**Public Administration Review**

**Submission Instructions and Information for Authors**

**General Guidelines**

Authors should submit a manuscript electronically to http://www.editorialmanager.com/par/. You will need to register as an author and then will be asked to follow the instructions for 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 are asked to include 3-5 “practitioner points” that distil specific practical implications and insights for practice from their research. Authors are encouraged to include practitioner points with the initial submission. The points are 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 receive information on how to record a podcast episode and ideas for further promoting their article.

**Attention 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 in the word processing program or the footnote feature to embed endnotes. Notes should be listed altogether before the reference section with the corresponding superscript numbers unlinked and entered manually in the text.

Book Reviews
The current literature of any discipline is a key to its frame of reference, preoccupations, and insights. 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. 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:

Danny L. Balfour
Professor
Grand Valley State University
e-mail: balfourd@gvsu.edu

or

Stephanie P. Newbold
Professor
Rutgers University - Newark
e-mail: stephanie.newbold@rutgers.edu
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 academicians. Make sure your article incorporates the following items:

1. **Give your article a title that is both descriptive and inviting to prospective readers.**
   - a. Your article title should appeal to both academicians 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. Keep titles concise (e.g., some sources suggest titles should be no longer than 8 words).

2. **Your abstract should inform readers what your article is about and what the most important findings are.**
   - a. Readers, including academicians and practitioners, should be able to understand your topic, argument, and conclusions. Do not use technical language or jargon.
   - b. Keep your abstract to 150 words or less.
   - c. Lead with the main message or primary findings of your article.
   - d. Avoid referring to your article as a paper or manuscript.

3. **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?

Upon return of your manuscript, the editors may request further editing of these items. If you have any questions, email par@fsu.edu.
Public Administration Review
Information for Contributors

Public Administration Review (PAR) is dedicated to advancing theory and practice in public administration. PAR serves a wide range of audiences around the world. PAR offers a lively forum for dissemination and exchange of ideas about the profession. We welcome contributions from scholars and practitioners.

Perspective. Perspective is a forum for public administration and policy leaders to share their insights and wisdom about important issues on the public administration agenda. Perspective seeks contributions from leading public administration professionals, elected and appointed public officials from the U.S. and abroad, and opinion leaders outside the public sector. Perspective essays of 1,000 words or less will offer the author’s position about an important issue or challenge confronting public decision makers. Authors’ views should be supported by evidence grounded in authors’ knowledge, experience and insights. Essays may cover topics ranging from classic issues of responsibility, representation, and executive leadership to more topical issues of collaborative governance, e-government, and sustainability. We welcome unsolicited submissions. Submissions should be directed to Perspective and Commentary Editor Daniel Feldman (dfeldman@jjay.cuny.edu).

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 recent and emerging developments in the field. Research topics appropriate for PAR encompass a broad domain, ranging from theoretical and empirical research about public organizations, policy analyses, evaluation research, and normative theory that explores value questions associated with public administration. Cross-national and multicultural research is welcome. Authors should submit manuscripts electronically to Editorial Manager (http://www.editorialmanager.com/par). Further inquiries regarding submission of articles should be addressed to Managing Editor Richard Feiock (par@fsu.edu).

Commentaries. PAR features commentaries by professionals on selected articles. The commentaries are intended to advance PAR’s mission of supporting dialogue among practitioners and academicians. The commentaries aim to add value by relating the articles’ insights, findings, and conclusions to the experiences of practitioners. They should be focused around a single theme or insight related to an article so the theme can be developed in some depth within a 1000-word limit. If you are interested in being considered to write a commentary, send your expression of interest, contact information, and a short bio to Perspective and Commentary Editor Daniel Feldman (dfeldman@jjay.cuny.edu).

Public Administration and the Disciplines. PAR values dialog between public administration scholars who identify themselves as interdisciplinary and scholars from traditional disciplines. The goal of Public Administration (PA) and the Disciplines is to acknowledge the partnership that exists between PA and the disciplines, and to facilitate strong intellectual exchanges across field boundaries, in both directions, that will advance theory and practice in public administration. Essays for PA and the Disciplines will usually be written by scholars trained in a discipline on how developments in a specific subfield of their discipline could contribute to advancing knowledge about public administration. The articles for this series are also intended to show how current scholarship in public administration can advance knowledge in the discipline. Articles are expected to reflect cutting-edge developments in the disciplines, show why these developments are important for PA, and also show why public administration scholars’ attention to the theory can improve its validity. Proposals and submissions should be sent to Public Administration and the Disciplines Editor Rosemary O’Leary (oleary@ku.edu).

