Author Guidelines

Contents

[1. Article types 2](#_Toc496002640)

[1.1. Evidence reviews 2](#_Toc496002641)

[1.2. Original research 2](#_Toc496002642)

[1.3. Essays 2](#_Toc496002643)

[2. Audience 2](#_Toc496002644)

[3. Language and writing style 2](#_Toc496002645)

[4. Key article sections 3](#_Toc496002646)

[4.1. Article title 3](#_Toc496002647)

[4.2. Executive Summary (~800 words) 3](#_Toc496002648)

[4.3. Introduction (~500 words) 3](#_Toc496002649)

[4.4. Results/discussion (~7000-8000 words) 4](#_Toc496002650)

[4.5. Conclusion (including policy implications) (~800 words) 4](#_Toc496002651)

[4.6. References 4](#_Toc496002652)

[Footnotes and endnotes 5](#_Toc496002653)

[4.7. Methodology (if applicable) 5](#_Toc496002654)

[4.8. Supplementary material 5](#_Toc496002655)

[5. Images Figures and Tables 5](#_Toc496002656)

[5.1. Seeking copyright permission 5](#_Toc496002657)

[5.2. Formatting/quality of figures 6](#_Toc496002658)

[6. Submission 6](#_Toc496002659)

[7. Quick checklist for authors 7](#_Toc496002660)

# 1. Article types

## 1.1. Evidence reviews

The purpose of a review is to provide an innovative and user-friendly summary of the most relevant and rigorous evidence on the subject. Reviews should highlight recent significant advances in the field, on-going challenges and possible policy implications. The focus should be on key, defining developments rather than providing a comprehensive literature survey. Reviews should provide balanced coverage of the field and not focus predominantly on the author's own research. You are encouraged to describe previously published case studies and use figures and infographics etc. to help communicate key discussion points.

In your review you should consider:

* Implications for Government
* International comparisons (who are the big players and why?)
* Economic impact analysis (where this already exists)
* How data sets (or potential of, if not currently available) could provide insight

## 1.2. Original research

Articles of this type should clearly communicate the purpose of the study, how it advances our understanding of the field, details of the method used written in a clear and reproducible format, the results and the direct and potential implications of the findings. Where possible, figures, infographics etc. should be included to help communicate the main findings of the study to the non-expert. You are encouraged to be innovative in your approach and presentation. Data underpinning the research/ supporting figures presented in the main text should be included in the supplementary information.

## 1.3. Essays

These have the same basic structure of an Evidence Review, but are shorter, less in-depth articles that provide an insight into, or snapshot of a particular area. The author should address recent research from the last 1-2 years, but is at liberty to discuss a narrower field of evidence. These papers are not externally reviewed, but are subject to internal review and standard clearance procedures.

# 2. Audience

Articles will ultimately be presented to senior policy makers, and the article’s language and focus should reflect this. The layout has been designed specifically for the time-constrained professional and the structure should draw the reader’s attention directly to the information they require.

# 3. Language and writing style

Articles should be written in the active voice and in a style that is accessible to non-experts. You must avoid the use of scientific jargon.

The discussion and arguments presented must be scientifically rigorous and must not contain value laden language. All evidence sources must be clearly cited using the style outlined in **Section 4.6.** Where there is emerging science and/or disputed evidence, there may be the opportunity to facilitate discussion by other means, for example organising a roundtable with experts and policy makers. Please discuss this with the project team.

# 4. Key article sections

Articles should be 8000–10000 words and have the following key sections in the order outlined below:

* **Article title**
* **Author(s) names & affiliations**
* **Acknowledgements (if applicable)**
* **Executive Summary**
* **Table of contents**
* **Introduction**
* **Results/discussion**
* **Conclusion**
* **References**
* **Methodology (for original research only)**
* **Supplementary material**

## 4.1. Article title

Titles should no more than ~90 characters (including spaces). Titles do not normally include numbers, acronyms, abbreviations or punctuation. They should include sufficient detail for indexing purposes but be general enough for readers outside the field to appreciate the content of the paper.

