Public Administration Review
Submission Guidelines and Information for Authors

General Guidelines

Authors should submit one electronic copy and two hard copies of their manuscript to:

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Public Administration Review
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Manuscripts should follow the style guidelines in the *Chicago Manual of Style,* 15th edition. Submissions should be manuscripts that have not been published previously and are not under consideration for publication elsewhere. Manuscripts should be no longer than 35 pages, including the abstract, bio statement, endnotes, reference list, tables, figures, charts, and appendices. The page-size guideline is based on the U.S. standard 8.5x11 inch paper. All material should be 12-point, Times New Roman type, double-spaced on one side of the page with margins of one inch. Please do not use the autoformat feature in your word processing program and do not use the footnote feature to embed endnotes. An abstract of no more than 150 words should appear on a separate page, preceding the first page of the manuscript. The abstract should include the central question addressed by the article and the author's findings and conclusions.

PAR uses a double-blind review process so authors should prepare their manuscripts accordingly. Place the title of the manuscript and all identifying material for all authors on a detachable cover sheet (for both copies mailed). Include names, affiliations, mailing addresses, voice and fax phone numbers, and e-mail addresses. If an article has more than one author, please designate one as the primary contact. Include the title of the manuscript on the abstract page and on the first page of the text.

Please avoid indications of authorship whenever possible. This is commonly done by referring to oneself in the third person and including typical references to the work cited in the reference list. Assuming that the text references to an author's previous work are in the third person, full citations should be included as usual in the references. Authors should not thank colleagues in notes, acknowledgments, or elsewhere in the body of the paper or mention institution names, Web page addresses, or other potentially identifying information. This information can be added if the manuscript is accepted.

PAR readers cover a wide range of professional interests and specialties. All manuscripts should be clearly and concisely written, with technical material set off. Please do not use jargon or overly technical language. Use acronyms sparingly and spell them out the first time you use them. Please do not construct acronyms from phrases you repeat frequently in the text. Consult the *Chicago Manual of Style* if you are in doubt about stylistic issues.

Once a manuscript is formally accepted, authors will be provided with instructions regarding the publication process. Authors will be asked to make additional revisions and to submit a final version on a disk (preferably using Microsoft Word) along with two hard copies. Authors will be required to assign copyright of their article to the American Society for Public Administration. Copyright assignment is a condition of publication and articles cannot be passed to the publisher for production unless copyright has been assigned. (Papers subject to government or Crown copyright are exempt from this requirement). To assist authors, an appropriate copyright assignment form will be supplied by the editorial office.

Information on Manuscript Formatting

Bio Statement and Disclosure
Authors of articles should include a biographical sketch of 50–75 words (on a separate page, at the beginning of the manuscript), providing information about their position, organization, and professional interests.

If your manuscript reports on original research, clearly identify its sources of outside funding (if any) and the sponsoring agency, institution, or organization. Data sets should be open for public scrutiny and the research methodology employed adequately explained. Essays based on undisclosed or anonymous sources will not be accepted for publication.

Tables, Figures, Charts, Appendices
Please keep tables, figures, charts, and appendices to a minimum. Your text may highlight and summarize the main points in a table but it should not duplicate the details. Each table or figure should be on a separate page at the end of the manuscript. Indicate placement of tables, figures, etc. in the text as follows: leave two double spaces after the last line of preceding text; insert the sentence, [Table (Figure) N here], and leave two double spaces before beginning the next line of text.

Note that the words "table," "figure," "appendix," etc. should be lowercase when referred to in the text. Zeros should be omitted before decimal points in tables, but not in the text.

Please do not use heavy borders or shading. If the table, figure, or chart requires fill effects please USE PATTERNS instead of shading.

Article Title and Section Headings
The guidelines for article titles and section headings are as follows (please do not underline):

Article title and principal subheads: 14-point roman type, title case, bold, and set on a line separate from the text.
Secondary subheads: 12-point roman type, title case, bold, and set on a line separate from the text.
Sub-subheads (run-in subheads): 12-point roman type, title case, bold and italic, run-in at the beginning of a paragraph, and followed by a period.

Numbers
Numerals or words: Spell out only single-digit numbers (1–9) and use numerals for all others. Use numerals for percentages and spell out percent (for instance, 9 percent). Centuries should be spelled out and lowercased.
*Decimal fractions***:** In the text, when a quantity equals less than 1.00, a zero appears before the decimal. (for example, 0.25). If the quantity is always less than 1.00, as in probabilities, correlation coefficients, and the like, a zero is typically omitted before the decimal point ($p < .05$, $R = .10$)
*Inclusive numbers***:** For information on inclusive numbers, see pages 395–97 of the *Chicago Manual of Style*, 15th edition.

