

NOTES TO CONTRIBUTORS

Manuscripts are solicited for the *Asian Review of Public Administration (ARPA)*. ARPA will consider manuscripts that draw attention to and/or discuss important developments in public administration/public management with wide international relevance. However it is essentially a regional journal, so that some preference will be given to manuscripts focusing on developments of relevance to the Asia-Pacific (EROPA) region. Articles submitted for publication should be between 6000 and 8000 words inclusive of notes and references.

ARPA is a blind peer-reviewed journal, so articles submitted should contain title and author name(s) on a sheet separate from the text. A brief biographical sketch of the contributor, and a short abstract of approximately 100 words, should accompany each article.

They should be submitted double-spaced, preferably on-line, to publications@eropa.co. As to format and style, contributors should take note of and follow the heading, paragraphing, general writing and referencing formats and styles explained below.

The Editorial Board reserves the right to make necessary editorial modifications including changes in the titles of articles. All accepted articles will be returned to authors for proof-checking, and published authors will receive two copies of the issue of the journal containing their article.

Contributors are advised to adopt the following format and styles:

For **A headings** we use bold type, upper and lower case, flush with the left margin. For **B headings** we use italics, upper and lower case, flush with the left margin. It is best to avoid further subdivisions. Eg, **Framework for Analysis: Sources of Continuity (A heading)**, *Processes, Principles and Interests (B heading)*.

Note that the first line of text below headings is not indented. Subsequent paragraphs are indented.

Tables and Figures: refer to tables and figures in the text as follows: Table 1 not table 1, Figure 1 not figure 1. The heading Table or Figure, and the title below it, should be in bold type and centred over the content of the table or figure.

Quotations: (a) use double quotation marks for a simple quotation; (b) for a quotation within a quotation, use single quotation marks; (c) quotations which are five lines or longer when typeset (60 words is a reasonable guideline) should be indented from the left and right margins; (d) no quotation marks should be used either at the beginning or at the end of an indented quotation; (e) spelling, punctuation, capitalization and the use of italics in quotations should follow the original - however, translations should be changed to conform to our style.

Abbreviations: (a) avoid unnecessary abbreviations - a text full of acronyms and abbreviations is difficult to read; (b) it is usually unnecessary to abbreviate a short

term; (c) ensure that all acronyms are spelt out when they first appear - eg, Mandatory Provident Fund (MPF); (d) omit the full stop after Dr, Mr, Ms, Mrs, St, ed, eds and in abbreviations consisting entirely of capitals, eg, OECD. For references (see also below), we omit stops after initials in author names.

Spelling: we use “z” rather than “s” in, eg, organization, corporatization, privatization, etc. Where the Concise Oxford Dictionary gives alternative spellings, the preferred spelling should be used.

Italics: italic script makes the italicized word conspicuous. It should therefore be used with restraint. Italic type is best reserved for (a) titles of books, journals and newspapers; (b) foreign words and phrases. In exceptional cases, words may be italicized for emphasis, but it is best to use this practice sparingly.

Capitalization: capitals should be used sparingly. If in doubt, use lower case.

Hyphens: We prefer to use hyphens for compound adjectives, ie where the adjective comprises two (or more) closely linked words, as in “a longer-term relationship”. Not, however, in “a longer term”, where only the “longer” is an adjective.

Numbers: (a) in a descriptive text, numbers under 10 should be spelt out; (b) numbers from 10 upwards should normally be written in figures; (c) avoid using a figure at the beginning of a sentence – there the number should be written in words; (d) figures should be used for all percentages (percent, not per cent), ratios, dates, degrees, dimensions, times of day, series of figures, weights and measures, and such obvious cases as page references.

Dates: (a) we use the form “30 June 2003”; (b) when month and year alone are mentioned, we use “July 2003”; (c) names of months may be abbreviated in tables as follows: Jan, Feb, Mar, Apr, May, June, July, Aug, Sept, Oct, Nov, Dec - it is not necessary to abbreviate them in the text; (d) use 1990s, not 1990’s; (e) abbreviate references to centuries and decades - eg, 19th century, 20th-century China, during the 1980s and 1990s; (f) use 1997-99, not 1997-1999; (g) a financial year may be referred to as 2000/01.

Notes: should be kept to a minimum, and are for important qualifications to what is said in the text, not for reference material (on which see next item).

References: we use the text style of, eg, (Anderson 2003), (OECD 2003:77), with a range of pages being 7-10, 11-17, 91-94, 100-106, etc. Page numbers or page-number runs should always be given when there are direct quotes, close paraphrases, or views or items of information relating particularly to the cited source. In text citations where there are more than two authors, use this form: (Martin et al 1999: 46); all will be named in the reference list. Use the ampersand (“&”) in citations and reference list items except where “and” is part of a formal title.

In the list of references at the end of the article, the titles of books, journals, newspapers, reports, and theses/dissertations should be in italics. The references should be set out as follows:

Books (authored & edited):

Heidenheimer, Arnold J, Hecl, Hugh & Adams, Carolyn Teich 1990. *Comparative Public Policy: The Politics of Social Choice in America, Europe, and Japan*, 3rd ed, New York: St Martin's Press.

Baker, R (ed) 1992. *Public Administration in Small and Island States*, Hartford, Connecticut: Kumarian Press.

Chapters in Books:

Ito, Daiichi 1996. "Improving the Effectiveness and Efficiency of Public Service Systems: The Case of Japan", in Kurosawa, Susumu, Fujiwara, Toshihiro & Reforma, Mila A (eds), *New Trends in Public Administration for the Asia-Pacific Region: Decentralization*, Tokyo: Local Autonomy College, Ministry of Home Affairs, pp.206-218.

Articles in Journals:

Thynne, Ian 1994. "The Incorporated Company as an Instrument of Government: A Quest for Comparative Understanding", *Governance*, 7(1), pp.59-82.

Newspaper Articles:

Walker, Robert 1995. "Reality Strikes Mission to Planet Earth", *Space News*, 28 August-3 September.

Reports:

Finance Branch 1989. *Public Sector Reform: A Sharper Focus*, Hong Kong: Finance Branch, Hong Kong Government.

Office of the Ombudsman 2003. *Annual Report*, Hong Kong: Office of the Ombudsman.

Theses/Dissertations:

Ko, Yuk Ying 1995. *An Analysis of Performance Pledges and Customer Service in the Hospital Authority*, unpublished Master of Public Administration dissertation, Hong Kong: Department of Politics and Public Administration, University of Hong Kong.

Conferences/Symposia/Seminar Presentations and Addresses/Talks:

Peters, B Guy 2000. "The Future of Governing: Emerging Models", paper presented at a symposium on "Governance in the 21st century: Options, Issues and Challenges", University of Hong Kong, 10 April.

Sung, Yun-wing 1993. "China-Hong Kong Economic Relations: Trade Issues", talk at the University of Hong Kong, 1 June.

[These notes have been adapted from those used for a kindred journal, *The Asia Pacific Journal of Public Administration*, whose goodwill we acknowledge with gratitude.]

Electronic Media/Online References:

Li, J., 2012. Good Governance for Sustainable Development. FutureGov [online]. Available from: <http://www.futuregov.asia/articles/2012/jul/12/good-governance-sustainable-development/> [Accessed 2 August 2012].