

## **Instructions for submitting your paper to *Politologia*<sup>1</sup>**

### **Structure**

Manuscripts should be compiled in the following order: title page; abstract; 5 or 6 keywords; main text; acknowledgements; references; appendices (as appropriate); table(s) with caption(s) (on individual pages); figure caption(s) (as a list).

### **Word limits**

Please include a word count for your paper.

A typical manuscript should be no more than 8000 words and no less than 5000 words; this limit includes tables, references, figure captions, endnotes.

### **Style guidelines**

References or citations should be indicated ALPHABETICALLY within the text (e.g. Jones 2000; Smith and Jones 1999), separated with semi-colon, no comma before year.

Precise page references should be given for quotations. For example: Mair (1990: 63–4), Katz and Mair (1992: 27–30; 1995: 56–87). Use 'et al.' (in italic) when citing a work by more than two authors, but then use all authors' names (up to 7) in the listing of cited works at the end of the paper (where there are more than 7 authors, please use et al. only). The letters a, b, c, etc., should be used to distinguish citations of different works by the same author in the same year, e.g. Mair (1995a: 15–20; 1995b). All references cited in the text should be listed alphabetically and presented in full after the notes, using the following style:

#### **ARTICLES IN JOURNALS:**

Norris, Pippa, Andrew Geddes, and Joni Lovenduski (1992). 'Race and Parliamentary Representation', *British Elections and Parties Yearbook*, 2:1, 92–110.

#### **BOOKS:**

Saward, Michael (2010). *The Representative Claim*. Oxford: Oxford University Press.

#### **EDITED BOOKS:**

Wolbrecht, Christina and Rodney E. Hero eds. (2004), *The Politics of Democratic Inclusion*. Philadelphia, PA: Temple University.

#### **CHAPTERS IN EDITED BOOKS:**

Franklin, Mark N., and Philip Norton (1993). 'Questions and Members', in Mark N. Franklin and Philip Norton (eds.), *Parliamentary Questions*. Oxford: Clarendon Press, 104–122

#### **UNPUBLISHED WORKS OR CONFERENCE PAPERS:**

March, Luke (2012). 'Towards an Understanding of Contemporary Left-Wing Populism', paper presented at the Political Studies Association (PSA), Annual International Conference, Belfast, 3–5 April 2012

Radaelli, Claudio (2000). 'Whither Europeanization?', unpublished paper, University of Bradford.

#### **WEBSITE:**

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<sup>1</sup> This journal gives authors the option to publish open access, making it free to access online immediately on publication more on:

Muthen, Bengt O. (2004). Mplus Technical Appendices. Los Angeles: Muthen and Muthen, available at <http://blahblahblah> (accessed 1 January 2010).

#### **DATA SET:**

Müller, Wolfgang C., et al. (2017). 'AUTNES Content Analysis of Party Press Releases (OTS) 2002', GESIS Data Archive, Cologne. ZA6878 Data file Version 1.0.0, DOI:10.4232/1.12695.

#### **Formatting and templates**

Papers may be submitted in Word format only. Figures should be saved separately from the text. To assist you in preparing your paper, we provide formatting templates.

#### **Checklist before submission to Politologia**

1. **Author details.** All authors of a manuscript should include their full name and affiliation on the cover page of the manuscript. One author will need to be identified as the corresponding author, with their email address normally displayed in the article and the online article. Authors' affiliations are the affiliations where the research was conducted. If any of the named co-authors moves affiliation during the peer-review process, the new affiliation can be given as a footnote.
2. A non-structured **abstract** of no more than 150 words.
3. **5-6 keywords.**
4. **Funding details.** Please supply all details required by your funding and grant-awarding bodies as follows: *For single agency grants*: This work was supported by the [Funding Agency] under Grant [number xxxx]. ; *For multiple agency grants*: This work was supported by the [funding Agency 1]; under Grant [number xxxx]; [Funding Agency 2] under Grant [number xxxx]; and [Funding Agency 3] under Grant [number xxxx].
5. **Disclosure statement.** This is to acknowledge any financial interest or benefit that has arisen from the direct applications of your research
6. **Biographical note.** Please supply a short biographical note for each author. This could be adapted from your departmental website or academic networking profile and should be relatively brief.
7. **Data availability statement.** If there is a data set associated with the paper, please provide information about where the data supporting the results or analyses presented in the paper can be found. Where applicable, this should include the hyperlink, DOI or other persistent identifier associated with the data set(s).
8. **Data deposition.** If you choose to share or make the data underlying the study open, please deposit your data in a recognized data repository prior to or at the time of submission.
9. **Figures.** Figures should be high quality. Figures should be saved in Microsoft Word (DOC or DOCX).
10. **Tables.** Tables should present new information rather than duplicating what is in the text. Readers should be able to interpret the table without reference to the text. Please supply editable files.