mail address(es). These are vital at the proof stage. If you change your address, be sure to e-mail your new details to the Editor and to the Assistant Editor.

In multi-author articles, biographies and addresses are to appear consecutively.

e) Insert on first page, top left, in italics, either *Article*, *Essay Review*, or *Review*. For *Essay Reviews*, the author's name should be given on the first page in capital letters, centred above the title. For *Reviews*, the author's name, in lower case with initial capital letters, appears at the end of the review, flush right.

### 3. Language and Conventions

Minerva has prided itself on being readable. Whilst it will not be warranted in every case, a certain degree of editorial intervention may be expected. Please avoid jargon, and aim for clarity, economy, and precision. The journal's language is English, and the journal uses British spelling. (For words in other languages, see below).

When giving titles of books, please underline rather than use italics because this makes for fewer transcription errors. Use single (not double) quotation marks. Where there is an internal quotation, this should appear inside punctuation.

Example: 'He described Minerva as "an outstanding journal".'

When a quotation forms a complete sentence, use outside punctuation.

Example: 'Minerva is an outstanding journal.'

Please ensure that titles of books and articles are presented accurately, with regard to capitalization, punctuation, and spelling.

Quotations must be faithful to the original spelling, punctuation, and grammar.

Commas should be used to precede the use of ‘and’ or ‘or’ in groups of three or more nouns. Example: The foundations sponsored the building of universities, schools, and hospitals.

Hyphens are used in compound adjectives before nouns, e.g., ‘science-based courses’.

Hyphens are not used in compound adverbs, e.g., ‘genetically modified foods’.

The words ‘state’ and ‘government’ take lower case when used in the generic sense. However, when referring to a particular State or Government, they take initial capital letters. The same applies to ‘the University’, ‘the College’, ‘the Council’, etc.

#### 4. Abbreviations

Abbreviations are not followed by full stops. Examples: UK, USA, DC, NASA, OUP, MA, PhD. However, titles are followed by full stops. Example: Dr.

Abbreviations should be set out in round brackets after full titles are first used. For example: University Grants Committee (UGC).

Underline the following abbreviations: Ibid., op. cit., et al., ca. (= circa).

Decades take apostrophes only in the possessive. Example: ‘The 1950s lacked the 1920’s post-war sense of celebration.’

The following usage applies:

##### a) Abbreviations

p./pp.	page/s
ed./eds.	editor/s
edn./edns.	edition/s
esp.	especially. Use ‘esp.’ in footnote references when referring to specific pages/chapters/article titles
Prof./Dr.	Use full stops
Mr./Mrs./Ms	No full stop after ‘Ms’, because it is not an abbreviation
etc.	Takes a full stop
e.g., i.e.,	In the text, these words should be spelt out. The abbreviations (‘e.g.’ and ‘i.e.’) are used within parentheses, and in footnotes, tables, and lists
ch./chs.	Use in footnotes in preference to ‘chapter/s’
C&IT:	Communications and Information Technology. Always use C&IT, not ICT or CIT. Check source of company or organization for spacing around ampersand
R&T	Research and Technology
T.R. Caspari	No space between a person’s initials
Ellipsis	In mid-sentence: ‘he ran ... home.’ At the end of a sentence: ‘he ran home ... . (that is, four dots)
Dash	En dashes are used to break out text in articles – and should be spaced, as in this example
%	Use numeral followed by % in the text and footnotes.

## b) Capitals and lower case

Eastern Europe

Western society

western hemisphere

spring, summer, etc.

First World War, Second World War

The word 'Communist' should have an initial cap when referring to the Communist Party, but it becomes initial lower-case 'communist' if referring to the ideology.

Similarly, Fascist/fascist, Democratic/democratic, etc.

## 5. Non-English Words and Phrases

Use accents correctly.

Book titles have titles and subtitles separated by a colon. Where it might be unclear to the English reader, non-English titles should be followed by their English translations in round brackets. For example:

W. Rudzio, Das Politische System der Bundesrepublik Deutschland (The Political System of the German Federal Republic), (Opladen: Leske and Budrich, 1996)

For organizations, the original language precedes the English translation (in round brackets), e.g., Max Planck Gesellschaft (Max Planck Society).

Italics should be used for non-English words and phrases, except

in the case of organizations, e.g., Max Planck Gesellschaft, or

where a word has become Anglicized, e.g., déjà vu (a word or expression can be considered Anglicized if it appears in the Oxford English Dictionary).

