The School of Public Policy Publications - Publication Guide

The following serves as a general guide for authors and reviewers of papers intended for *The School of Public Policy Publications* (SPPP) at the University of Calgary. Although this guide sets out a number of stylistic and content requirements for work submitted to the SPPP review process, it is not comprehensive. For guidance beyond that set out here, authors are encouraged to consult with either the commissioning Scientific Director or Program Director, or The School of Public Policy's Director of Research.

Aims and Expectations

SPPP offers timely research and discussion of Canadian public policy issues. It provides a forum for the exchange of ideas and perspectives among academics, members of the private sector, public servants and engaged community members. SPPP publishes works that are topical, have a clear message and can be read and appreciated by a broad audience.

All SPPP submissions must meet a high intellectual standard, which means that the topic of the paper has been thoroughly researched. Thorough research includes, but is not limited to: a review of the existing literature relevant to the policy issue; rigorous data collection and analysis; and, in some cases, an extensive engagement with the practical issues involved in real-world policy contexts.

SPPP manuscripts should take clear policy positions and suggest concrete policy solutions. While papers must be evidence-based and factually accurate, it is both necessary and desirable that they will sometimes contain political views and value judgments. That said, SPPP does not publish political propaganda, polemics or material that is potentially libelous. In cases where political views or value judgments are justifiable features of a paper, it is important that authors disclose and discuss any biases or interests which influence their views.

Types of Papers Published by *The School of Public Policy Publications*

PEER-REVIEWED PUBLICATIONS	
These papers undergo double-blind, external peer review and are professionally edited for style and formatting prior to publication in both print and online.	
	SPP Research Papers feature in-depth examinations of policy issues. Manuscripts should be no more than 10,000 words, not including citations. These papers must be accessible to the educated lay-person outside of the author's field of study.
	SPP Technical Papers provide the background technical analysis that underlies some SPP Research Papers. The Technical Papers are published when a policy issue requires a body of research with language and analyses that are highly specialized. Technical papers are not stand-alone publications, but are linked to an SPP Research Paper.
NON-PEER REVIEWED PUBLICATIONS	
These papers undergo an internal review by SPP faculty and are professionally edited for style and formatting prior to publication in both print and online.	
	SPP Briefing Papers provide an in-depth analysis and discussion of public policy issues in a manner that is easily understood by an educated lay-person. Whereas a Research Paper (see above) is based wholly on original research and/or data, these Briefing Papers may contain original research and/or data, but are otherwise an analysis of current thinking about existing policy options. Includes event summary papers.
	SPP Communiqués are short papers (2,000 words maximum) that provide a thought-provoking and succinct analysis of a particular policy issue. These papers must be easily understood by an educated lay-person. Includes Policy Trends series.

Unpublished Papers (Non-Peer Reviewed)

Discussion Papers
Discussion papers arising from individual research programs or outreach events are routinely circulated to solicit comments and suggestions for revisions. These papers are not part of the SPPP platform. These papers are intended to stimulate discussion and thought about a topic, and so act as a foundation for potential future publication in either SPPP or other outlets such as conference volumes or scholarly journals. These papers are works in progress and are not peer reviewed or professionally edited. To obtain a discussion paper, contact the author directly. Authors control circulation of these papers and permission to cite these papers.

Publication Copyright and Licensing

The following guidelines and information, provided in six sections, are intended for authors (the "Author") who are invited to write a paper (the "Work") for *The School of Public Policy Publications* (the "Publisher"). The rights and responsibilities conveyed in the SPP Author Agreement will only apply once your paper is accepted for publication. At that point in the publication process, you will be asked to download the form and return a signed copy via e-mail to spppublications@ucalgary.ca. Please review the below information to ensure agreement with SPPP policies.

Section 1: Author's Grant of Rights

In consideration of the Publisher's agreeing to publish the Work in *The School of Public Policy Publications,* the Author hereby grants to the Publisher the following:

1.1   The irrevocable, royalty-free right to publish, reproduce, publicly display, publicly perform and distribute the Work in perpetuity throughout the world in all means of expression by any method or media now known or hereafter developed, including electronic format;

1.2   The irrevocable, royalty-free right to use the Author's name and likeness in association with the Work in published form and in advertising and promotional materials related to the Work; and

1.3   The irrevocable, royalty-free right to license others to do any or all of the above.

Section 2: Prior Publication & Publication by Others

2.1   The Author agrees not to publish the Work, or authorize any third party to publish the Work, either in print or electronically, prior to publication of the Work by the Publisher.

2.2   The Author agrees not to publish the Work in any publication outlet which is substantially similar to *The School of Public Policy Publications* for a period of six (6) months after publication of the Work in *The School of Public Policy Publications*. Substantially similar is defined as a non-subscription, open-access publication outlet with a similar mandate/vision and intended audience.