## 4.2. Executive Summary (~800 words)

This should highlight the problem/research question, summarise your dominant findings and highlight your key policy implications. This section should also serve as a roadmap to the structure of the body of the paper, allowing the reader to follow the course of your analysis. The executive summary should address the following:

* **WHO** is the key stakeholder/target audience? WHAT is the objective of the paper/research question?
* **WHAT** are your dominant findings and policy implications? Here you should summarise the evidence for challenges and opportunities facing the Government. You should also summarise the available evidence on policy interventions that have been tried (locally and internationally) and what the UK Government could draw from this.

## 4.3. Introduction (~500 words)

The rationale and objectives of the research should be discussed here. You should only cite directly pertinent references. Data or conclusions from the work being reported should not be discussed here.

## 4.4. Results/discussion (~7000-8000 words)

A succinct and rigorous discussion of the relevant evidence/ results (in the case of original research). The article content should be arranged under relevant headings and subheadings to assist the reader.

## 4.5. Conclusion (including policy implications) (~800 words)

This section should draw together the key discussion points and highlight the main policy implications, given the evidence presented.

Foresight work needs to be relevant to policy makers, so the implications for policy are a critical part of the article. Implications for the security, prosperity and wellbeing of the country are particularly important to capture.

In describing policy implications please ensure that the language you use is non-directive, evidence based, and does not stray into advocacy. These can and should include solution-focussed implications. Examples of well framed implications include:

* The evidence summarised in this review suggests that [*insert challenge*] is likely to become a bigger issue for the UK unless [*insert mitigation*].
* Unless [*insert challenge*] is addressed, evidence suggests there will be implications for the security/prosperity/wellbeing of the UK.
* If [*insert trend*] continues as projected, [*insert intervention*] is likely to help the UK capitalise on [*insert opportunity*].
* Given [*insert finding*] Government is likely to find achieving [*insert policy objective*] easier/harder in future
* Were Government to try and achieve [*insert new policy objective*] there is good evidence [*insert approach*] is likely to work best.

## 4.6. References

Please ensure that all references are provided in full in a list at the end of the main text. They should be placed in alphabetical order of surname of first author. This list should be entitled ‘References’. Every reference in the list should be cited in the main text, and vice versa.

Referencing in the body of the text should be in the Harvard style: the name of the first author and the year of publication –e.g. Jones (2004)

**Formatting the bibliography:**

**For journals:**

Author Surname, Author Initial. (Year Published). Title. *Publication Title*, [online] Volume number (Issue number), p.Pages Used.

e.g.: Ausden, M. & Hirons, G.J.M. (2001) *The effects of flooding lowland wet grassland on soil macroinvertebrate prey of breeding wading birds.* Journal of Applied Ecology 38, 320-338

Intergovernmental Panel on Climate Change (2000) *Special Report on Emissions Scenarios (SRES): A Special Report of Working Group III of the Intergovernmental Panel on Climate Change.* Cambridge University Press: Cambridge, UK.

**For websites:**

Author Surname, Author Initial. (Year Published). *Title*. [online] Available at: http://Website URL [Accessed Date Accessed].

e.g.: Jones, C. (2014). *A study of science.* [online] Available at: www. Studyof.com [21 Jun. 2015].

**For books:**

Author Surname, Author Initial. (Year Published). *Title*. ed. City: Publisher, p.Pages Used.

e.g.: Pitt, C. and Smith, J. (2012). Pro PHP MVC. Berkeley, CA: Apress, pp.3-4.

## Footnotes and endnotes

References should not appear in footnotes and endnotes. Additional information may be provided in a footnote where it is deemed important to improving the reader’s understanding.

## 4.7. Methodology (if applicable)

If you have conducted original research, please include a description of the methods used in an annex at the foot of the article. The methods section should be written as concisely as possible but should contain all elements necessary to allow interpretation and replication of the results. Detailed descriptions of previously published methods should be avoided; a reference can be provided, with any new addition or variation stated.