Words and phrases that have been absorbed into the English language are not usually italicized. These include:

ad hoc

bona fide

de facto

en passant

en route

ex officio

faux pas

finale

per se

prima facie

pro rata

Less commonly used phrases are often italicized, especially when used in a legal sense, e.g., *inter alia*, *in situ*.

### IT Language

Net Web	Internet should be used, unless in direct speech. Use capital I, capital N World Wide Web should be used in the first reference. Then Web, or website. Use capital W. Avoid WWW in articles. All website references should be dated, e.g., <u>See <a href="http://www.stanford.edu/group/IRWG/">www.stanford.edu/group/IRWG/</a></u> , accessed 5 May 2005. E-mail addresses should be underscored for italics, e.g., <u><a href="mailto:jobloggs@anywhere.com">jobloggs@anywhere.com</a></u> .
URL	Website addresses should be underscored, e.g., <u><a href="http://www.usyd.edu.au">www.usyd.edu.au</a></u> .

### **6. Use of -ise, -ize, -yse spellings**

a) Words ending with ‘-ize/-ise’ are being invented or ‘jargonized’ all the time. For current reference, see the Concise Oxford or the New Oxford Dictionary, and the Oxford Dictionary for Writers and Editors.

Minerva generally uses ‘-ize’ spellings, but there are certain words that remain ‘-ise’.  
These include:

advertise  
chastise  
compromise  
disenfranchise  
enterprise  
franchise  
improvise  
revise  
supervise  
surmise  
televisе

The following ‘-yse’ words remain ‘-yse’:

analyse  
catalyse  
dialyse  
electrolyse  
hydrolyse  
paralyse

b) Hyphenated and non-hyphenated words – two words or one?

Watch out for hyphens in words beginning with ‘co’, e.g.,

cooperate (NB: co-op and co-operative are hyphenated)  
coordinate

coefficient  
 co-education (abbr. co-ed)  
 co-equal  
 co-author

Watch out for words prefixed by 'post' (usage is not consistent, but such words are usually hyphenated if used as adjectives).

post-war (cf. 'wartime' is one word)  
 post-structural  
 post-mortem  
 poste-haste  
 post-natal  
 postbag  
 postgraduate  
 postdoctorate  
 postman  
 postcode

See also 'time words':

time bomb  
 time lag (2 words)  
 time warp (2 words)  
 time zone (2 words)

timetable  
 timepiece  
 timescale  
 time-worn

And 'cross' words:

cross-bencher  
 cross-reference  
 crossword  
 crossroad

Other matters:

The expression 'mid 1960s', like 'late 1960s', does not take a hyphen, unless it is used as a compound adjective, e.g., 'The late-1960's student demonstrations...'.  
 .

decision-making  
 focusing/focused  
 policy-making  
 wartime (one word)  
 fallout (one word)

website (one word)  
well-being

NB: Use British spellings for programme, guerrilla, travelling, judgement, etc.

The words 'data', 'media' and 'criteria' are ALWAYS plural.

## 7. Use of numerals

Numerals are always separated by an en dash (not a hyphen). Please ensure en dashes are used for all pagination references in footnotes, e.g., 116–119.

Numbers under 100 should be spelled out, except where elisions are used, e.g., 6–11, or where percentages are used, e.g., 5% to 10%.

Millions and billions are always spelled out. Don't abbreviate to 'm.' or 'b', e.g., £10 million or US \$3.5 billion.

## 8. Footnotes

Footnotes must be indicated in the text by consecutive Times 9 font superscripts. Footnote numbers are to come outside (not inside) punctuation marks. Please position footnotes to appear not as endnotes, but at the bottom of each page, in double space and Times 10 font.

Volume, issue and page numbers must be provided for all journal references. Page numbers in all references must be separated by an 'en dash', not by a hyphen.

Op. cit. note references must be checked carefully in the last draft, to ensure they actually match their footnote antecedents.

Please observe the following conventions:

1. Edward Shils, The Constitution of Society (Chicago: University of Chicago Press, 1982), 113–119.
2. Edward Shils, 'The American Private University', Minerva, XI (1), (1973), 6–29.
3. Shils, op. cit. note 1, 76.
4. Ibid., 460.
5. Edward Shils, 'The American Private University,' in Frank Smith (ed.), The Constitution of Society Revisited (Chicago: University of Chicago Press, 1985), 223–255.
6. National Archives (Washington, DC), State Department Records, RG 134, Middle Eastern Desk, Smith to Jones, 3 April 1945.