2.3   Should the Author publish or distribute the Work elsewhere at any time or in any alternate format, the Author agrees to contact *The School of Public Policy Publications* to inform them of the subsequent publication.

2.4   Should the Author publish or distribute the Work elsewhere at any time or in any alternate format, the Author agrees to make reasonable efforts to ensure that any such additional publication cites the publication in *The School of Public Policy Publications* by author, title, and publisher, through a tagline, author bibliography, or similar means. A sample acknowledgement would be:

"Reprinted with permission from the author. Originally published in the *The School of Public Policy Publications*, http://www.policyschool.ca/publications/."

Section 3: Editing and Formatting

The Author authorizes the Publisher to edit the Work and to make such modifications as are technically necessary or desirable to exercise the rights in Section 1 in differing media and formats. The Publisher will make no material modification to the content of the Work without the Author's consent.

Section 4: Author's Ownership of Copyright and Reservation of Rights

4.1   Nothing in this agreement constitutes a transfer of the copyright by the Author, and the copyright in the Work is subject to the rights granted by this agreement.

4.2   The Author retains the following rights, including but not limited to, the right:

4.2.1   To reproduce and distribute the Work, and to authorize others to reproduce and distribute the Work, in any format;

4.2.2   To post a version of the Work in an institutional repository or the Author's personal or departmental web page so long as *The School of Public Policy Publications* is cited as the source of first publication of the Work (see sample acknowledgement above).

4.2.3   To include the Work, in whole or in part, in another work, subject to Section 2 above and provided that *The School of Public Policy Publications* is cited as the source of first publication of the Work (see sample acknowledgement above).

4.3   The Editors and Editorial Board of *The School of Public Policy Publications* requires authors to publish the Work under a Creative Commons Attribution-NonCommercial 4.0 International licence (CC BY-NC 4.0). This license allows others to distribute, remix, tweak, and build upon the Work for non-commercial purposes, and ensures the Author is credited for the original creation. This onward licensing is subject to section 2.4 of this agreement, which further ensures that the original publisher is credited.

Section 5: Author's Warranties and Undertakings

The Author warrants that:

5.1   The Author is the sole author of the Work, or if a joint author, the Author has identified within the Work the other authors, and holds the copyright, either solely or jointly, and has the power to convey the rights granted in this agreement.

5.2   The Work has not previously been published, in whole or in part, except as follows:

_____

5.3   Any textual, graphic or multimedia material included in the Work that is the property or work of another is either explicitly identified by source and cited in the Work or is otherwise identified as follows:

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5.4   To the best of the Author's knowledge, the Work does not contain matter that is obscene, libelous, or defamatory; it does not violate another's civil right, right of privacy, right of publicity, or other legal right; and it is otherwise not unlawful.

5.5   To the best of the Author's knowledge, the Work does not infringe the copyright or other intellectual property or literary rights of another.

5.6   The Author will indemnify and hold Publisher harmless against loss, damages, expenses, awards, and judgments arising from breach of any such warranties.

Section 6: The Reuse of Third-Party Works

The Publisher requires that the Author determine, prior to publication, whether it is necessary to obtain permissions from any third party who holds rights with respect to any photographs, illustrations, drawings, text, or any other material ("third-party work") to be published with or in connection with your Work. Copyright permission will not be necessary if the use is determined to be fair dealing, if the work is in the public domain, or if the rights-holder has granted a Creative Commons or other licence. If either the Author or Publisher determines for any reason that permission is required to include any third-party work, the Author will obtain written permission from the rightsholder.

Review Processes

Research & Technical Papers
These papers are subject to a double-blind, peer-review process to evaluate their intellectual content, methodological rigor, accessibility of style and relevance to public policy issues. Peers who are expert in the topic will be invited to review these papers.

Double-Blind Review Process Details
The SPPP will request reviews from at least two external peers. Reviewers will advise the Program Director or Scientific Director who commissioned the paper whether it meets a high intellectual standard, including the analysis of data and review of the literature relevant to the particular policy issue. To facilitate the process, we ask reviewers to upload an anonymous report on the reviewed paper. The report's structure can vary, but it should include all key elements of the reviewer's evaluation. The report can provide general comments on the appropriateness of the paper for publication by SPPP (including readability and accessibility by a broad audience) as well as specific comments on the organization of the paper, methodology, soundness and substantive significance of the results and conclusions, and logic of authors' arguments.

We provide the following rubrics as areas reviewers may wish to touch on in their review. Using these rubrics as guides, we ask reviewers to create an anonymous, detailed report that will be sent to the commissioning Program Director or Scientific Director and which will also be shared with the authors.