**Data sharing:** If requested by the project team or reviewers, authors should be able to provide additional original data underpinning their research.

## 4.8. Supplementary material

Any essential background to the review (e.g., large data sets, calculations), which is deemed too large or impractical, or of interest only to a few specialists, to justify inclusion in the main paper should be included in an annex. Data used to draw graphs, figures etc. that feature in the main text should be included. Screen grabs of graphs are not acceptable without the data behind them. Where this is not possible, please discuss with the project team before including the graph in your paper.

# 5. Images Figures and Tables

## 5.1. Seeking copyright permission

**As the author of your manuscript, you are responsible for obtaining permissions to use material owned by others.** Since the permission-seeking process can be time-consuming, it is wise to request permission as soon as possible. Please keep records of emails, letters or forms granting you permission for the use of copyrighted material. It is your responsibility to adhere to any special requirements with regard to wording and placement of credits as defined by the original publisher. Keep the originals for your files as these may be requested in future. **If payment is required for use of the figure, this will be covered by the project team, providing that the figure is deemed pertinent to the discussion (please approve this with the project team before taking action). In these cases, we will require a copy of the copyright permission from the publisher for our records.**

## 5.2. Formatting/quality of figures

Any images used should be of a standard suitable for high-quality printing and in jpeg format if possible.

All tables, charts, images and figures to be numbered in consecutive order of appearance under the title: Figure 1, Figure 2 etc.

All titles of figures to be in bold with capitalisation and punctuation as shown:



The reviews will not include ‘fold-outs’ or similar, therefore all tables, charts and text should not exceed ‘A4’ size.

If you wish, you can provide all the images and figures together in a separate file, or attached to the end of your text. However, your text should make clear where each figure should be inserted – and the titles of each figure (in the correct format) should accompany each figure.

# 6. Submission

* All documents to be provided electronically in Word format, or similar. Please do not submit documents in PDF format, or use templates that are particular to your own organisation.
* Your text should be marked ‘DRAFT’ on each page, and the date of the version inserted on the front page.
* Pages should be numbered, with the title page being number 1.
* Text should be left justified with 1.5 line spacing used.
* Lines and paragraphs should not be numbered
* Please use the ‘Quick author checklist’ (**Section 7**) to ensure that you have adhered to our style guide ahead of submission.

# 7. Quick checklist for authors

Prior to submission of your paper, we recommend that you use the checklist below to ensure that you have adhered to our style guide and requirements needed to gain internal approval of your paper.

|  |  |  |
| --- | --- | --- |
| **Does your paper follow our format requirements?** | **Yes** | **No** |
| Paper is in a Word document or similar (not pdf) |  |  |
| Pages are numbered, with the title page being number 1.  |  |  |
| ‘DRAFT’ is written on each page, and the date of the version inserted on the front page |  |  |
| Text is left justified with 1.5 line spacing used. |  |  |
| Lines and paragraphs should not be numbered |  |  |
| **Have you included key article sections?** |  |  |
| Article title |  |  |
| Author(s) names & affiliations |  |  |
| Acknowledgements (if applicable) |  |  |
| Table of contents |  |  |
| Introduction (~500 words) |  |  |
| Executive Summary (~800 words) |  |  |
| Slide pack visualising key findings  |  |  |
| Results/discussion (~7000-8000 words): |  |  |
| Conclusion (~800 words) |  |  |
| Methodology (if applicable), labelled as Annex A |  |  |
| Supplementary material (if applicable), labelled as Annex A/B |  |  |
| References written in full and formatted in a separate bibliography |  |  |
| **Does your paper follow our style requirements?**  |  |  |
| Language and writing style is accessible to a non-expert |  |  |
| Figures and tables are of a high quality |  |  |
| Evidence is clearly cited and referenced in the bibliography |  |  |