People, Place and Policy Online

Notes for Contributors

Scope and Aims

People, Place and Policy provides a forum for debate about the situations and experiences of people and places struggling to negotiate a satisfactory accommodation with the various opportunities, constraints and risks within contemporary society.

It aims to promote dialogue between academics, policy-makers and practitioners by supporting the dissemination of ideas, comment and findings across a broad spectrum of contemporary policy issues.

The journal publishes reflections on broad theoretical and methodological debates, as well as empirical studies and policy analysis. In addition, the journal includes think pieces and debates between leading academics, policy-makers and practitioners.

Background to PPP

PPP ONLINE was launched in July 2007. It is an electronic journal distributed over the World Wide Web available free to all.

PPP ONLINE emerged from discussions among staff at the Centre for Regional Economic and Social Research at Sheffield Hallam University about the need for a journal that straddles the worlds of academia, policy-making and practice. The journal is edited by David Robinson and Peter Wells of CRESR, Sheffield Hallam University, supported by an editorial board drawn from staff within CRESR and reflecting the wide range of the Centre's research expertise (urban policy, social and economic regeneration, housing studies and labour market analysis).

Publishing Policy Statement

PPP ONLINE is a UK journal published in the English language that promotes dialogue between academics, policy-makers and practitioners about public policy issues of contemporary significance. It publishes articles focusing on
empirical, methodological and theoretical discussions that engage with contemporary social processes, political debates and evaluative challenges.

**PPP ONLINE** publishes high quality articles that have been refereed by the Editorial Board and, where appropriate, undergone revision, as recommended by the Editors. All issues of the journal are archived and available free of charge on the journal website.

Ongoing efforts are made to ensure that **PPP ONLINE** Editorial Board membership reflects the range of interests relevant to the journal's scope and focus (urban and rural policy, social and economic regeneration, housing, labour markets, voluntary and community sector, and planning) and, as far as possible, has a gender balance.

### Notes for Contributors

1. **Contributors:** the editors welcome the submission of articles by academics, policy-makers and practitioners.

2. **Types of article:** submissions to **PPP ONLINE** can be of four main kinds: a) articles presenting empirical findings; b) policy reviews; c) methodological discussions; and d) debate pieces.

3. **Submission format:** Contributions must be written in English and submitted in electronic form to the editors by email or on a disk, preferably as a Word document. Please do not save files as 'text only' or 'read only'. Files should be checked to remove any computer viruses.

4. **Word limit and summary:** Articles should fall within the range of 3,000 to 5,000 words. A short summary of up to 150 words and a list of up to five keywords should follow the title and precede the introduction. The summary should give an indication of the scope and focus of the article. Summaries must be written in a non-technical language. Given the readership of the journal, the summary should focus on the main implications of the article. Acknowledgements should be given at the end of the article.

5. **References sheet:** the full reference sheet must be attached to the back of the document. References should include all authors' names and initials, year of publication, title of article or book, the full title of the journal, volume and page numbers and, for books and other outputs, the publisher's name and place of publication. For example:


6. **References** should be cited in the text by giving the last name of the author(s) followed by the year of publication in parentheses, for example, Lyde and Dunston (1995); (Dunston, 1997a, 1997b). For three or more authors use the first author followed by et al.

7. **Tables, figures and maps** should appear on separate sheets to the article with an indication in the text as to where they should appear. Special requirements for reproducing tables, figures and maps should be indicated in correspondence with the editors. It is the responsibility of the authors to obtain permission to publish tables, figures and maps, and this permission should be clearly stated in notes under the table.

8. All contributions to the journal should use **gender-neutral language**.

9. **House style:** PPP ONLINE does not impose a rigid house style but we would prefer articles to conform to a few basic conventions outlined below. We stress the importance of three guidelines: common usage, consistency and, above all, clarity. The main points to remember are:

   - **-ise spellings** should be used wherever ‘s’ and ‘z’ are alternatives.
   - **single quotation marks** should be used, with double for quotes within quotes; revert to single for quotes within quotes within quotes. Use no quotation marks around displayed extracts.
   - **dates** should be written 21 December 1971 and decades should be the 1970s without an apostrophe.
   - **units:** all measurements should be in metric units.
   - **abbreviations** consisting of capital, initial letters are usually expressed without full stops – GNP, EU. Contractions ending with the same letter as the original word do not take a terminal full stop (edn, Mr, Dr) but if they do not take the same letter then a full stop is included (ed., ch.). Thus ed. and eds are the correct forms. The abbreviations etc., i.e. and e.g. are usually best replaced by ‘and so on’, ‘that is’ and ‘for example’.
   - **numbers** from one to nine should be written out in full; figures should be used for numbers above ten.
   - **bullet points and bulleted lists** can be used in articles but should be used sparingly.
   - **inclusive numbers** should include the fewest possible figures: 32-3, 132-65, 200-5, except in ‘teen’ numbers, where the 1 is repeated, 1914-18.
- **per cent** is spelt out in the text and the number preceding it appears in figures. The symbol (%) can be used in tables.

- **hyphenation** is often optional and in many words it is being used less – for instance, microeconomic. However, consistency throughout the text is vital to avoid misunderstandings.

- **spelling and usage** should be standardised to English rather than American forms, unless there is some risk of misunderstanding. For example, ‘billion’ is now more commonly used in its American form of a thousand million.

- **full stops** are not needed after headings, sub-headings, and table and figure captions.

- **commas** should be omitted before the final ‘and’ or ‘or’ in lists unless the concepts in the list are complicated and the comma aids clarity. Commas are usually unnecessary after adverbial phrases or conjunctions, especially when they begin a sentence – yesterday; at last; during the summer. Commas should not appear in relative clauses which are defining clauses but should appear in relative clauses which are commenting clauses – thus ‘planners who learn the rules of the game will succeed’ contains a defining clause whereas ‘planners, who learn the rules of the game, will succeed’ contains a commenting clause.

- **parentheses** (or round brackets) should be used for simple interpolations, with square brackets used for editorial notes or interpolations in quotations.

- **quotations** of more than five or six lines should be indented in the text (but still double-spaced). When this is done no quotation marks are needed, except where they appear in the original. Any words interpolated by the author in a quotation should be enclosed in square brackets [ ] to show that they are not part of the quoted matter.

10. **Endnotes and footnotes** are not normally permitted and should be avoided wherever possible. All relevant information, other than references, should be incorporated within the text.

11. **Copyright:** PPP ONLINE is published by the Centre for Regional Economic and Social Research at Sheffield Hallam University. All work published in PPP ONLINE is subject to copyright and may not be reproduced, in whole or in part, in any manner or in any medium without the written consent of the Editorial Board unless no charge is made for the copy containing the work or the excerpt and the author’s name and place of first publication appears on the work or the excerpt.
Editorial Correspondence

All correspondence should be directed to the editors. The editors welcome discussion with potential contributors about the scope and relevance of potential articles to PPP ONLINE.

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