

# Information for authors

All manuscripts to be considered for publication in the journal should be sent to the editor Krister Ståhlberg, Dept. of Public Administration, Åbo Academy, SF-20 500 Åbo 50, Finland.

## Form

Prospective authors should submit *three* typed copies of the manuscript, in English. These should be typed on one side of the paper in double spacing on A4 paper, with wide margins (c. 5–6 cms.) on all sides. An abstract, references, tables and diagrams should be typed on separate sheets. All sections of the manuscript should be numbered consecutively.

## Title Page

The title page should also include the full names of authors, academic or other affiliations, and the complete address of the author to whom proofs and correspondence should be sent.

## Length

Articles should be around 5,000 words.

## Abstract

Each copy of the manuscript must include an abstract of not more than 150 words.

## Cross References

Do not cite specific page numbers. If cross references are used extensively, use numbered sections (eg. 'see Section 1.4').

## Footnotes

Footnotes should be brief, and limited to explaining points in the text. They are not to be used for references to literature. All footnotes should be typed on separate sheets with double spacing.

## References

References to literature must be integrated in the text line and footnotes by enclosing in parentheses the author's surname, year of publication and, where necessary, page numbers: e.g. (Rokkan 1966). Where a publication has three or more authors, it should be quoted in the text as (Lewin et al. 1972). If more than one paper of an author appeared in the same year then the citation should read, e.g. (Rokkan 1966b).

Complete reference citations should be listed alphabetically on a separate sheet, giving the full name of *all* authors, titles of books or journals, and publishing details.

## Books/Monographs

Author's names, followed by initials – year of publication (in parentheses and accompanied by a, b, etc. where necessary) – title of book – part or volume number – edition – place of publication – publisher's name. For example:

Pesonen, P. 1968. *An Election in Finland*. New Haven: Yale University Press.

Multi-author volumes should follow the same format. Where different authors are responsible for distinct chapters of a book, the format should be:

Valen, H. & Rokkan, S. 1974. 'Norway: Conflict Structure and Mass Politics in a European Periphery', pp. 315–370 in Rose, R., ed., *Electoral Behavior: A Comparative Handbook*. New York: Free Press.

If the book is part of a series and marked as such on the title page, the name of the series should be given in parentheses after the citation of the book. Example:

Benedictow, O. J. 1977. *Fra rike til provins 1448–1536*. Oslo: Cappelen (Norges Historie, ed. K. Mykland, vol. 5).

#### **Reports in Institute Series**

Reports circulated by research institutes, etc., without a commercial publisher, should be cited in the same way as books. The series reference can then be included with the reference to the institute. Example:

Uusitalo, H. 1975. *Class Structure and Party Choice: A Scandinavian Comparison*. Helsinki: Research Group for Comparative Sociology. Research Report 10.

#### **Journals**

Author's names and initials – year of publication (accompanied by a, b, etc. if necessary) – title of article – full title of periodical – volume number – page numbers. For example:

Damgaard, E. 1974. 'Stability and Change in the Danish Party System over Half a Century', *Scandinavian Political Studies* 9, 103-125.

#### **Papers presented at Congresses, Workshops, etc.**

Papers circulated without any form of cover should be treated as articles. Example:

Rokkan, S. 1975. 'Towards a Generalized Concept of Verzuiling', Paper, ECPR Workshop on Religion and Language in Politics, London.

#### **Tables and Diagrams**

All tables and diagrams should be discussed or mentioned in the text, and numbered in order of mention. Each must have a brief descriptive title. All footnotes to a table or diagram are to be placed at its foot. Each table and diagram must be typed on a separate sheet. Do not include them in the text, but indicate where they are to occur.

#### **Illustrations**

Original drawings submitted must be suitable for reproduction or the authors will be required to pay the costs involved. Drawings should be in India ink.

#### **Formulae**

Formulae should be typewritten, if possible, or clearly written in black ink. Leave ample space around the formulae.

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