Public Administration Review
Information for Contributors

About the Journal

Public Administration Review (*PAR*) is dedicated to advancing theory and practice in public administration. *PAR* serves a wide range of audiences globally. As the preeminent professional journal in public administration, *Public Administration Review* (*PAR*) strives to publish research that not only advances the science and theory of public administration, but also incorporates and addresses the realities of the practice of public administration.

The *PAR* editorial team takes pride in our rigorous review process. Although we strive for rigor, we also seek to provide quality service to our contributors. Operationally, this means we try to offer high quality, timely feedback. The standard time for full peer review is typically less than 90 days from receipt of a manuscript to an editor's decision. If our internal editorial review concludes a manuscript is not suitable for full peer review, then we usually have a decision to authors within 14 days after submission of a manuscript.

As a professional journal, *PAR* encourages submissions from both scholar and practitioners. Regardless of the affiliations of our authors, our readers value research informed by practice and practice informed by research. Since its founding in 1940, *PAR* has regularly published articles contributed by practitioners.

We also encourage scholars and practitioners to consider co-authorship as a means for co-producing relevant, timely and quality research. In addition to articles, *PAR* offers other opportunities for practitioners to share their knowledge and experience. These opportunities include our newest feature, Viewpoint, which shares salient practice-oriented research, and Book Reviews. More details about these features appear below.

PAR Features

Research Articles

PAR welcomes manuscripts using diverse theoretical and research frameworks about topics across the domain of public administration. Articles are expected to adhere to high-quality scientific standards and promote knowledge and understanding for professionals and practitioners interested in theory, empirical research, and salient developments in the field. Research topics appropriate for *PAR* encompass a broad domain, ranging from theoretical and empirical research about public organizations, policy analysis, evaluation research, and normative theory that explores value questions associated with public administration. To this end, *PAR* encourages submissions that emphasize these broader elements as well as pieces that have a particular focus,

including, but not limited to international and comparative research, and research syntheses.

International and comparative research that builds knowledge and theory that is useful for practitioners and scholars around the world is encouraged. *PAR* is dedicated to engaging the global public administration community through research that provides readers with opportunities to compare practices and processes and interpret international trends and developments in the field.

Research syntheses should apply a rigorous and critical assessment of a body of theory and empirical research, articulating what is known about a phenomenon and ways to advance research about the topic under review. Research syntheses should identify significant variables and effect sizes, a systematic and reproducible search strategy, and a clear framework for studies included in the larger analysis. Meta-analyses that statistically combine studies to determine an overall effect or effect size are encouraged.

All submissions should include three to five sentence-length takeaway points for readers that provide *Evidence for Practice*. Articles from practitioners or co-authored by practitioners and scholars are welcome. Authors should submit manuscripts electronically through *PAR*'s online submission portal – Editorial Manager (http://www.editorialmanager.com/par). NOTE: Beginning January 2018 *PAR* will no longer commission research under the Perspectives, Commentaries, Evidence in Public Administration, Administrative Profiles features. Rather we will consider such pieces as either stand-alone research articles or, where appropriate, as articles eligible for the Viewpoint feature. Further inquiries regarding submission of articles should be addressed to both Co-Editors-in-Chief (Jeremy.Hall@ucf.edu, battaglio@utd.edu).

Viewpoint

Academics and practitioners have different audiences, viewpoints, interests, intellectual approaches, research methods, and styles of discourse. These differences may prove critical for ASPA as a relevant professional forum and for promoting greater connectedness in public administration settings. *PAR* serves as a critical instrument for bridging these differences, and is committed to engaging the practice community in a new way to increase involvement and participation. *PAR* seeks manuscripts from key stakeholders and/or organizations that are attuned to the problems and concerns confronting their constituents in large numbers.

