People, Place and Policy

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)

Scope and aims: PPP is a forum for articles which address the relationship and interaction between people, place and policy. It invites researchers, policy makers and practitioners to discuss and disseminate research, reflection and ideas related to contemporary debates within all aspects of social policy. 'Policy' is conceptualised broadly to incorporate a wide range of social concerns including for instance - economic development and labour markets, poverty, the welfare state, the voluntary and community sector, social exclusion, housing, sustainability, health and social care, energy and environment. The journal is international and interdisciplinary in scope representing an interface of sociology, geography, planning and urban studies, economics and political science. PPP 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, Angela Maye-Banbury, Sadie Parr and Tony Gore. 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. 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.

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

1. **Contributors**: We welcome submissions from academics at all stages of their career as well as practitioners and policy makers from local government or third sector organisations.

2. **Submission Types:** Submissions to PPP can be of six main kinds:

    (a) *Research Article*: These papers present an original piece of scholarly research that might be empirical or theoretical in nature and with relevance to the aims and scope of the journal. The word limit for these papers is 7000 words. Submissions must follow the in-house style of People, Place and Policy and include a title, abstract of up to 250 words, up to five keywords and references.

(b) *Review paper*: These papers focus on a theme of interest to the social policy community. They aim to discuss, critique and appraise the existing literature and current state of knowledge and understanding. They might identify specific gaps in the knowledge base or propose future research agendas. Submissions must follow the in-house style of People, Place and Policy and include a title, abstract of up to 250 words, up to five keywords and references. These articles should not exceed 5000 words.

(c) *Practice papers*: Practice papers are invited from policy makers and practitioners that provide accounts of their work. Practice papers should further policy knowledge and so should aim to not be purely descriptive; accounts should be set within the context of current debates around policy and practice. These papers should be between 2,000 and 4,000 words. They should have a succinct title, short abstract of up to 100 words, up to five keywords and minimal references.

(d) *Alternatives*: 'Alternatives' seek to open up and generate debate about the potential future direction of social policy. In these shorter opinion pieces we ask authors to be forward looking and offer something new and thought-provoking in relation to a 'burning issue'. This might mean thinking critically but also creatively about the potential of policy to address social needs. These do not need to be based on original fieldwork or research. They should have a succinct title, short abstract of up to 100 words, up to five keywords, minimal references and be between 2000 and 4000 words in length.

(e) *Focus articles*: These papers are short, topical briefings that spotlight exciting new research. They should inform our readership about key research findings and address the implications of the research for the policy community. Focus articles should not exceed 2000 words in total. They should have a succinct title, no abstract, and minimal references.

(f) *Book review*: Book reviews are short articles that provide reflection and opinion on recently published scholarly books.

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. **Acknowledgements:** Can be given at the end of the article.

5. **Contact author 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

House style

PPP does not impose a rigid house style but we would prefer articles to conform to some basic conventions as outlined below. We would also encourage the use of the *template provided* on our website. 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

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

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.* Mortsel: 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.

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

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/

Any emails you receive are sent via the automated system, if you do not receive any emails, please enquire to the PPP inbox and we can investigate.

The review process for articles

Only some of the papers submitted to People, Policy and Place are subject to anonymous peer-review.

Research Articles and Reviews are *always* peer reviewed. For peer review, at least two external referees from the appropriate field are consulted. Reviewers are contacted before being sent a paper and are asked to return comments within three weeks for most papers. We only ask the original reviewers of a manuscript to re-review the revised version if we believe the paper has been significantly improved but still requires expert opinion. The final responsibility for decisions of acceptance or rejection of submitted manuscripts lies with the editors.

Alternatives, Focus and Practice Papers may also be evaluated by outside experts although this is at the discretion of the editors. **Book reviews** are not usually peer reviewed. All submissions will be reviewed by a member of the editorial team for quality, interest and clarity of presentation.

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?

Blog: When papers are accepted for publication, authors are encouraged to submit a lay or non-technical summary of their piece for publication in our sister site [SIPS] blog.

Queries: All queries about articles can be directed to the editors by email at 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.

Copyright: The PPP Copyright Policy is available to download on the website and can be located under the 'Submit an Article' section.

Final Proofs

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

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) 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

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). PPP is open to suggestions about books to review.