

## NOTES FOR CONTRIBUTORS

This document provides information to assist contributors in preparing submissions for People, Place and Policy (PPP). It begins with general information about PPP followed by separate sections for the two main types of submission: articles and book reviews. Some of the notes on articles are also relevant to book reviews (e.g. style and referencing).

### About People, Place and Policy (PPP)

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**Scope and aims:** PPP provides a forum for debate on how policy shapes the risks and opportunities facing people and places 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 range of contemporary policy issues.

**Background:** PPP was launched in July 2007 as an electronic journal available free to all. It emerged from discussions among staff at the Centre for Regional Economic and Social Research (CRESR) at Sheffield Hallam University about the need for a journal that straddles the worlds of academia, policy-making and practice. The editorial team members are Ellen Bennett, Chris Dayson, Will Eadson, Sadie Parr and Tony Gore at CRESR, and Tom Moore from the University of Sheffield. Sarah Ward at CRESR is responsible for all aspects of preparing issues for publication.

**Publishing statement:** PPP is an open access UK journal published in English. It publishes empirical, methodological and theoretical articles that engage with contemporary social processes, political debates and evaluative challenges. Articles submitted should be original; they should not have been published before, *nor should they have been considered for publication elsewhere*. PPP does not levy any charges for article processing or publishing.

PPP publishes high quality articles that have been peer-reviewed and, where appropriate, undergone revision as recommended by the Editors. The journal also includes book reviews and extended review essays covering more than one publication on a similar theme. All issues of the journal are archived and available free of charge on the journal website. The journal publishes three issues per year (Spring, Summer and Autumn/Winter).

### Notes for authors of articles

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- 1. Contributors:** The editors welcome the submission of articles by academics, policy-makers and practitioners.
- 2. Types of article:** Submissions to PPP can be of three main kinds: a) articles presenting empirical findings, methodological reflections or theoretical discussions; b) policy reviews; and c) debate pieces.
- 3. Submission format:** Contributions must be written in English and submitted by email 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 5,000 to 7,000 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, focus and implications of the article in non-technical language. Debate pieces or policy reviews should be between 3,000 to 5,000 words.

5. **Acknowledgements:** can be given at the end of the article.
6. **Reviewer details:** These should be provided at the end of the article before the references, as per the following example:

\*Correspondence address: First and last name, Institution, Address. Email: insert email address

## Preparing your article

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### *House style*

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PPP does not impose a rigid house style but we would prefer articles to conform to some basic conventions as 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 indented extracts.
- **Quotations** of more than three or four lines should be indented in the text. 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.
- **Dates** should be written 21 December 1971 and decades should be the 1970s without an apostrophe.
- **Abbreviations** consisting of capital, initial letters are usually expressed without full stops – GNP, EU etc. 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 unless using decimal places; figures should be used for numbers above ten.
- **Bullet points and bulleted lists** can be used in articles but should be used sparingly.
- **Per cent** is spelt out in the text and the number preceding it appears in figures. The symbol (%) can be used in tables.
- **Full stops** are not needed after headings, sub-headings, and table and figure captions.
- All contributions to the journal should use **gender-neutral** language.
- **Endnotes and footnotes** are not permitted and should be avoided wherever possible. All relevant information, other than references, should be incorporated within the text.

### *Figures*

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Tables, figures and maps should appear on separate pages of the document after the list of references with an indication in the text as to where they should appear. They should be produced in the highest quality format possible.

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 reproduce previously published tables, figures and maps, and this permission should be clearly stated in notes under the table.

## References

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A full list of references must be included at the end of the article: please do not use footnotes or endnotes for these. 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:

- **Report/Book:** Charlesworth, S. (2000) *A phenomenology of working class experience*. Cambridge: Cambridge University Press.
- **Online report:** Office for National Statistics (2013) *Internet Access – Households and Individuals, 2012 part 2*. Office for National Statistics. Available at: INSERT LINK [Accessed: 04/10/14].
- **Book chapter:** Beatty, C., Fothergill, S., Houston, D. and Powell, R. (2010) Women on incapacity benefits: New survey evidence from the UK. In: Kemp, P A (ed) *Social Protection for a Post-Industrial World*. Morsel: Intersentia, 115-138.
- **Academic publication:** Bailey, N. and Pill, M. (2011) The continuing popularity of the neighbourhood and neighbourhood governance in the transition from the 'big state' to the 'big society' paradigm. *Environment and Planning C: Government and Policy*, 29, 5, 927-942.
- **Newspaper:** Townsend, M. (2013) Special report: The real story of Britain's Roma: excluded, ignored and neglected. *The Observer*, [online] Available at: INSERT LINK [Accessed: 17/02/14].
- **Conference:** Gore, T. (2017) Collaborative governance under siege: The disparate prospects of inter-municipal associations ('mancomunidades') in Spain. Presentation to the International Geographical Union Geography of Governance Commission Annual Conference, *Local Governance in the New Urban Agenda*, University of Salento, Lecce, Italy, 19th-21st October.

