

# Notes for Contributors

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Please obtain permission to quote from or to reproduce copyright material in your article before submission and give acknowledgements in a section at the end of the paper before the Notes or, in the case of illustrations, in the captions. Articles must explicitly adhere to at least ONE of the six comparative criteria outlined in the Aims and Scope of the Journal. The JCPA aims to engage in a dialogue on comparative policy analysis. We urge authors to become part of this dialogue by addressing points raised in related articles published in other JCPA issues.

Manuscripts should not be longer than 8,000 words, including an abstract of 100 words, double-spaced and in 12-point type. Special Issue Articles may not exceed 6500 words, unless differently stated. Priority on Special Issues is given to institutional and individual members. Submissions to **Comparative Policy Statistics and Analysis** and **Comparative Policy Instruction, Syllabi and Pedagogy** sections should be 4,000 words long inclusive of a 100-word-long Abstract.

All electronic versions should be in a standard word-processing format, preferably MS Word or RTF. British or American spelling is acceptable provided usage is consistent. Authors should also consult the most recent volume of the Journal for style.

## Tables and Figures

Tables should be used parsimoniously to illustrate findings which are crucial. Tables should be prepared with the minimum use of horizontal rules (usually three are sufficient) and avoiding vertical rules. It is important to provide clear copy of figures (not photocopies or faxes), preferably electronically in .JPG, .TIF or .EPS format. Tables and figures should be submitted on separately numbered sheets. The positioning of a table or figure should be indicated in the text following the paragraph that first mentions it.

## References

References should be cited in the text according to the Harvard reference system, that is, use the last name of the author(s), the date of publication and, following quoted material, the page references.

*Book/multiple author*

Archer, Keith, Gibbins, Roger, Knopff, Randal and Pal, Leslie, 1995, *Parameters of Power: Canada's Political Institutions* (Scarborough: Nelson).

*Article in edited volume*

Bennett, Cathy J. and Bayley, Rita, 1981, The new public administration of information: Canadian approaches to access and privacy, in: Martin W. Westmacott and Hugh P. Mellon (Eds) *Public Administration and Policy: Governing in Challenging Times* (Scarborough: Prentice Hall), pp. 116–127.

*Article in journal*

Salazar, Des J. and Alper, Derida K., 2002, Reconciling environmentalism and the left: perspectives on democracy and social justice in British Columbia's environmental movement. *Canadian Journal of Political Science*, 35, 527–566."

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