- Have the authors defined their topic and approach appropriately?
- Is their treatment of the topic innovative and engaging?
- Is the paper's policy relevant and does it contribute to current policy debates?
- Are the methods appropriate and rigorous?
- Are the discussion and conclusions well balanced and adequately supported by the data?
- Have the authors used a clear and understandable style in making their argument and presenting their data?
- Are there any substantive issues? These might include background literatures or analyses that you feel are missing or underrepresented.
- Are there any technical and/or formatting issues? These might include copy editing requirements or missing labels on figures.
- If you are asked to cut this paper for clarity and brevity what would be your suggestions?

To expedite the publication process, we ask reviewers to complete their review either within three weeks

of receiving the paper, or within the specific time frame requested by the Program Director or Scientific Director commissioning the paper. Additional time may be requested by the reviewer when first accepting the request for review. Reviewers unable to provide a timely report either due to other demands or a mismatch in expertise are requested to inform the Program Director or Scientific Director managing the peer-review process as soon as possible. Suggestions for alternate reviewers are always appreciated.

Communiqués and Briefing Papers
The review process for these papers is conducted by the Program Director or Scientific Director who commissioned the paper or is managing its review. The paper will be reviewed by the Research Director/Associate Research Director and at least one other Scientific Director or Program Director. External reviewers may be consulted if the Directors feel that they lack the content expertise necessary to appraise the level of contribution of the work and/or the accuracy and appropriateness of the views and evidence expressed in the submitted paper.

Submission

Authors must email two separate Word files (title page and paper) to spppublications@ucalgary.ca. They **MUST** report the PIC (Project Identification Code) when submitting their paper. Authors **MUST** refer to this code in all correspondence regarding their paper. We submit papers on behalf of authors through the online editorial system and the corresponding author will receive an automated notification that informs her/him of submission.

To submit revisions the corresponding author should submit them through the online editorial system. See instructions on how to submit revisions at the end of this Guide.

Style Guide

Paper Components

Papers must be submitted as a Word file (.doc or .docx). The text must be typed double-spaced using Times New Roman 12-point font. All pages must be paginated consecutively and include line numbers. Data for figures and tables must be provided in an Excel file and submitted at the same time as the rest of the paper. Do not send only the raw data; charts and graphs must be complete. Graphics should be in a high-resolution format that is readily available and easily transferable.

Title Page
The title page must contain the following components and be submitted in a separate file:
- Paper title
- Authors' names, affiliations, email addresses and qualifications
- Corresponding author's name, qualification, affiliation, telephone number and email address
- Publication identification code
- Keywords (3-7)
- Updated author bio(s) (no more than 150 words)
- All authors contributing to SPPP are required to disclose any potential conflicts of interest in their title page. These may include financial activities, personal relationships, affiliations, and membership. Any potential conflict of interest no matter how large or small should be reported to

the SPPP to avoid any potential misconduct.

Paper

The paper must include the following, in order, submitted in a separate file from Title Page:

- Abstract (unstructured, maximum 350 words)
- Keywords (3-7)
- Policy Recommendations on a separate page (see below for guide)
- Body (see above for word limits)
- Reference List
- Supplementary information, if applicable

Abstract

An unstructured, concise abstract of maximum 350 words is required. It should communicate the research objectives, the key results and major conclusions. The abstract should appear at the beginning of the paper and should not contain citations. Uncommon abbreviations and acronyms should be avoided, but where necessary they must be defined at their first occurrence in the abstract itself.

Keywords

Submissions should include 3-7 keywords that accurately reflect the highlights and content of the paper. If used, abbreviations and acronyms must be spelled out.

Policy Recommendations

Knowledge transmission is at the heart of the SPPP mission. We define this as presenting expert knowledge – derived from research or experience in real-world policy contexts – in ways that engage readers in the academic, private and public sectors. To this end, submitted papers must include, in addition to an abstract, a 'Policy Recommendations' section. In this section, authors will provide 3–5 bullet points (200 word maximum) highlighting the paper's policy recommendations. The bullet points should be concise, clear, jargon-free and capture the reader's attention. This section is required only for Research Papers and Technical Papers.

Body

Figures and tables should be inserted within the text as close as possible to where they are referenced.