PAR encourages key groups from the practitioner community to submit research from their organizations that may be pertinent to the broader *PAR* and ASPA audience. Viewpoint will begin with the January/February 2018 issue and will feature the writings of prominent practitioners on topics of importance. Manuscripts should be 2000-3000 words in length and actively engage both scholars and practitioners in a timely dialogue on cutting edge topics, service innovation, and problems and constraints facing their stakeholders. Further inquiries regarding proposals and submissions should be addressed to Viewpoint Editor Stephen E. Condrey (steve@condrey-consulting.com).

Book Reviews

The Book Review feature aims to engage scholars and practitioners in a lively discussion of books that take on timely topics, advances in theory and/or practice, service innovation, and problems and constraints facing public administration and policy stakeholders. The *PAR* Book Review feature takes a broad view of the field of public administration, and welcomes reviews of books published outside the United States. 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. Book reviews should strive for clarity, conciseness, and timeliness. Length of manuscripts should be appropriate to content. Review articles that bring together a number of books are encouraged. Please follow the same style instructions as those noted for regular manuscripts.

Anyone interested in submitting a book review or suggesting a book for review should contact Galia Cohen, University of Texas at Dallas (galia.cohen@utdallas.edu).

Copyright Notice

General Guidelines

Authors should only submit manuscripts by using the electronic submission portal: http://www.editorialmanager.com/par/. You will first need to register as an author and then follow the instructions to initiate a submission. All manuscripts should be written using a widely-accepted word processing program such as Microsoft Word.

Manuscripts should not be written in first person ("I") unless you have been specifically commissioned by *PAR* to write an editorial or commentary. Submissions should be manuscripts that have not been published previously and are not under consideration for publication elsewhere. Manuscripts should generally contain no more than 8,000 words, including abstract, endnotes, and references; tables, figures, charts, and appendices should be excluded from the word count. All material should be 12-point, Times New Roman type, double-spaced with margins of one inch.

Authors submitting manuscripts to *PAR* should include three to five sentence-length takeaway points for readers that provide *Evidence for Practice*. The purpose of these is to distill specific research findings, meaningful implications, or insights for practice that

would help the article to attract a savvy practitioner in search of evidence to inform practice. Authors are encouraged to include these with the initial submission. *Evidence for Practice* is required to be included in the submission of a revised manuscript.

PAR uses a double-blind review process so authors should prepare their manuscripts accordingly. Include the title of the manuscript and an abstract of no more than 150 words on a page preceding the first page of the manuscript. Do not include the author(s) name on the title page. Please avoid indications of authorship in the body of the manuscript 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.

Once a manuscript is formally accepted, authors will receive instructions regarding the publication process. 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 proceed through production unless copyright has been assigned. Upon receipt of a manuscript, Wiley's Author Services systems will provide instructions to the corresponding author for completion of the license agreement.

PAR strongly encourages all authors to publicize their articles via social media and/or their organization's marketing team. Upon acceptance, authors will be invited to work with *PAR*'s Editor for Digital and Social Media to further promote their article, increase readership, and improve citation.

Information for International Authors

Wiley-Blackwell, the publisher of *PAR*, promotes a Pre-Acceptance English-Language Editing Service that enables non-native speakers of English to obtain professional help with their composition prior to submission. *PAR* editors can refer authors to the service before or during the manuscript review process, or as a condition of final acceptance. More information about this service is available at http://authorservices.wiley.com/bauthor/english_language.asp.

Information on Manuscript Formatting

Tables, Figures, Charts, Appendices

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. *PAR* does not print in color.

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.

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 the 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. Italics may be used for emphasis and on the first occurrence; thereafter they are best set in roman.

Notes and References

Manuscripts should follow the style guidelines in the *Chicago Manual of Style*, 16th edition, using the Author-Date method of citing and referencing. Specific questions about style issues can be addressed at http://www.chicagomanualofstyle.org/tools_citationguide.html. All references must have authors' full first names.

