

9-21-2002

Back Matter

Follow this and additional works at: <http://scholarworks.umb.edu/nejpp>

Recommended Citation

(2002) "Back Matter," *New England Journal of Public Policy*: Vol. 18: Iss. 1, Article 7.
Available at: <http://scholarworks.umb.edu/nejpp/vol18/iss1/7>

This Back Matter is brought to you for free and open access by ScholarWorks at UMass Boston. It has been accepted for inclusion in New England Journal of Public Policy by an authorized administrator of ScholarWorks at UMass Boston. For more information, please contact library.uasc@umb.edu.

New England Journal of Public Policy
Guidelines for Contributors

Authors must adhere to the following guidelines when preparing a manuscript for the journal.

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 WordPerfect or Microsoft Word for Windows diskette copy of the work.

2. Place each *figure* and *table* 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*. Please include information on the computer programs used to create your figures and tables.

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.

Publication data for citations from a periodical must include, in the following order: full first name or initials and last name of author(s); full title, including subtitle, of article; full name of periodical/journal, including volume and issue numbers, date, and pertinent page number(s). For example:

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:

Padraig O'Malley, Editor, *New England Journal of Public Policy*
John W. McCormack Institute of Public Affairs, University of Massachusetts Boston
100 Morrissey Boulevard
Boston, Massachusetts 02125-3393
Telephone: 617-287-5550; fax: 617-287-5544
E-mail: padraig.omalley@umb.edu
Web Site: www.mccormack.umb.edu

RECEIVED

MAR 12 2003

Library Administration