Quotations
Quoted matter that runs six or more typed lines or that involves two or more paragraphs should be set off as a block quotation; the quotation should start a new line, be set without quotation marks, and be set in 11-point type. Shorter quotations are run into the text and enclosed in quotation marks. Be sure to include page number(s) where quotation appeared.

Quotation marks should be used to set off a word of unusual meaning or an unfamiliar, excessively slangy, or coined word the first time it is used. Quotation marks are unnecessary thereafter. Commonly known facts and proverbial, biblical, and well-known literary expressions do not need to be enclosed in quotation marks.

Capitalization
When in doubt, do not capitalize. Only acronyms and the word *PAR* should appear in all capital letters (after one spelled-out use). Civil, military, religious, and professional titles and titles of nobility are capitalized only when they immediately precede a personal name and are thus used as part of the name. Article and section titles of any kind should be capitalized in title case.

Italics
Italicize names of books, newspapers, and journals; please do not underline them. Italicize the names of plaintiff and defendant in the citation of legal cases. Italics are used for isolated words and phrases in a foreign language if they are likely to be unfamiliar to readers. Foreign words or phrases familiar to most readers and listed in *Merriam-Webster's Collegiate Dictionary*, 11th edition (for example, laissez faire) are not italicized if used in an English context. Italicize a word on its first occurrence; thereafter they are best set in roman. Italics may be used for emphasis and on the first occurrence.

Citing Works within the Text
To cite the works you used in developing your article, use the author-date system. For each work to which you refer, supply the author's last (family) name, date of publication of the work cited, and a page number(s) if needed. There should be a reference list entry for every text citation. (**Please note, no punctuation is used between author name and date). For example: (Smith 1993, 24) or (Jones 1992, 37–40)

If you refer to an author in the text, the publication date and page numbers are a sufficient reference. For example: As Johnson argues (1994, 17)…

If a work has more than three authors, use the name of the first author followed by et al. For example: (Davidson et al. 1990, 27)

If you cite more than one work by the same author produced in the same year, distinguish among the works with an alphabetical identifier after the date. For example: (Lowi 1985a, 13; Lowi 1985b, 18).

Assign letters to the dates of each work according to the alphabetical order of the titles of the works. For example: If you cite *The City* and *Urban Policy* by Smith and both were published in 1987, cite *The City* as (Smith 1987a) and *Urban Policy* as (Smith 1987b).

If you cite an electronic source, include the author's last name (or file name if author's name is not available [for example, cgos.html]) and the date of publication or last revision (or date accessed if publication date is not available).

Notes
Please DO NOT use footnotes. Use endnotes to elaborate or comment on material in the text and place them at the end of the text under the subhead "Notes." Notes should not be created by use of the footnote or endnote feature of the word processor. *PAR*'s typesetting process cannot use endnotes prepared in this way. Endnote reference numbers in the text are set as superscript numbers—use the superscript feature under "Fonts" to insert endnote numbers. In the notes themselves, the numbers are full size (12-point, Times New Roman type) and followed by a period.

References
(For general information, please refer to the *Chicago Manual of Style*, 15th edition, Documentation I: Basic Patterns—The Author–Date System: Reference Lists and Text Citations. For more specific content, see Documentation II: Specific Content)

Prepare a list of all the works you cite in the text and arrange them alphabetically by author's last name (please include only the works that are cited in the text). If you cite more than one work by the same author, a 3-em dash replaces the name after the first appearance and the entries are arranged by the year of publication in ascending order (earliest to latest). If you cite more than one work by the same author published in the same year, arrange them alphabetically by title and distinguish them by putting an *a*, *b*, *c*, and so forth, following the year of publication. Titles and subtitles of books and articles in the references are capitalized headline style. Please include author's full given name, instead of using initials.

Examples of some of the more common reference list entries are as follows:

> **Book, single author:**
> Goodsell, Charles T. 1994. *The Case for Bureaucracy: A Public Administration Polemic.* 3d ed. Chatham, NJ: Chatham House.
>
> **Book, multiple authors:** (only the first author's name is inverted)
> Keehley, Patricia, Steven Medlin, Laura Longmire, and Sue A. MacBride. 1997. *Benchmarking for Best Practices in the Public Sector: Achieving Performance Breakthroughs in Federal, State, and Local Agencies.* San Francisco, CA: Jossey-Bass.
>
> **Book, edited:**
> Halachmi, Arie, and Geert Bouckaert, eds. 1995. *The Enduring Challenges in Public Management: Surviving and Excelling in a Changing World.* San Francisco, CA: Jossey- Bass.

