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## Back Matter

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## Guidelines for Contributors

1. Length of manuscript, not including figures, tables, endnotes, and appendixes, should be approximately 24 to 40 double-spaced pages of 300 words per page, or 7,000 to 12,000 words, in roman and italic fonts only. Please forward three copies of the manuscript to the editor. Once a manuscript is accepted for publication, authors are responsible for providing a Microsoft Word copy of the work.
2. Place each figure and table, omitting horizontal and vertical lines, on a separate page and indicate where it should appear in the manuscript. 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 manuscript. Should your methodology require explanation, place it on a separate double-spaced page (or pages, if necessary) with the heading Methodology.
3. Provide an Abstract — a short summary of the article — of about 150 words, double-spaced, as well as a one-line author identification. The latter should include professional title(s) and affiliation(s). For articles by more than one author, provide an ID for each.

Example: Shaun O'Connell, professor of English, University of Massachusetts Boston, specializes in contemporary Irish and American literature.

4. Endnotes, which appear at the end of the text with the heading Notes, must be formatted in humanities style, double-spaced, and placed in a separate file. Under no circumstances should they also be embedded in the text. Author-date style with reference list is unacceptable. See sample citations below. Book and periodical titles must be in italics, never underlined. When possible, place mathematical formulas in the endnotes.

Publication data for citations from a book must include, in the following order: full first name or initials and last name of author(s), editor(s), compiler(s), translator(s); 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:

Robert Frost, "The Gift Outright," in *The Poetry of Robert Frost*, ed. Edward Connery Lathem (New York: Holt, Rinehart and Winston, 1975), 348.

Richard E. Neustadt, *Presidential Power* (New York: Wiley, 1960), 24.

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Shaun O'Connell, "The Infrequent Family: In Search of Boston's Literary Community," *Boston Magazine* 67, no. 1 (January 1975): 44–47.

5. The journal uses shortened references rather than op. cit. For a book, include last name(s) of author(s); short title containing key word(s) of main title; and page number(s) of reference. For an article in a periodical, include last name(s) of author(s); short title of article; and page number(s). For example:

Frost, "The Gift Outright," 348.

Neustadt, *Presidential Power*, 24.

O'Connell, "Infrequent Family," 44–47.

6. We are happy to answer any questions about these guidelines. Address queries and manuscripts to Patricia Peterson, Managing Editor, New England Journal of Public Policy.

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