

# New England Journal of Public Policy

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Volume 9 | Issue 1

Article 10

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6-21-1993

## Back Matter

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### Recommended Citation

(1993) "Back Matter," *New England Journal of Public Policy*. Vol. 9: Iss. 1, Article 10.  
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Please adhere to the following guidelines when preparing an article for the journal.

1. Length of article, not including figures, tables, endnotes, bibliography, and appendixes, should be approximately 24 to 40 double-spaced pages of 300 words per page, or 7,000 to 12,000 words. *Please submit a copy of your disk with the article, including the name of the software used and the file name.*
2. Place each figure and table on a separate page, indicating where in the article it should be inserted. Include below each one, when pertinent, a full note labeled "Source," crediting the originator of the data. Should permission to reprint material from the source be necessary, request it and the desired credit line from the copyright holder, in writing, and submit it with the article. Should the methodology of the article require explanation, place it on separate double-spaced pages under the heading "Methodology."
3. Provide an abstract — a short summary of the article — of about 150 words, double-spaced, labeled "Abstract," as well as a one-line author identification. The latter should include professional title and affiliation and brief description of your work. For articles by multiple authors, identify each one.

Example: Shaun O'Connell, professor of English at the University of Massachusetts Boston, teaches and writes on contemporary Irish and American literature.

4. Footnotes, designated as "Notes," must appear as endnotes at the end of the article. *It is especially important that these also be double-spaced.* When possible, place mathematical formulas in the endnotes.

Publication data for citations from a book must include, in the following sequential order: full first name or initials and last name of author(s), editor, compiler, translator; full title, including subtitle, of the work; editor's name if given in addition to author; city of publication; year of publication; and pertinent page number(s). For example:

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7. We are happy to answer any questions you may have about these guidelines. Please address queries and manuscripts to:

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