Chapter or selection in an edited book: (Please note: no quotation marks around chapter title; please include page numbers)

> Ingraham, Patricia W., and David H. Rosenbloom. 1992. The State of Merit in the Federal Government. In *Agenda for Excellence: Public Service in America,* edited by Patricia W. Ingraham and Donald F. Kettl, 274–96. Chatham, NJ: Chatham House.

Journal Article: (Please note: no quotation marks around article title)

> Roberts, Alasdair. 1995. Civic Discovery as Rhetorical Strategy. *Journal of Policy Analysis and Management* 14(2): 291–307. ("14" is the volume number, "2" is the issue number, and "291–307 is the page range. If possible, please use issue number and not month)

Newspaper Article:

> Walker, Robert. 1995. Reality Strikes Mission to Planet Earth**.** *Space News*, August 28–September 3.

Non-English Titles:
Title of works in languages other than English are treated the same as English titles except that capitalization follows the conventions of the language of the work. An English translation should be provided for all titles (book titles, journal titles, journal article titles, newspapers, etc.). The translation should immediately follow the title, enclosed in brackets without italics or quotation marks, and only the first word (of title and subtitle) and proper nouns and adjectives are capitalized.

> Mayntz, Renate, and Fritz W. Scharpf. 1973. *Planungsorganisation: die Diskussion um die Reform von Regierung und Verwaltung des Bundes* [Planning organization: A debate on the reform of government and administration of Germany]. Munich: Piper.

Papers Presented at Meetings, Conferences, etc.: (Please include month and days, as well as the city and state)

> Baker, George. 1999. Distortion, Noise, and Incentive Provision with Imperfect Performance Measures. Paper presented at the National Academy of Sciences conference on Devising Incentives to Promote Human Capital, December 17–18, Irvine, CA.

Public Documents/Reports and Documents:

> U.S. House. 1993. Committee of the Budget. *Omnibus Budget and Reconciliation Act of 1993: Report on the Budget*. Washington, DC: U.S. Government Printing Office. Report no. 103-111.

Hearings:

> U.S. House. 1994. Committee on Public Works and Transportation. *1993 Empowerment Zone and Enterprise Community Program: Hearing before the Subcommittee on Economic Development*. 103rd Cong., 2nd sess. February 7.

Court Decisions/Legal Cases:
The names of legal cases are italicized when mentioned in the text and the abbreviation *v.* should also be italicized. These should be cited in the text and are NOT listed separately in the reference list. Examples of citations in running text follow:

> In 1941, *Bridges v. California* (314 U.S. 252)
> *United States v. Katzwallader* (183 F.2d 210 [1950])

Electronic Sources (please see section 17.15 of the *Chicago Manual of Style* for a listing of specific examples of source types):

Electronic Books:
Full facts of publication should be noted, including author's last and first name, date of publication, title, chapters or other titled parts of a boo, edition, multivolume works, etc. (if applicable), a URL or address, including the path or directories necessary to access the document. Since some books are published in printed and electronic forms, always cite the source consulted.

> Burka, L.P. 1993. A Hypertext History of Multi-User Dimensions. *MUD History.* http://www.utopia.com/talent/lpb/muddex/essay.

Electronic Journals:
Follow the example for the printed form of a journal article and add the URL (address) at the end of the citation.
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These are identical to their print counterparts, with the addition of a URL.
Informally Published Electronic Material:
Include as much of the following information as can be determined: author of the content, title of the page, title or owner of the site, and the URL. When there is no clear indication of authorship, title, publisher, or date, it is still necessary to include the URL and what the source is (descriptive phrases may be used). If a site ceases to exist before publication, include such information parenthetically at the end of the citation.

Questions?

If you have questions about format or style, please contact:

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Book Reviews

The current literature of any discipline is a key to its frame of reference, preoccupations, and insights. As theorists and practitioners of public administration strive to find their bearings in a complex and turbulent environment, they may look to a steady stream of books to involve them in current controversies, research findings, new perspectives, and fresh developments. The *PAR* Book Review section aims to engage our audience in a critical discussion of the work of contemporary authors that represents the diverse field of public administration.

We invite readers to participate in the continuing exploration of a world in print by submitting book reviews and suggestions of books to review. We encourage creative and lively contributions, comparing theory and practice, proposing and rebutting arguments, testing boundaries of the discipline, crossing swords, and critiquing conventions—within the constraints of academic honesty and integrity. The Book Review section takes a broad view of the field of public administration, and particularly welcomes reviews of books published outside the United States.

Length of manuscripts should be appropriate to content. Review articles that bring together a number of books are encouraged. Style should follow the *Chicago Manual of Style*, as set out in the *PAR* Submission Information and Guidelines for Authors.

Anyone interested in submitting a book review or suggesting a book for review should contact:

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