

Author Guidelines *Scientific Note*

April 2021

Scientific Note welcomes manuscripts using diverse theoretical and research frameworks about topics across the domain of *public and political affairs*. Articles are expected to contribute to promoting knowledge and understanding for professionals and practitioners interested in theory and empirical research in the field.

Research topics appropriate for *Scientific Note* encompass a broad domain, ranging from theoretical, empirical research and review about public organizations, policy analysis, evaluation research, and normative theory that explores value questions associated with public and political affairs. Types of manuscripts considered to be a *Scientific Note* are research articles and book reviews.

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

- Submissions should be manuscripts that have not been published previously and are not under consideration for publication elsewhere.
- Manuscripts should contain no more than **3500 words**, including 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 *Evidence for Practice*. The purpose of these is to distill specific research findings, meaningful implications, or insights for practice that would help the article to attract a savvy practitioner in search of evidence to inform practice. See articles published under *Public Administrative Review* for examples.
- **Structure:** Manuscripts are encouraged to adhere to the following structure: Abstract, Evidence for Practice, Introduction, Theory, Methods, Results, Discussion and Conclusion.

2. 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.

3. Delivery

- The written text of the Scientific 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.