

Political Science Research and Methods (PSRM) – journal of the European Political Science Association (EPSA): Manuscript Submission Guidelines

Editorial Statement:

PSRM is a general political science journal dedicated to publishing original scholarly work of the highest quality from all subfields of political science. PSRM also welcomes work at the intersection of political science and related disciplines. Manuscripts should apply rigorous methods to empirical or theoretical problems. PSRM is the official journal of the European Political Science Association (EPSA), the organization that sets the journal's policies. PSRM is published by Cambridge University Press (CUP).

The journal publishes two types of articles: (a) full length manuscripts that present original, well researched and fully developed empirical or theoretical work and (b) research notes. Research notes should contain original work and present a new method or methodology (particularly useful if related software components are included) to solve an important problem in applied data analysis, present a new theoretical idea or argument, or comment on other articles published in the journal. PSRM welcomes comments to as well as replications of published articles. These will undergo the usual peer review process and if accepted will be published in the research notes section of the journal.

PSRM only publishes original work: Manuscripts submitted to the journal should not include any text, tables or figures already published or forthcoming in other publications.

PSRM also does not consider submissions that are currently under review at other journals or overlap substantially with parts of manuscripts considered for other publications such as books, periodicals or online journals. The editors of PSRM reserve the right to decline manuscripts without review that – according to their own judgment – do not comply with editorial policies or meet the standards of PSRM.

PSRM is committed to a highly transparent and fair review process that balances reviewer input and editorial judgment of the merits of a manuscript. All submissions will undergo the same transparent and fair review process. In case members of the editorial team or the governing council of EPSA decide to submit a manuscript to PSRM, utmost care will be given to the selection of reviewers and a larger weight is put on the judgment of the reviewers while the editor will play a more managerial role. The council or editorial member submitting a manuscript to PSRM will have no influence on the review process at any point.

General Considerations:

PSRM provides two ways to submit to the journal:

- Manuscripts can be submitted directly via our online system, ScholarOne Manuscripts at:

<http://mc.manuscriptcentral.com/psrm>

- Authors can also use the PSRM template in Overleaf, an online LaTeX-based writing tool with collaborative features and a direct submission route into the ScholarOne Manuscripts system: <http://bit.ly/2fDHACD>

More detail on each are below. Other forms of submission will not be accepted by the editors.

Scholar One

On the ScholarOne Manuscripts login page, a user tutorial will provide authors with detailed descriptions of every feature and function of ScholarOne Manuscripts and guide contributors through the submission process.

PSRM uses a single-blind peer review process, thus anonymizing your manuscript is not necessary.

Authors are responsible for obtaining permission to reproduce any material they do not own the copyright for and for ensuring appropriate acknowledgment of such material.

Authors may recommend 2-4 suitable reviewers and may also state and justify who should be disqualified from reviewing the manuscript and why. These recommendations will be taken into account by the editors but are not binding.

Overleaf

Overleaf is a free online tool for writing and submitting manuscripts. A [PSRM article template](#) is available in the tool, which allows authors to easily comply with the journal's guidelines. Overleaf is based on LaTeX but includes a rich text mode: an author writing would need to have some knowledge of LaTeX but could use it to collaborate with an author who is not a LaTeX expert. We'd highlight the following benefits:

- An intuitive interface, formatting the article in PSRM's style
- Featuring enabling collaboration with co-authors (share, highlight or comment on a version)
- Submission into the PSRM ScholarOne Manuscripts system. (Supporting material can be added during this process)

You can access PSRM's Overleaf template here: <http://bit.ly/2fdHACD>

Overleaf's [tutorial pages](#) include a two minute video and an introduction to LaTeX course. Overleaf [provides support](#) for authors using the tool.

Once submitted, the article will go through the peer review process described in the above section about ScholarOne Manuscripts.

Replication Policy: PSRM has a strict replication policy which adheres to the Data Access and Research Transparency (DA-RT) statement subscribed to by many Political Science Journal Editors in 2015. Authors are required to make replication material publicly available at time of publication of the article. The replication materials must be sufficient to replicate results in all tables and figures printed in the article, including simulation material for both theoretical (e.g. agent based models) and empirical (e.g. Monte Carlo experiments) work. Data and replication code for your article, as well as a log demonstrating smooth running of all the replication files, must be uploaded in a single .zip file to the PSRM Dataverse at <https://dataverse.harvard.edu/dataverse/PSRM>. (See the [PSRM Dataverse Guide](#) for a step-by-step walkthrough for uploading your material, which is also linked to on the PSRM Dataverse homepage). This is a necessary condition for publication of the manuscript. All manuscripts are accepted contingent on their replicability, which will initially be assessed by PSRM staff. Manuscripts that are not replicable will be rejected for publication. If your analysis relies on simulation techniques (MCMC, MC experiments) we require authors to set and communicate a seed, so that exact results can be replicated. If this is impossible due to the design of the analysis, replication results need not deviate by more than 5 per cent from published results in the manuscript.

