



Asian Journal of Public Affairs Author Guidelines

Relevant topics considered for publication

Research papers with an emphasis on:

- Public policy relevance, rather than general analysis of social or economic conditions without direct implications for actual programs or policies. May cover formulation, implementation or evaluation of policies.
- Awareness of institutional or organizational realities. To the extent possible the analysis should make use of program data or reflect contact with actual programs on the ground.
- Original research.
- New theoretical, empirical or methodological insights on potential or on-going policies.
- For empirical papers, transparent presentation of evidence; data and methods that allow authors to effectively test or appropriately discuss hypotheses or issues.
- Interdisciplinary and mixed methods are encouraged.
- Awareness of *Asian Journal of Public Affairs*' diverse readership and recognition that many may be unfamiliar with the topic at hand.

Critical book reviews of recent publications related to public policy, with priority on comparative book reviews, and books focused on policies relevant to Asia.

Commentaries on current events in which the author makes claims backed up by evidence with the purpose of helping the reader make sense of recent events within a larger societal context and with a future-oriented outlook. These will mainly be solicited by the editorial board, but exceptional commentary submitted independently will be considered.

Submission of manuscripts

When submitting your manuscript (for research paper, book review or commentary), do not include information that identifies you or your co-authors or affiliations.

Contact information for the submitting author should be included in the e-mail and on a separate document file with the title page. Please indicate clearly who the corresponding/submitting author is. *Asian Journal of Public Affairs* may retain your e-mail address for purposes of communicating with you about the article. Please notify us if your details change.

Please submit one manuscript file in Word format. We will double check for identification information before converting it to PDF format to send to reviewers.

Word length limits

Research papers: maximum 5000 to 7000 words excluding abstract and references.

Book reviews:

- Single Book reviews: maximum 800-900 words
- Multiple Book reviews: maximum 1500-2000 words

Commentaries: maximum 1500 words

The manuscript for research papers should contain

- Title
- Abstract (100-150 words)
- Up to 5 key words
- Text
- References
- All figures and tables

For book reviews and commentaries the manuscript should contain:

- Title
- Text
- References

In addition, the author will be required to submit a declaration of conflict of interest and details of all funding sources for the work in question. A short acknowledgements section may be included.

Copyright issues

Exclusive Submission Policy: Authors and contributors to *Asian Journal of Public Affairs* attest and acknowledge that all contributions are strictly original, do not infringe the copyright of any third party, and are not being simultaneously considered by any publication, nor have been previously published by any other publication.

Copyright Policy: Copyright of all articles published in *Asian Journal of Public Affairs* belongs to the author.

Language editing

If English is not your first language, before submitting your manuscript, you may wish to have it edited for language to help ensure the academic content of your paper is fully understood by journal editors and reviewers.

Style

- Follow *Chicago Manual of Style* (16th edition) when formatting manuscripts for submission.
- *English spelling* should be used, although American spelling is acceptable if it is used consistently.
- Spell out *numbers* from one to nine, and use figures for 10 and above except in tables.
- *Dates* should be in the form 14 May 2002.
- Minimize use of *abbreviations and acronyms*. Spell out the words the acronym/abbreviation represents on first appearance followed by the initials in parentheses. Avoid use of uncommon acronyms or abbreviations.
- Use 12-point font, double spacing.
- Number all pages.
- Authors should ensure that paragraphs begin with clear assertions or topic sentences followed by supporting text.
- The passive voice is weaker than the active, often making sentences wordy and unnecessarily complex. Try to avoid excessive use of "be" as your main verb. Also avoid starting sentences with "There are..." and "It is..."; since these structures make reading tedious and decrease the impact of your work.
- Limit the use of "we" where it has ambiguous implications. Do you mean the authors? The authors' affiliation? Society at large? However, feel free to use "we" and "I" when you are writing in the active voice of the first person.

- Avoid trendy language, such as "basically", "additionally", "problematic", "nontrivial", "viable", "interface", "prioritize", "incentivize", and "impact" as a verb.

The editors hope to preserve each author's distinctive style of presentation in the final edited version of any piece. We request, however, that you avoid shorthand and jargon understood only by specialists in narrow fields to ensure the accessibility of your work to a broader audience. The editors reserve the right to format/make minor edits in accepted manuscripts in accordance to the journal style, such as spelling. However all galley proofs will be sent to authors for approval of any changes.

