

Public Policy Portuguese Journal

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Editorial Norms

General guidelines

Authors should provide a covering letter explaining the motives for submitting an article to *Public Policy Portuguese Journal*, and the reasons why the manuscript is suitable for publication.

Manuscripts are accepted in Portuguese or in English.

Manuscripts should be compiled in the following order: (i) Separate title page (including all author names and institutions, and, if applicable, acknowledgements as well as funding and grant-awarding bodies); (ii) Main document (abstract, keywords, main text, and references); (iii) Separate table(s) and figure(s) with caption(s) on individual pages.

The writing and submitting processes of articles to the *Public Policy Portuguese Journal* is subordinated to international scientific standards, according to the following conditions: (i) Articles submitted for publication must be original and unpublished; (ii) Authors should ensure that they have developed the work submitted to the journal; (iii) Authors are fully responsible for what is written in their articles.

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Page layout

Paper size A4, 2,5cm left, right, bottom and top margins.

Document format

Manuscripts should be submitted in Word file using font Calibri and single line spacing. The document should not have more than 20 pages (including bibliography), and a PDF version of the document must be provided.

Authors' information

Should mention affiliation and personal e-mail address. Use size 11, regular, justified.

Title

Should be concise and informative with size 15, bold, left aligned and in capital letters. After title add author(s) name(s) in size 11, italic, left aligned.

Abstract

The abstract should have between 150 to 200 words and should not contain any undefined abbreviations. Use size 11, regular, justified.

Keywords

Must be provided up to 5 keywords separated by coma (,) at the end of the abstract. An appropriate JEL Classification(s) must be provided with minimum of 3 digits, for example R58. This classification system is prepared and published by the *Journal of Economic Literature*. For more information, please visit the website at <https://www.aeaweb.org/econlit/jelCodes.php?view=jel>

Plain text body

For plain text body use size 11, regular, justified. Subtitles 1st level - size 13, bold, low case, left aligned; Subtitles 2nd level - size 12, bold, low case, left aligned; Subtitles 3rd level - size 11, italic, low case, left aligned.

Abbreviations

Abbreviations should be defined at first mention and used consistently thereafter.

Footnotes

Footnotes can be used to give additional information. They should not contain any figures or tables and should be in size 9, regular, left aligned. Footnotes to the text must be numbered consecutively. Footnotes to the title of the article are given with the reference symbol (*). Endnotes cannot be used.

Acknowledgments

If applicable, acknowledgments of people, grants, funds, and others, should be placed in a

separate section before the reference list. The names of funding organizations should be written in full.

Citations

After quoting a text extract, authors should cite the reference giving only the author's name and publication year in parentheses, e.g. (Birkland, 2011; Pawson, 2013; Picardi and Masick, 2014). When authors are citing an author inside the text, they should add only the publication year between parentheses, e.g. Fink (2015) presents

Reference List

The list of references should only include works that are cited in the text. Authors should not use footnotes or endnotes as a substitute for a reference list. Reference list entries should be alphabetized by the last name of the first author of each work. To format reference list use size 11, regular, left aligned. Ideally, the names of all authors should be provided, but the usage of *et al.* in long authors list will also be accepted.

Periodical articles

Last name of the author, First initial. (Publication year). Article title. *Title of the Journal or Review*, Volume (issue), first page-last page, e.g. McCann, P. and Ortega-Argilés, R. (2015). Smart specialization, regional growth and applications to European Union Cohesion policy. *Regional Studies*, 49(8), 1291-1302.

Books

Last name of the author, First initial. (Publication year). *Book title*. Edition number, Publishing place: Publishing house.

One author

- e.g. Parsons, D. (1995). *Public policy: An introduction to the theory and practice of policy analysis*. Cheltenham: Edward Elgar Publishing.

Two or more authors (up to six authors)

- e.g. Burch, P. and Heinrich, C. J. (2015). *Mixed methods for policy research and program evaluation*. Los Angeles: Sage.
- After the 6th author, "*et al.*" is used.

Society, association, or institution as author and publisher

- e.g. World Bank Group. (2015). *World development report. Mind, society and behavior*.

Washington, DC: World Bank Group.

Edited book

- e.g. Neto, P. and Serrano, M. M. (Eds). (2015). *Políticas públicas, economia e sociedade. Contributos para a definição de políticas públicas no período 2014-2020*. Alcochete: Nexo Literário.

Article or chapter in an edited book

- e.g. Fetterman, D. M. (2015). Empowerment evaluation: Theories, principles, concepts and steps. In D. M. Fetterman, S. J. Kaftarian and A. Wandersman (Eds), *Empowerment evaluation* (pp. 2-19). Los Angeles: Sage.

Electronic publications

Last name of the author, First initial. (Publication year). *Document title*. Accessed in: day, month, year, in: URL.

Electronic book

- e.g. Moran, M., Rein, M. and Goodin, R. (Eds.) (2006). *The Oxford handbook of public policy*, IN: Oxford University Press.

Article from an Internet journal based on a print source (exact duplicate with same page numbers)

- e.g. Chittenden, F. and Ambler, T. (2015). A question of perspective: Impact assessment and the perceived costs and benefits of new regulations for SMEs [Electronic version]. *Environment and Planning C: Government and Policy*, 33(1), 9-24.

Tables, figures and graphics

All tables, figures and graphics must be numbered using Arabic numerals and should have a title explaining its components above the body, using size 10, bold, centered. The source and year of the information given in tables, figures and graphics should be included beneath its body, centered, size 9, regular. For tables and boards contents use size 9. Figures and graphics must be in JPEG format (image).