

Author Guidelines *Public Note*

July 2021

Public Note welcomes creative submissions about topics across the domain of *public and political affairs*. The types of submissions considered for publication include both *empirical and non-empirical* work such as perspective, commentary, opinion pieces and more creative work such as stories, posters, poems, videos etc. All submissions are expected to contribute to promoting knowledge and understanding for professionals and practitioners interested in theory and empirical research in the field. The intention is to promote: hypothesis-driven research by considering the state-of-the art of topics in public and political affairs; the revision of topics in public and political affairs and the reconsideration of some neglected keystone concepts in public and political affairs.

Research topics appropriate for Public Note encompass a broad domain including public organizations, policy analysis, evaluation research, etc. and normative theory that explores value questions associated with *all* areas of public and political affairs.

Authors should submit manuscripts electronically through info@publicnote.nl. Further inquiries regarding submission of articles should also be addressed to this email.

1. General Requirements for Paper Submissions

- This section applies to paper submissions such as opinion, position papers, and stories.
- Submissions should be manuscripts that have not been published previously and are not under consideration for publication elsewhere.
- Manuscripts should contain no more than **1000 words**, excluding abstract and endnotes (excluding tables, figures, charts, references, and appendices).
- Abstracts should not be more than 150 words and should summarize the article in a short and appealing way (think about: what are you researching, why is it relevant, what are the main findings).
- Authors should include three to five sentence-length takeaway points for readers that provide *Lessons for Practice*. The purpose of these is to distill specific meaningful implications, or insights for practice that would help the article to attract a savvy practitioner in search of varied perspective to inform practice. See articles published under Public Administrative Review for examples.
- **Structure:** Manuscripts are encouraged to adhere to the following structure:
 - Position paper:
 - the problem faced and its relevance.
 - a brief state-of-the-art to interpret today's challenges, with citations and solutions to the problem and authors' outlook on the future work.
 - Opinion paper:
 - introduction to the topic.

- presentation of innovative and original hypotheses, and discussion of published data.
- analysis of the impact of the proposed hypotheses and of the target audience.
- All position and opinion papers should be based on published data, and should not expand on opinions by others, and should be written in a logical, professionally sound and convincing way.

2. General Requirements for Creative Submissions

- This section applies to poems, posters, videos and other types of visual publications.
- All submission must be accompanied by a prologue (max. 500 words) that describes the relevance of the work to any topic related to public and political affairs. This prologue needs to be substantiated by research considering current state-of-art of the topics involved.
- All submission must also be completed with a list of references used in the prologue.
- Due to the diverse formats that could be received, creative submissions are considered for publication in consultation with the editor on a case-by-case basis. We encourage authors to contact the editorial board: info@publicnote.nl prior to submission with a short description of their creative ideas to discuss whether the submission falls within the scope of Public Note.

3. Manuscript Formatting Requirements

- All material should be 11-point, Georgia type, double-spaced with margins of one inch.
- 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. Provide clear captions for all tables and figures. All tables, figure or charts should be in grayscale. Public Note does not publish in color.
- Article Title and Section Headings:
 - Article title: 24-point Georgia type, title case, bold, and set on a page separate from the main text body.
 - Subtitle: 18-point Georgia type and set on a separate line from the article title.
 - Section headings: 11-point Georgia type, title case, bold, and set on a line separate from the text.
 - Subheads (run-in subheads): 11-point Georgia type, title case, bold and italic, run-in at the beginning of a paragraph, and followed by a period.
- Public Note applies APA rules for referencing.

4. Delivery

- The written text of the Public Note needs to be **fully anonymous**. Before handing it in, make sure that there is no identifying information regarding the author in the manuscript. All links (e.g. pre-registrations) should be made anonymous until accepted.



- Submit the article by e-mail in **Word**, with the following title as the subject of your e-mail: 'Last name author, author initial(s), title article'. Do not submit the article in any other format.

All articles that do not comply with the general and format requirements will **not** be accepted.