Theory to Practice. Theory to Practice is a forum that offers scholars an opportunity to inform professionals about a body of research findings and their practical and managerial implications. Theory to Practice aims to promote exchanges between researchers and practitioners, and, especially, to help apply research findings to practice and encourage research on the topics that interest practitioners. Research reviews written for and accessible to public administration professionals are welcome. Proposals and submissions should be sent to Theory to Practice Editor Hal Rainey (hgrainey@uga.edu).
**Research Synthesis.** We publish rigorous reviews that serve a variety of purposes, including critically assessing a body of theory and empirical research, articulating what is known about a phenomenon and ways to advance research about it, and identifying influential variables and effect sizes associated with an existing body of empirical research. The reviews should include a systematic and reproducible search strategy and clear criteria for inclusion of studies in the larger analysis. We welcome meta-analyses that statistically combine studies to determine an overall effect or effect size of one variable on another. We are also interested in research syntheses that do not use formal meta-analytic methods, although purely narrative, non-systematic literature reviews are not appropriate for this feature. Proposals and submissions should be sent to Research Synthesis Editor Michael McGuire (mcguirem@indiana.edu).

**International.** Public administration is increasingly becoming a global enterprise. PAR is dedicated to helping build knowledge and theory that is useful for practitioners and scholars around the world. PAR welcomes manuscripts that provide readers with opportunities to compare practices and processes and interpret international trends and developments in the field. Submissions involving international and comparative research should be submitted electronically via Editorial Manager (http://www.editorialmanager.com/par). Inquiries about prospective international research should be directed to Soonhee Kim (shkim07@maxwell.syr.edu) and Geert Bouckaert (geert.bouckaert@soc.kuleuven.ac.be).

**Administrative Profile.** This feature profiles public administrators who have made significant contributions to public service through their work in government and nonprofit entities. The administrative profiles are crafted around an important theme or facet of public administration (e.g., organizational change, performance management, risk-taking) that characterizes the work of an exemplary leader. The profiles typically use biographies and stories told by the public administrators themselves to discern elements of effective management and leadership in government and nonprofit institutions. Studying the actions, behaviors and political environments of public servants can provide a rich analysis of the factors and circumstances that contribute to effective and innovative performance. Inquiries, proposals, and manuscripts should be directed to Administrative Profile Editor W. Henry (Harry) Lambright (whlambri@maxwell.syr.edu).

**Book Reviews.** PAR book reviews aim to engage our readers in a critical discussion of contributions of contemporary authors that represents the diverse fields of public administration, and encourage creative and lively contributions, comparing theory and practice, proposing and rebutting arguments, testing boundaries of the disciplines, crossing swords, and critiquing conventions – within the constraints of academic honesty and integrity. Book reviews can focus on a cluster of books with a common theme or single books. In the cluster review format, a number of books will be compared and contrasted. Review essays should offer a point of view, but should seek to treat each item fairly. The PAR Book Review section takes a broad view of the field of public administration, and welcomes reviews of books published outside the United States. Book reviews should strive for clarity, conciseness, and timeliness. Communications should be addressed to Book Review Editors Danny L. Balfour (balfourd@gsu.edu) or Stephanie P. Newbold (stephanie.newbold@rutgers.edu).

**Evidence in Public Administration.** This feature creates a space where scholars and practitioners of public administration can meet to engage in a dialogue about evidence in public decision making. In this feature PAR will shine a light on the evidence needed to make effective decisions and examinations of the evidence that currently exists for contemporary public sector efforts. PAR seeks to create a resource for both practitioners and scholars to consult when trying to find the extant evidence on a particular topic, and to also know the limitations and parameters of that evidence. Inquiries, proposals, and submissions should be directed to Kimberley Isett (isett@gatech.edu), Gary VanLandingham (gvanlandingham@pewtrusts.org), or Brian Head (brian.head@uq.edu.au).

**Copyright Notice.** 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.