

NOTES TO CONTRIBUTORS

The Asian Review of Public Administration (ARPA) is the flagship journal of the Eastern Regional Organization for Public Administration (EROPA). Began in 1989, it has become an avenue to promote public administration, and tackle various issues in the discipline and related fields. The ARPA will consider manuscripts that draw attention to and/or discuss important developments and trends in public administration, governance, and public management with wide international relevance. While international in scope, a preference will be given to manuscripts focusing on developments of relevance to Asia and the Pacific region. Articles submitted for publication should be between 6,000 and 8,000 words inclusive of notes and references. Manuscripts shorter in length may be considered in other categories.

ARPA is a blind peer-reviewed journal. 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.

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. Articles should be submitted double-spaced, preferably online, to eropa.secretariat@gmail.com or through an online journal submission system (<http://journals.sfu.ca/arpa>). As to the format and style, contributors should take note of and follow the heading, paragraphing, general writing, and referencing formats and styles explained below.

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. E.g., **Framework for Analysis: Sources of Continuity** (A heading); *Processes, Principles, and Interests* (B heading).

The first line of text and subsequent paragraphs below headings 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, 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 – e.g., Mandatory Provident Fund (MPF); (d) omit the full stop after Dr, Mr, Ms, Mrs, St, ed., eds. and in abbreviations consisting entirely of capitals, e.g., OECD. For references (see also below), we omit stops after initials in author names.

Spelling: we use “z” rather than “s” in words such as 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) non-English 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, i.e. 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, single-digit numbers 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 – e.g., 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, e.g., (Anderson, 2003), (OECD 2003, p. 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, p. 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 or edited):

Heidenheimer, A. J., Hecl, H., & Adams, C. T. (1990). *Comparative Public Policy: The Politics of Social Choice in America, Europe, and Japan* (3rd ed.). New York: St Martin's Press.

Loughlin, J., Kincaid, J., & Swenden, W. (Eds.). (2013). *Routledge Handbook of Regionalism & Federalism*. Abingdon: Routledge.

Chapters in Books:

Ito, D. (1996). Improving the Effectiveness and Efficiency of Public Service Systems: The Case of Japan. In S. Kurosawa, T. Fujiwara, & M. A. Reforma (Eds.), *New Trends in Public Administration for the Asia-Pacific Region: Decentralization* (pp. 206-218). Tokyo: Local Autonomy College, Ministry of Home Affairs.

Articles in Journals:

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

Haque, M. S. (2014). Public Administration in a Globalized Asia: Intellectual identities, challenges, and prospects. *Public administration and development*, 33(4), 262-274.

Newspaper Articles:

Walker, R. (1995, August 28). Reality Strikes Mission to Planet Earth. *Space News*.

Doronila, A. (2015, June 17). Turbulence fractured revolution of 1st Republic. *Philippine Daily Inquirer*.

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, Y. Y. (1995). *An Analysis of Performance Pledges and Customer Service in the Hospital Authority* (Unpublished Master of Public Administration dissertation). Department of Politics and Public Administration, University of Hong Kong, Hong Kong.

Conferences/Symposia/Seminar Presentations and Addresses/Talks:

Peters, B. G. (2000, April 10). *The Future of Governing: Emerging Models*. Presented at a symposium on Governance in the 21st century: Options, Issues and Challenges, University of Hong Kong.

Sung, Y. W. (1993, June 1). *China-Hong Kong Economic Relations: Trade Issues*. Talk at the University of Hong Kong.

Electronic Media/Online References:

Li, J. (2012). Good Governance for Sustainable Development. *FutureGov*. Retrieved from <http://www.futuregov.asia/articles/2012/jul/12/good-governance-sustainable-development/>

Other Non-Print References:

Huang, J., & Han, S. (Producers, Directors). (2009). *The Founding of a Republic* [Motion picture]. Beijing: China Film Group.

Salter, B. (Producer). (2017). *The Point with Liu Xin* [Television broadcast]. Beijing: China Global Television Network.

[The American Psychological Association (APA) style is commonly used to cite sources in the social sciences. The ARPA adopts the sixth edition of the APA style.]