

Instructions for Authors

January 1, 2016 (revision 1, May 13, 2016)

All manuscripts for peer-reviewed sections of the journal (e.g. Articles and Student Work) must be submitted through the [online submission system](#).

1. Style and Format

File format	Only electronic files conforming to the journal's guidelines will be accepted. Manuscript files can be in the following formats: DOC, DOCX or RTF. Microsoft Word documents should not be locked or protected, metadata should not contain information about the author(s).
Language	Manuscripts must be submitted in British English.
Length	No manuscript should exceed 8,000 words. The word limit includes: the abstract, a list of key words, the manuscript text, footnotes, a list of references, indices and appendices. Manuscripts that greatly exceed the word limit will be critically reviewed with respect to length. Authors should include a word count with their manuscript.
Font and layout	Use any standard font and a standard font size. The manuscript text should be double-spaced. Do not format your text in multiple columns. Include page numbers.
Headings	Limit the hierarchy of sections and sub-sections to 3 heading levels. Make sure heading levels are clearly indicated in the manuscript text (but not numbered).
Footnotes	A maximum of six footnotes can be used.
Abbreviations	Abbreviations must be defined upon first appearance in the text. Do not use non-standard abbreviations unless they appear at least three times in the text.
Units of measurement	Use the International System of Units (SI).
Reference style	Citations should follow the Sixth Edition of APA Style® (http://www.apastyle.org/). You can consult the APA publication manual or The Basics of APA Style free tutorial.

1.1. Artwork guidelines (figures, tables etc.)

Figures/charts and tables created in MS Word should be included in the running text rather than at the end of the document. Figures and other files created outside Word (i.e. Excel, PowerPoint, JPG, TIFF, EPS, and PDF) should be submitted separately. Please add a placeholder note in the running text (e.g., “[insert Figure 1]”).

Illustrations, pictures and graphs should be supplied in the highest possible quality and electronically (TIFF, JPEG, EPS). Rasterized based files (i.e. TIFF or JPEG) require a resolution of at least 300 dpi. Line art should be supplied with a minimum resolution of 800 dpi.

Tables and figures require a descriptive label (e.g., “Table 1: Roles of policy workers”) placed above. Place legends, footnotes, and other text below the table and in black and white. Tables should be editable (i.e., not a graphic object) with a cell-based structure.

2. Manuscript Organization

The manuscript should be organized as follows.

Beginning section	The following elements are required, in order: <ul style="list-style-type: none">• Title (max 250 characters)• Short title (max 50 characters)• Abstract (max 300 words)• Keywords (4–6)• Introduction
Middle section	The following suggested elements can be renamed as needed and presented in any order: <ul style="list-style-type: none">• Methods• Results• Discussion• Conclusions
Ending section	The following elements are required, in order: <ul style="list-style-type: none">• Acknowledgments• References• Supporting information captions (if applicable)

2.1. Cover letter

Upload a cover letter as a separate file in the online system. The length limit is one page. The cover letter should include the following information:

- Title, authors and affiliations
- Summarize the study's contribution to the scientific literature
- Specify the type of article
- Describe any prior interactions with the CEJPP regarding the submitted manuscript

3. Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has neither been previously published in English, nor submitted to another journal for consideration (or an explanation has been provided to the editor).
2. All authors listed have reviewed and approved the manuscript in its current form and are aware that it has been submitted to the Central European Journal of Public Policy.
3. If your submission contains any previously published material, statements of permission from the original authors/publishers must be included.
4. Any conflict of interest and/or financial support received must be declared upon submission.