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.

## Cover Sheet

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Once your article is ready for submission you will need to prepare a cover sheet. This sheet will enable the editors to de-anonymise your paper on acceptance. Your cover sheet should include: Article title, author names and institutions, contact details for corresponding author. Please check that the authors are not mentioned anywhere in the article.

## Submitting your article

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Articles to be considered for publication in People, Place and Policy should be submitted via the online portal at <http://extra.shu.ac.uk/ppp-online/submit-an-article/> or emailed to [ppp-online@shu.ac.uk](mailto:ppp-online@shu.ac.uk). Papers should be anonymised ready for sending to reviewers.

An acknowledgement of receipt will always be sent within a few days. If you do not get an acknowledgement please enquire as email can fail to arrive. Articles are usually published in the next issue after acceptance unless this is a Special Issue.

## The review process for articles

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Referees are asked to respond to the following questions:

- Does the paper make a contribution to the field?
- Is it well argued and logically structured?
- Is the article well expressed and the narrative easy to follow?

- What aspects of the article, if any, require further reflection, development or clarification?
- Does it appear that English is not the author(s)'s first language? Does the author(s)'s use of English require particular attention?

Papers are reviewed by two referees and every paper is also read by one of the editors. Once the referees have commented, the editors will decide whether to accept the article as submitted, request minor revisions, request a major rewrite or reject the article. Authors can expect to receive the editor's decision about six weeks after submission (longer if the period includes the summer and other holidays when referees are, understandably, slower in responding). The editor's emailed letter will normally include substantial excerpts from the referees' comments which may be helpful in revising and improving the article.

**Queries:** All queries about articles can be directed to the editors by email at [ppp-online@shu.ac.uk](mailto:ppp-online@shu.ac.uk) or by phone on 0114 225 3073. The editors welcome informal discussion about the scope and relevance of potential articles or to clarify any of the points in this document.

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## Final Proofs

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Once your article has been through the review process it will be sent to the copy-editors and we will then send a copy of the article to the corresponding author for checking. It is the corresponding author's responsibility to circulate the proofs to any co-authors if required.

When you have checked the final proof, you need to return the paper to us and this will be prepared for publication.

## Notes for book reviewers

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**Types of review:** Book reviews can take two forms: standard book reviews or review articles. Standard book reviews cover a single publication. Review articles examine two or more publications, and are designed to allow authors greater scope to place their comments within wider academic and policy debates.

**Submission format:** Contributions must be written in English and submitted in electronic form to the Reviews Editor ([t.gore@shu.ac.uk](mailto:t.gore@shu.ac.uk)) by email as a Word document. Please do not send 'text only' or 'read only' files. Before submission files should be scanned so that any computer viruses can be removed.

**Word limit:** Book reviews should be in the region of 1,000 words. Review articles should fall within the range of 2,000 to 3,000 words.

**Heading:** Information about the book under review and the reviewer should be laid out along the same lines as the following example:

### BOOK REVIEW

Climate Change and Society  
John Urry  
Cambridge: Polity Press, 2011, pp. 217, £15.99 (pb)  
ISBN 978 0 7456 5037 1

Will Eadson\*  
Sheffield Hallam University

**Reviewer details:** These should be provided at the end of the review, giving job title, institutional affiliation, postal and email addresses as per the following example:

\*Correspondence address: Will Eadson, Research Fellow, Centre for Regional Economic and Social Research, Sheffield Hallam University, City Campus, Sheffield S1 1WB. Email: [w.eadson@shu.ac.uk](mailto:w.eadson@shu.ac.uk)

**Structure and content:** Reviewers are encouraged to adopt a structure that best suits their style of writing and the material under review. However, as a minimum it is expected that both types of review will include: a summary of the contents of the book(s); some commentary on the social, economic and policy context for the subject matter; and comments, plaudits and criticisms that authors think would be of interest to the readership.

**House style:** PPP does not impose a rigid house style but we would prefer articles to conform to a few basic conventions. These are listed in the 'house style' section above.

**References:** These should only be included where absolutely necessary. They should follow the conventions outlined in the 'referencing' section above.

**Queries:** All queries about book reviews can be directed to the Reviews Editor ([t.gore@shu.ac.uk](mailto:t.gore@shu.ac.uk)). PPP is open to suggestions about books to review.