Tables and Figures

Be parsimonious in use and design of tables and figures. Provide only data relevant to textual argument and cite each table in the text.

Use simple formats for tables with single line outlines. Avoid wide tables that need to be in landscape format.

Tables and figures must be numbered and titled, with title *above* the table/figure.

Check that each table/figure is cited in the text with its appropriate number.

Tables and Figure should be Black & White.

Provide charts in Excel with underlying data for manuscript processing.

Headings

Avoid more than three levels of numbered headings, but do use headings and subheadings to provide signposts to readers.

Left align headings (not centered).

Footnotes

Substantive ideas should be included in text. If footnotes are necessary, number them consecutively and place them at the bottom of the page.

References

- Authors are responsible to ensure the completeness of references.
- References should be cited in the text as (Author date) with author's name(s) and year of publication not separated by a comma. Page numbers should be listed after commas in the case that the text is quoted from a specific page or a more specific reference is desired (e.g. for text within a book). E.g. (Smith 1949, p. 385)
- List references alphabetically by author, in the references section. For more than one publication by an author (or co-authors) arrange by publication date with the earliest publication first.
 - References should follow *Chicago Manual of Style*. However, if authors have questions for unusual information sources or other queries, please contact the Editorial Board of *Asian Journal of Public Affairs*.
- List authors as they name themselves. For example, use 'David Davies' if that is the name appearing as the author, not 'D. Davies' or 'Davies, D'.

Editorial review process

Initial editorial checking

All submitted manuscripts must go through rigorous editorial checks before they are sent for peer review. The manuscripts are checked for plagiarism, basic grammar and language, relevance to the journal's aims and scope, existence of policy implications section and clarity of research design (for empirical papers). Authors of manuscripts that do not pass the initial checks will be informed within 7 days of the specific shortcoming(s), and are asked to revise and resubmit their manuscript.

Peer review

Asian Journal of Public Affairs is a double-blind peer-reviewed journal. Papers that meet the basic requirements will be sent to three peer reviewers. Within 4-6 weeks peer review comments will be sent back to the author along with the editorial decision being either acceptance with revision; or rejection.

Revisions

A request for revision does not guarantee that the paper will be accepted. Reviewers may feel that the paper meets most criteria for publication, but needs clarification on certain areas. Authors are given approximately 2 to 4 weeks to return their revised manuscript. Note that if the revision is not received after 6 months, the Editorial Office will consider the paper as 'withdrawn'.

Two copies of a revised paper should be submitted: an anonymised, tracked copy; and a clean copy. A point-by-point reply to editorial and reviewer comments should exclude any identification of the authors or institutions, as this letter may be sent out to the reviewers for consideration during the second round of peer review.

Publication

Each accepted manuscript will be formatted and edited in accordance with the journal style. The Editor retains the right to determine the style, and if necessary, edit and shorten any material accepted for publication.

When the galley proof is ready, the Editorial Office will send the proof to authors to check for its completeness. Confirmation or comments from the authors must be given within 48 hours of receipt of the proof, in order to avoid delays in publication of the manuscript. Authors should note that major alterations to the text will not be entertained at this stage, and that they are responsible for all statements made in their work, including changes made by the Editorial team and authorized by the corresponding author.

Do note that the Journal does not publish manuscripts without the author's approval of the galley proof. For this reason, it is vital that a working email address be provided to the Journal office. Once the author gives approval for publication, the Editorial Office will not be held responsible for any mistakes thereafter.

Asian Journal of Public Affairs operates on a rolling basis by publishing articles on line as soon as the final manuscript is completed. *Asian Journal of Public Affairs* is committed to publishing two hard copy issues per academic year (after Fall and Spring/Summer terms) with an option for a special/thematic issue each year.

All articles are open access with no fees charged.

Contact the Editor

For questions about the format of submissions, the process of submitting a manuscript, or about the status of manuscripts that have been submitted and assigned a manuscript number, please contact the *Asian Journal of Public Affairs* Editorial Office at: ajpa@nus.edu.sg.