Manuscript Preparation:

1. Every manuscript should include an abstract which should not exceed 120 words in length.
2. PSRM publishes two types of articles:
 - Normal length articles that should not exceed 9,000 words in length, including tables, figures, footnotes, references and printed appendices, but excluding any supporting material that can be relegated to an online appendix.
 - Research notes that should not exceed 4,000 words in length, including tables, figures, footnotes, references and printed appendices, but excluding any supporting material that can be relegated to an online appendix.
 - We request that you seek to make your article as concise as possible. Relegating possible robustness checks, tables and figures to an online appendix. The managing editor will request reducing the length of a manuscript as appropriate and dictated by publication constraints.
3. Manuscripts should be initially submitted as MS Word, LaTeX or PDF files.
4. Files submitted in LaTeX should use the PSRM LaTeX template available to download from the Author Dashboard in ScholarOne Manuscripts:
<https://mc.manuscriptcentral.com/psrm>. Alternatively, authors can use the [PSRM template](#) in Overleaf. The submission should clearly state the corresponding author.
5. Manuscripts need to effectively and informatively state their contribution and communicate it to a general political science audience.
6. Manuscripts should not include a lengthy discussion of previous literature but should clearly identify a gap in this literature and state the original contribution.
7. Initial submission should be in a format that makes the job of the reviewer as easy as possible. Tables and Figures should be included in the main text rather than at the end of the document. Contributions should be double spaced, although footnotes and captions for tables and figures may be single-spaced. Appendices should be double spaced. Fonts should be no smaller than 12pt with reasonable margins. All pages should be numbered. While strictly adhering to the 9,000 word maximum is not required for initial submissions, excessively long manuscripts might be sent back to the corresponding author prior to review. Manuscripts should use footnotes at the bottom of each page instead of endnotes.
8. Spelling should be American English. Particularly if English is not the first language of the authors, authors may wish to have the manuscript language edited before submission.

This is not mandatory but might help to enhance understandability for editors and reviewers. Authors should use a gender neutral language.

9. Tables: Tables should be as clear as possible and preferably designed by the table editor in Word or typeset in LaTeX. The full LaTeX style file can be found at <https://mc.manuscriptcentral.com/psrm>
10. Tables should be numbered consecutively throughout the manuscript. Numbers (e.g. coefficients and standard errors from statistical analysis) in tables should be reported with no more precision than substantively meaningful and should not exceed 3 digits to the right of the decimal point. If appropriate, variables should be rescaled to be able to report a uniform number of digits. Tables should be labelled or annotated in a way that makes the table content understandable without reading the main text.
11. Figures: Whenever possible, figures should replace tables if the same information can be conveyed in a graphical manner. All Figures need to be embedded in the electronic file. Figures should be numbered consecutively and placed in the main text. Figures should be labelled as clearly as possible and the information needs to be interpretable without reading the main text. Authors should avoid figures using shaded outer margins and figures using colours other than greyscale, e.g. instead of different colours, lines can be distinguished with different patterns.
12. Equations: Equations and formulas are important for the presentation of formal and statistical arguments. Authors should make the mathematical presentation as clear as possible. Clear and consistent notation and formatting of equations should be used. All symbols used in equations need to be clearly defined. To ensure readability of the paper, authors should choose a notation that makes the argument as easy to follow as possible. Equations are part of the text and thus they should contain appropriate punctuation. Equations should be numbered consecutively, with subnumbering used as appropriate, e.g. equations 1a and 1b.
13. Quotations should be clearly marked by double quotes and appropriately referenced.
14. Style: PSRM uses the Chicago Manual of Style, 15th edition, for citations and references:
 - Books are referenced as: Author, Alan B. 1999. *Title*. City, State or country: Publisher.
 - Articles are referenced as: Author, Alan B., and Charles D. Author. 1999. Title. *Journal title* 1(2):217-355.

- For references with ten authors or fewer, all should be listed; for references with eleven or more, only the first seven should be listed, followed by “et al.” (et al. is italicized).
- For LaTeX and BibTeX users: the harvard or natbib packages work well. Users of harvard should use the apsr option. All users of BibTeX should use the [chicago.bst bibliography style](#).

While style formatting is only relevant after an article has been accepted, authors can simplify matters by following above guidelines as they begin writing.

Other Notes:

1. Proofs are supplied only to ensure that there are no copy-editing mistakes in the final version and that the printed version coincides with the accepted manuscript. Rewriting parts of the article at the proof stage is not possible.
2. License to Publish: upon receipt of accepted manuscripts at CUP, authors will be required to complete an online copyright license to publish form.
3. Authors, particularly those whose first language is not English, may wish to have their English-language manuscripts checked by a native speaker before submission. This is optional, but may help to ensure that the academic content of the paper is fully understood by the editor and any reviewers. We list a number of [third-party services](#) specialising in language editing and / or translation, and suggest that authors contact as appropriate. Please note that the use of any of these services is voluntary, and at the author's own expense. Use of these services does not guarantee that the manuscript will be accepted for publication, nor does it restrict the author to submitting to a Cambridge published journal.
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