For notes, please do not use the autoformat feature or the footnote feature to embed endnotes in the word processing program. Notes should be listed altogether before the reference section with the corresponding superscript numbers unlinked and entered manually in the text.

Advice from the Editors

In order to ensure the clarity and cohesiveness of your article, please refer to the advice from the editors below. Remember, *PAR* is a professional journal that publishes relevant research and commentary for practitioners and scholars. Make sure your article incorporates the following items:

Structure

1. *Use the following structure for your research article: Abstract, Evidence for Practice, Introduction, Theory, Methods, Results, Discussion, and Conclusion.*
   a. Include a robust discussion section distinct from your conclusion.
   b. Do not use a heading for your introduction. It is implied that your first several paragraphs are introductory.
   c. Do not use in-text citations in your practitioner points. The practitioner points are intended to be direct, concise statements about implications and insights for practice.

2. *Give your article a title that is both descriptive and inviting to prospective readers.*
    a. Your article title should appeal to both scholars and practitioners.
    b. Use a shortened version of the main idea of your article in the title. Be sure to consider including keywords that people will use to search for your topic.
    c. Use keywords, but do not use technical jargon or esoteric words.
    d. Try to limit your titles to 8 words or less.
    e. Titles should fit evenly into one or two lines.

3. *Your abstract should inform readers what your article is about and its most important findings.*
    a. Readers, including scholars and practitioners, should be able to understand your topic, argument, and conclusions. Make your abstract straightforward and do not use technical language or jargon.
    b. Your abstract should be 150 words or less.
    c. Lead with the main message and primary findings of your article.
    d. Do not refer to the "article" in your abstract; it is understood that the content of your abstract is about your article.

4. *Provide a distinct conclusion that tells readers what you found, why it is important, and what difference it will make for research and practice.*
    a. Make sure you separate your discussion section from the conclusion of the article.
    b. Synthesize your article; don't summarize it. Show readers how the pieces of your article fit together.
    c. Answer the question "So what?" Why is your article significant, and how is it relevant?

5. *References are included in your word count, so make sure they are necessary.*

Style

1. *Follow the Chicago Manual of Style, Author-Date format for citations.*
    a. Use endnotes, not footnotes.
    b. Minimize the number and length of notes. If content is important, then put it in your main text.
    c. Do not use numbered headings.
    d. Do not use autonumbering or the autoformat feature.
    e. Do not use outline numbering in the ABC format. Instead, use bullets or numbers.

2. *Follow PAR guidelines for general style.*
    a. Do not refer in the text to your "paper" or "manuscript;" refer to it as an "article."
    b. We prefer the terms "scholar," "practitioner," or "professional." Avoid using the terms "researcher" or "academic."
    c. Use the terms research and/or scholarship instead of "work."
    d. Spell out the meaning for all acronyms you create when you first use the acronym. In general, limit the use of acronyms.
    e. Use active voice. Convert passive to active voice wherever possible.
    f. Avoid parenthetical statements unless they are clearly justifiable. Limit the use of italics and other special fonts.
    g. Use "which" and "that" appropriately.
    h. Use modern American English, not British English or forms of Olde English.

General

1. *Be consistent in language and style.*

2. *Make sure your article both fits with PAR and is distinct from previous scholarship.*

    a. Explicate what separates your article from prior research.
    b. Pay attention to recently published *PAR* content on topics related to your article.
    c. Make sure your topic is accessible to the broad reach of *PAR*'s readership.
    d. Make sure your language is accessible to *PAR*'s readership.

3. *Acknowledge your source(s) of funding.*

4. *Maintain a critical eye to cut unnecessary words. This will make your article both shorter and more readable.*

5. *Professional editors are resources who can help to improve an article's organization, clarity, and accessibility. If you have access to professional editors, we encourage you to seek their assistance.*

Upon return of your manuscript, the editors may request further editing of these items. If you have any questions, please email the Co-Editors-in-Chief (battaglio@utd.edu, Jeremy.Hall@ucf.edu).