

## **Editorial policies**

The editors welcome original research papers/commentaries within the broad area of public affairs. The scope of public affairs includes, but is not limited to, public policy (including sector specific policies), public administration and management, human security, international political economy, social and political sciences, economics, public relations, media, communications and cultural studies, psychology, anthropology, geography, interface between technology and politics, literature and law.

### **1. Criteria for Publication**

Manuscripts should represent a substantial advance in the broad area of Public Affairs in terms of:

- Originality
- Importance to researchers or practitioners in the field
- Interest for researchers or practitioners outside the field
- Rigorous methodology
- Adherence to ethical standards.

### **2. Pre submission Inquiries**

Authors may submit pre submission queries to the editors at: [editors.jpac@gmail.com](mailto:editors.jpac@gmail.com)

### **3. Articles**

Articles must be no more than 6,000 words, including notes and references, bibliography and supplementary material (e.g., tables) but excluding abstract, acknowledgments and biography. In exceptional cases, the editors, they may consider a longer paper. Manuscripts must include an abstract of approximately 150 words.

### **4. Research Notes**

Research notes are not full academic papers but are discussion notes, seeking to advance a new idea, theoretical perspective, research programme, or methodological approach. The role of the research note is to serve as a form of incubator or laboratory for new thinking in public affairs.

Research notes should be between 3,000 and 4,000 words (but up to 5,000 may be accepted under certain conditions) and adhere to the research paper instructions regarding e.g., referencing and bibliographic information.

### **5. Commentary**

*JPAC* invites short contributions to the 'Commentary' section on topical social, economic and political developments. These should ideally be between 1,000 and 2,500 words.

## **6. Datasets:**

*JPAC* welcomes the sharing of datasets with explanatory notes. Authorship will remain with the author in all cases.

## **7. Policy Conclave:**

*JPAC* might from time to time commission policy analysis/comments. These will be published together with appropriate bibliographic lists of policy documents and access details. These may also take the form of symposia. Readers are welcome to suggest and organise such conclaves.

## **8. Book Reviews**

*JPAC* sends out books for review. We are also open to unsolicited reviews. Reviews should cover an overview of the content of the book as well as a critical account, i.e. its merits and its shortcomings. Length of text should be around 1,400-1,800 words.

## **9. Discussion**

*JPAC* encourages researchers to comment on articles published in the journal. Submissions should be 1000 to 1,500 words.

## **10. Letters**

Readers of *JPAC* are encouraged to comment (300 words) on published articles. All letters should have the writer's full name and valid email id.

## **11. Authorship**

All parties who have made a substantive contribution to the article should be listed as authors. Principal authorship, authorship order, and other publication credits should be based on the relative contributions of the individuals involved, regardless of their status.

All authors will be contacted via e-mail at submission to ensure that they are aware of and approve the submission of the manuscript, its content, authorship, and order of authorship. Articles will not be published unless all authors have provided their assent to publication.

## **12. Acknowledgements**

All contributors who do not meet the criteria for authorship should be listed in an 'Acknowledgements' section. Examples of those who might be acknowledged include a person who provided purely technical help or writing assistance. Acknowledgments of people, grants, funds, etc. should be brief.

Any acknowledgements should appear first at the end of your article prior to your Declaration of Conflicting Interests (if applicable), any notes and your References. Please supply any personal acknowledgements separately to the main text to facilitate anonymous peer review.

### **13. Plagiarism**

*JPAC* take copyright infringement, plagiarism (including self-plagiarism) and/or other breaches of best practice in publication very seriously. If an article is found to have been plagiarised or includes third-party copyright material without permission or sufficient acknowledgement, we reserve the right to take appropriate action.

### **14. Peer review policy**

Submitted manuscripts will be assigned to one of the editors/consulting editors. If the paper is deemed to be within the scope of the journal with regard to content and of a minimum quality standard the editor will send it out for peer review. Expert reviewers will be asked to assess the technical and scientific merits of the work. The anonymity of the author(s) and reviewers will be maintained. Based on the review following decisions are possible:

- accept the manuscript as submitted;
- accept it with minor revision;
- invite the author(s) to resubmit the manuscript after major revision and decision will be taken after further review;
- reject, typically because it does not fit the criteria outlined above of originality, importance to the field, cross-discipline interest, or sound methodology.

Once all reviews have been received and considered a decision letter to the author will be sent. It is the goal of the *JPAC* to publish manuscripts at the earliest.

The Editor or members of the Editorial Board may occasionally submit their own manuscripts for possible publication in the journal. In these cases, alternative members of the Board will manage the peer review process.

### **Prior publication**

If a material has been previously published it is not generally acceptable for publication. However, in certain circumstances the editors might consider publishing previously published material. If in doubt, contact the editors at the address given below.

## **Manuscript Style**

### **File Types**

Only electronic files conforming to the journal's guidelines will be accepted. Each submission should be made in a Microsoft Word file (or compatible format) and a PDF file (the latter must be anonymised). However, for authors who are not able to send a PDF file, a Microsoft Word file is acceptable.

### **Reference Style**

*JPAC* adheres to the current edition of the American Psychological Association Manual (APA). Click here [Stylesheet](#) to review the guidelines of *JPAC* and ensure your manuscript conforms to the style sheet.

Notes are to be used sparingly and placed at the bottom of the page.

### **Manuscript Preparation**

The text should be double-spaced throughout and with a minimum of 3cm for left and right hand margins and 5cm at head and foot. Text should be of standard font of 12 point. Tables, figures, graphs and charts should be titled and numbered by an Arabic numeral (e.g., Figure 1). All figures and charts should be submitted as separate files. Any graphics or photos must be 300 dpi and submitted as a separate .tif or .eps file. All tables, figures etc. should have short descriptive captions with footnotes and their source(s) typed below the tables.

The manuscript should have a title page which includes the names, affiliations, address (mailing and email) and phone numbers of all authors. Brief biographical sketches for all authors should be included with the manuscript.

The abstract should be informative and completely self-explanatory; briefly present the topic, state the scope of the research, indicate significant data, and point out major findings and conclusions. It should not exceed 100 words.

Your Title, Keywords and Abstracts should be such that it helps readers find your article online

Standard nomenclature should be used and abbreviations should be avoided. Each abbreviation should be spelled out and introduced in parentheses the first time it is used in the text.

### **Permissions**

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## **Submission**

Manuscripts must be submitted electronically. Submission emails must be addressed to [editors.jpac@gmail.com](mailto:editors.jpac@gmail.com) with the subject line "submission to JPAC".

## **Corresponding Author Contact details**

Provide full contact details for the corresponding author(s) including email, mailing address and telephone numbers.

## **Proofs**

We will email a PDF of the proofs to the corresponding author. They will be asked to return corrections within one week or as advised. Page proofs are considered to be the final version of the manuscript. With the exception of typographical or minor clerical errors, no changes will be made in the manuscript at the proof stage. Authors are reminded to check their proofs carefully to confirm that all author information, including names, affiliations, sequence and contact details are correct, and that Funding and Conflict of Interest statements, if any, are accurate.

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## **Further Information**

Any correspondence, queries or additional requests for information on the manuscript submission process should be sent to the editorial office:

Email: [editors.jpac@gmail.com](mailto:editors.jpac@gmail.com)