7. Public Record Office (Kew), Foreign Office Records, FO 34, Middle Eastern Department, Smith to Jones, 4 June 1978 (hereafter, PRO-FO 34, Smith to Jones, 5 June 1978).
8. Rockefeller Foundation Archives (New York), India Collection, Smith, Calcutta to Jones, New York, 7 June 1945.
9. Personal communication, Sir Fred Smith to author, 3 August 1999.
10. House of Lords Debates, 5 series, vol. 250 (13 October 1975), cols. 204–205.

Please note that titles are to be underlined, and not put in *italics*. Include short titles only when confusion is likely, e.g., if there is more than one title by the same author in the same footnote, or if the op. cit. refers to a multi-author compilation.

## 9. Figures and Tables

### *Submission of electronic figures*

Authors are requested to supply the electronic versions of figures in either Encapsulated PostScript (EPS) or TIFF format. Many other formats, e.g., Microsoft Postscript, PiCT (Macintosh) and WMF (Windows), cannot be used and the hard copy will be scanned instead.

Figures should be saved in separate files without their captions, which should be included with the text of the article. Files should be named according to DOS conventions, e.g., 'figure1.eps'. For vector graphics, EPS is the preferred format. Lines should not be thinner than 0.25pts and in-fill patterns and screens should have a density of at least 10%. Font-related problems can be avoided by using standard fonts such as Times Roman and Helvetica. For bitmapped graphics, TIFF is the preferred format but EPS is also acceptable. The following resolutions are optimal: black-and-white line figures – 600–1200 dpi; line figures with some grey or coloured lines – 600 dpi; photographs – 300 dpi; screen dumps – leave as is. Higher resolutions will not improve output quality but will only increase file size, which may cause problems with printing; lower resolutions may compromise output quality. Please try to provide artwork that approximately fits within the typeset area of the journal. Especially screened originals, i.e., originals with grey areas, may suffer badly from reduction by more than 10–15%.

### AVOIDING PROBLEMS WITH EPS GRAPHICS

Please always check whether the figures print correctly to a PostScript printer in a reasonable amount of time. If they do not, simplify the figures or use a different graphics program. If EPS export does not produce acceptable output, try to create an EPS file with the printer driver (see below). This option is unavailable with the Microsoft driver for Windows NT, so if you run Windows NT, get the Adobe driver from the Adobe site ([www.adobe.com](http://www.adobe.com)). If EPS export is not an option, e.g., because you rely on OLE and cannot create separate files for your graphics, it may help us if you simply provide a PostScript dump of the entire document.

### HOW TO SET UP FOR EPS AND POSTSCRIPT DUMPS UNDER WINDOWS

Create a printer entry specifically for this purpose: install the printer 'Apple LaserWriter Plus' and specify 'FILE': as printer port. Each time you send something to the 'printer' you will be asked for a filename. This file will be the EPS file or PostScript dump that we can use. The EPS export option can be found under the PostScript tab. EPS export should be used only for single-page documents. For printing a document of several pages, select 'Optimise for portability' instead. The option 'Download header with each job' should be checked.

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If no electronic versions of figures are available, submit only high-quality artwork that can be reproduced as is, i.e., without any part having to be redrawn or re-typeset. The letter size of any text in the figures must be large enough to allow for reduction. Photographs should be in black and white on glossy paper. If a figure contains colour, make absolutely clear whether it should be printed in black and white or in colour. Figures that are to be printed in black and white should not be submitted in colour. Authors will be charged for reproducing figures in colour. Each figure and table should be numbered and mentioned in the text. The approximate position of figures and tables should be indicated in the margin of the manuscript. On the reverse side of each figure, the name of the (first) author and the figure number should be written in pencil; the top of the figure should be clearly indicated. Figures and tables should be placed at the end of the manuscript following the Reference section. Each figure and table should be accompanied by an explanatory legend. The figure legends should be grouped and placed on a separate page. Figures are not returned to the author unless specifically requested. In tables, footnotes are preferable to long explanatory material in either the heading or body of the table. Such explanatory footnotes, identified by superscript letters, should be placed immediately below the table.

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- accepted by the journals Editor(s).

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- information that is more convenient in electronic form: sequences, spectral data, etc.
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After acceptance by the journals Editor(s) ESM will be published as received from the author in the online version only. Reference will be given in the printed version.

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