

*Administration*  
**Instructions for Contributors**

- Contributions should be submitted online to editor@ipa.ie
- All contributions should be original and should not have been published elsewhere, nor be simultaneously submitted for publication elsewhere. Papers that do not comply with these guidelines will not be considered by the editor.
- On acceptance of a contribution, authors are expected to address the comments and recommendations of reviewers and the editor according to the timeline prescribed by the editor. Pre-publication proofs will be sent to authors and must be returned to the production editor in accordance with deadlines.
- Give your article a title that is both descriptive and inviting to prospective readers. It should appeal to both academics and practitioners. An abstract of 100–150 words is required for research articles. This should inform readers on the subject of your article and its most important findings. Provide a distinct conclusion that tells readers what you found and why it is important.
- To permit anonymity in refereeing, a cover page should be attached separately listing authorship and affiliation. Only the title of the paper should appear on the manuscript. Please avoid indications of authorship in the body of the manuscript wherever possible.
- All contributions should be clearly and concisely written, with jargon and overly technical language kept to a minimum. Use acronyms sparingly and spell them out the first time you use them. Please do not construct acronyms from phrases you repeat frequently in the text.
- **References:** To be listed in alphabetical order and according to the style of the American Psychological Association (APA – see [www.apastyle.org](http://www.apastyle.org) and examples below).

In-text citation:

- For many citations, the author(s) and year of publication will suffice, e.g. (Smith, 2012). However, where necessary (such as for journal articles, book chapters and direct quotations) please give page numbers as well, e.g. ‘...or as others have argued, ‘a flexible mind is a healthy mind’ (Palladino & Wade, 2010, p. 147)’.
- Websites: When citing an entire website, it is sufficient to give the address of the site in the text, e.g. ‘...we find that [apastyle.org](http://www.apastyle.org) is a very useful source for authors ([www.apastyle.org](http://www.apastyle.org))’. However, online publications must be fully referenced, and the date of access must be included when listing the website in the References (see below).

Example references:

**Book:** Etzkowitz, H. (2008). *The triple helix*. New York: Routledge.

**Book chapter:** Hughes, G. (2005). Pension tax reliefs and equity. In J. Stewart (Ed.), *For richer, for poorer. An investigation of the Irish pension system* (pp. 123–34). Dublin: New Island.

**Journal Article:** Romer, P. M. (1986). Increasing returns and long run growth. *Journal of Political Economy*, 94, 1002–38.

**Newspaper Article:** Butler, P. (2010, 24 June). The boundary dispute at the heart of a £9m disaster. *Belfast Telegraph*, p. 6.

**Website:** Department of Finance. (2005). *Discussion paper on childcare*. Retrieved from [www.finance.gov.ie](http://www.finance.gov.ie) [18 July 2013].

**Presentation:** Clift, B. (2012, July 16–18). *The UK macroeconomic policy debate and the British growth crisis: Debt and deficit discourse in the great recession*. Paper presented at Inaugural Conference of Sheffield Political Economy Research Institute, University of Sheffield, UK.

- **Illustrations/Tables:** To be provided in black and white. Once your contribution has been accepted, all illustrations and tables will be required as separate files, preferably as original EPS files in the case of figures. Authors should ensure that all tables and illustrations are numbered in separate sequences and headed by descriptive captions, and that all are mentioned within the text of the paper. Authors must obtain permission for the use of any copyrighted illustrations or tables, and an acknowledgement to that effect must be included.
- **Footnotes:** To be avoided where possible. All information important and relevant enough to be included should be dealt with in the main text. Footnotes should not be used for providing references (which should all appear in the References section).
- **Style:** Authors should also be aware of the following when preparing submissions:
  - Articles should be submitted in Times New Roman, size 12 font, with double line spacing;
  - Spelling should conform to the *Concise Oxford English Dictionary* (12th Edn, 2011);
  - Please use –ise rather than –ize;
  - Please keep capitalisation to a minimum;
  - Use single quotation marks for quotes, with double quotation marks for quotes within quotes;
  - In general spell out numbers under 100;
  - For dates, use ‘day month year’ format (e.g. 8 July 1990); twentieth century, not 20<sup>th</sup> century.
- The Journal does not have article processing charges/article submission charges.