

Author Guidelines *Public Note*

February 2021

1. General

The audience of *Public Note* consists of students and professionals (in the field of government, administration and public organisations) and a wider public interested in social issues and public affairs. As an author, it is therefore important to captivate a **broad audience** with an **understandable, lively style and a clear line of argument**. The aim of a Public Note is to communicate your findings to this wide audience in an accessible, appealing and (if possible) creative and/or innovative way. This means that the focus is on content rather than method or scientific relevance.

2. Form and Style Requirements

- The form of a public note is free. It may be a written text (an article, blog, story, poem with explanation, etc.), but also an infographic, video or other form.
- The requirements below have been drawn up for the written form. For other forms, the delivery of the piece should be discussed with the editors.
- The guideline for a public note is **1000 words** (not including references).
- Think of a catchy title and possibly an explanatory subtitle.
- Make sure the structure is logical and use sub-headings. End the article with a clear conclusion.
- Public Note applies the APA rules for referencing. Literature references are given in brackets in the running text: (Bovens, 't Hart & Twist, 2007, p.42-43) or (Noordegraaf, 2004).

3. Submitting a Public Note

- If the public note is a written document, it should be submitted by e-mail in Word, with the following title: 'Last name author, first name(s) author, title article'.
- The editors would like to add a **photo, e-mail address and short biography** (max. 100 words) of the author to the text. These should be submitted (if desired by the author) together with the final version of the public note.