THE POLITICAL QUARTERLY

Notes for Contributors

The following sets out some general editorial principles and basic style notes. You may also, of course, refer to articles already published by The Political Quarterly for examples of style.

The Political Quarterly publishes articles on politics and public policy on the basis of knowledge of the most authoritative sources and expert opinions. We do not set out sources or authorities in detail, nor aim to be technical or narrowly academic; rather, we intend to continue the journal's tradition of publishing jargon-free articles written in plain English that are nevertheless challenging, intellectually demanding and innovative. A typical *PQ* article will discuss issues of contemporary importance, or offer background material and analysis that is directly relevant to these issues.

Many of *PQ*'s readers are academics, but the journal aims to address the interests of a broad readership of policymakers, politicians, journalists, students and the informed public. While the UK is central to the journal's remit, we publish articles on domestic politics and policy around the globe, aiming to bring diverse perspectives to issues of general political interest.

The journal contains various types of article, but most papers when submitted should be of the standard length of approximately 5,000 words for inclusion in the main body of the journal. However, the editors may occasionally make exceptions to this. Other types of article – such as those in themed groups (Special Issues) or in the Reports and Surveys section – are normally commissioned separately. Reviews are commissioned by the Literary Editor, Donald Sassoon, to whom all books for review must be sent (d.sassoon@qmul.ac.uk).

Submission of articles

Please submit all papers electronically, to **submissions@politicalquarterly.net**

Submissions should be sent as an email attachment in Microsoft Word, OpenOffice or .rtf formats. Whatever software you use, *please do not add elaborate formatting or decoration* to your file—we have to strip it all out again during editing.

We do not normally publish articles longer than 5,000 words (including notes). If your piece is longer or much shorter than this, please contact us at the address below. We also ask for a 150-word abstract and six keywords for all published articles, as these are vital for online searching.

Payment

PQ does not generally pay authors for articles. However, it does pay for book reviews, reports and surveys, and articles written by non-tenured academics and self-employed writers. Payment may also be made to authors of commissioned articles on a discretionary

basis. Where articles are co-authored, payment is made to the eligible author/s on a pro rata basis.

Exclusive Licence Form

Authors will be required to sign an Exclusive Licence Form (ELF) for all papers accepted for publication. Signature of the ELF is a condition of publication and papers will not be passed to the publisher for typesetting unless a signed form has been received. Please note that signature of the Exclusive Licence Form does not affect ownership of copyright in the material. (Government employees need to complete the Author Warranty sections, although copyright in such cases does not need to be assigned). After submission authors will retain the right to publish their paper in various media/circumstances (please see the ELF for further details).

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Proofs

You will receive PDF proofs from the publisher and you may make **minor** adjustments at this stage, but please avoid substantial rewriting unless you have agreed this with the Assistant Editor. Contributors are asked to return corrections to the Managing Editor or other indicated person as soon as possible, and normally within five days of receipt.

Subheadings

Subheadings within articles should be short (typically of 3–5 words, not numbered), normally restricted to one level, and fairly evenly distributed throughout the text. (A second level of sub-subheadings should not be used unless the structure of the article is unclear without them.) Three to five main subheadings are usually sufficient for an article of average length. If your article has no subheadings the editors may add them.

Notes and references

Notes should contain bibliographical information only and must not be substantive notes. Generally, there should be no more than about twenty footnotes, but may make exceptions if absolutely necessary. This reflects *PQ*'s ethos of publishing jargon free articles in plain English, as stated at the beginning of these notes: 'We do not set out sources or authorities in detail, nor aim to be technical or narrowly academic'. If you submit an article with substantially more than twenty footnotes, the editors are likely to ask you to reduce the number, may make cuts themselves, or may even reject the article.

Set out notes as double-spaced footnotes numbered 1, 2, 3 etc. The notes should include at least the following information:

For books or other free-standing publications: author, including forename(s) or initials(s) first, full title of work (in italics), name of publisher, date of publication. For example:

> N. Author, *Title of Book* [cap. initials], Publisher, 2003, pp. 00–0.
> N. Author, 'Title of chapter' [lower case initials], in X. Editor, ed., *Title of Book* [cap. initials], Publisher, 2004, pp. 000–00.
> N. Editor, ed., *Title of Collection*, Publisher, 2005.

For periodical articles: full name of author, title of article, title of periodical (italics), year of publication, page numbers of article, web address/URL. For example:

> N. Author, 'Title of article [lower case initials]', *Journal Title in Full* [cap. initials], vol. 00, no. 0, 2004, pp. 000–00.

Other types of reference such as parliamentary reports, references to speeches or verbal statements should be referenced as follows:

Public Administration Committee, *Public Participation: Issues and Innovations, Sixth Report*, Volume II, Minutes of Evidence and Appendices, House of Commons HC373-II, London, HMSO, 2001, pp. 29 and 188

John Prescott, *Today* programme, BBC Radio 4, 28 November 2008.

House of Commons Debates, 5th ser. vol. xxx, cols 000–00. [Subsequent refs: HC Deb., etc.]

Second and subsequent references to a work.

For a repetition of all and only the immediately previous note, use ibid. (with different page number if needed). Otherwise use the short title system – i.e. surname of author and abbreviated title. Please do not use op. cit, loc. cit. or similar.

Please do not include discursive notes containing commentary or other subsidiary information. Instead, work this additional information into the text or omit it altogether. Similarly, do not include author–date ('Harvard', e.g. Brown, 2010) or any other system of separately listed references. Reduce the number of references to the bare minimum and then convert them to bibliographical notes. Footnote numbers should always be placed at the end of the sentence.

General style/language

PQ is not a standard academic journal and whilst we welcome submissions which are formal academic articles, we also publish more informal contributions. Hence the overall style

varies and we endeavour in the copyediting process to retain the author's individual style. That said, we will correct most instances of incorrect grammar, even if in common usage. Please use British spelling (i.e. *ise* rather than *ize*, *colour* rather than *color*, and so on).

Capitalisation, hyphenation, punctuation

- Please use single quotation marks ('thus') throughout, and restrict the use of double quotation marks ("thus") to quotations within quotations.
- Please use m-dashes within text and n-dashes for number spans/dates.
- There is an editorial presumption in favour of fewer rather than more initial capitals. In general, please reserve initial capitals for proper nouns and formal titles, or where their use is necessary to avoid a genuine ambiguity.

Tables and diagrams

The rule for these is similar to that for notes – the fewer the better. Tables and diagrams should not be used unless they are absolutely essential to the discussion. Any tables that qualify should be kept simple and used sparingly to prevent the text from being overwhelmed by masses of ancillary data.

If you include graphs, charts or diagrams, we will ask you to produce high-quality electronic versions of this material. When using complicated charts/graphs, please bear in mind that these will appear in print in black and white, so careful use should be made with shading, patterns and so on. If this or any other requirement creates technical problems, please contact the Assistant Editor.

Revised February 2025

Contact details for *The Political Quarterly*

All submissions to:

submissions@politicalquarterly.net

Submissions sent elsewhere may be delayed. Do not send submissions to Wiley.

Publisher home page

This is available via Wiley http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1467-923X

Journal home page

http://www.politicalquarterly.org.uk/

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