Body - Language

Regardless of subject matter, SPPP papers are intended to be understood by a broad and mixed audience of academics, members of the private sector, public servants and engaged community members. In this sense, the series acts as a bridge between these groups, providing accessible knowledge and practical policy advice. As such, series papers are:

- Jargon-free, or, if necessary, provide clear definitions of, or glosses for, terms from the academy, industry or public service that are not in general circulation.
- Written for the educated lay-person
- Written with brevity in mind
- Practical in their analysis and conclusions

SPPP follows The Canadian Press (CP) style, as adopted by the University of Calgary and a majority of

Canadian publishers. The University provides an online guide to common CP usage and techniques, available at https://www.ucalgary.ca/utoday/styleguide. For full details regarding CP style, please see the *Canadian Press Stylebook* and *Canadian Press Caps and Spelling* guides. A few key elements of CP style that SPPP adheres to include:

- Avoiding the use of 'Oxford' commas
- Using per cent instead of %
- Including the periods in U.S. and U.K. and using the official two-letter abbreviations for the provinces and territories in Canada (e.g., MB, NU, NL)

Body - Citations
The School of Public Policy requires the use of the Chicago Manual of Style, 16th edition, author-date style. Examples are available online at http://www.chicagomanualofstyle.org/tools_citationguide.html and below.

Reference List
- References should be presented in author-date style, with all citations collected in an alphabetical list titled "References" at the end of your paper.
- A full reference includes author, year, title and publication information.
- Only sources that have been cited in the paper should appear in the reference list.
- All in-text citations including notes, appendices, tables and figures must appear in the reference list. Conversely, every work listed in the reference list should be cited in the text.

The following examples demonstrate citations using the author-date style. Each example of a reference list entry is followed by an example of a corresponding parenthetical citation in the text.

Book

One author
Dahlby, Bev. 2008. *The Marginal Cost of Public Funds: Theory and Applications*. Cambridge: The MIT Press.

(Dahlby 2008, 23–24)

Two or more authors
Nielson, Norma L., and Peggy L. Hedges. 2016. *Policy Reflection: Letter of Credit Usage by Defined Benefit Pension Plans in Canada*. New York: Knopf.

(Nielson and Hedges 2016, 83)

Four or more authors
List all of the authors in the reference list, separated by commas. In the text, list only the first author, followed by *et al.*

(Dahlby et al. 2008)

Editor or compiler instead of author
Dahlby, Bev, ed. 2008. *The Structure and Presentation of Provincial Budgets*. Chicago: University of Chicago Press.

(Dahlby 2008, 31-32)

Chapter or other part of a book

Forest, Pierre-Gerlier. 2013. "Quebec Reforms from Rochon to Couillard: The Long and Winding Road." In *Paradigm Freeze: Why It Is So Hard to Reform Health-Care Policy in Canada*, edited by Harvey Lazar, John N. Lavis, Pierre-Gerlier Forest, and John Church, 113–147. Montreal: McGill-Queen's University Press.

(Forest 2013, 113)

Journal Article

Article in an academic journal

Within the text, list the specific page numbers consulted. In the reference list, enter the entire page range for the article. For online journals, provide the DOI if available.

Dahlby, Bev. 1983. "Adverse selection and statistical discrimination: An analysis of Canadian automobile insurance." *Journal of Public Economics* 20(1): 121–130.

(Dahlby 1983, 125)

Article in a newspaper or popular magazine (provide URL when accessed online)

Kneebone, Ronald. 2016. "The secrets to reducing homelessness." *Calgary Herald*, May 21.

Newspaper and magazine articles are normally cited in running text like this example: "As Ronald Kneebone noted in a *Calgary Herald* article on May 21, 2016 …"

Thesis or Dissertation

Mehta, Kaye. 2013. "Parents' and children's perceptions of food and beverage marketing to which children are exposed." PhD diss., Flinders University.

(Mehta 2013)

Paper Presented at a Meeting or Conference

Liao, Gwo-Ching. 2013. "The optimal economic dispatch of smart Microgrid including Distributed Generation." Paper presented at the IEEE International Symposium. New Orleans, Louisiana, November 21–24.

(Liao 2013)

Website

An informal citation to website content within the text is often acceptable ("As of July 19, 2008, the McDonald's Corporation announced on its website …"). For a formal citation, include an access date or, if available, a date that the site was last modified, as such content is subject to change.

McDonald's Corporation. 2008. "McDonald's Happy Meal Toy Safety Facts." accessed July 19. http://www.mcdonalds.com/corp/about/factsheets.html.

 (McDonald's 2008)

Other Examples

Alberta Agriculture and Foresty. *Agriculture Statistics Yearbook, 2015*. 2016. Available from http://agriculture.alberta.ca/stats-yearbook.

Avante. 2017. "End-To-End Supply Chain Visibility and Security." Accessed January 19, 2017.
http://www.avantetech.com/products/shipping/endtoend-visibility/.

Canfax Research Services. 2016. *Intensive Livestock Tax Proposal*, prepared for Alberta Beef
Producers. Calgary

Dahlby, B., M. McMillan, and M. Khanal. 2017. "Local Taxation of a Locally Concentrated Industry:
Lethbridge County's Tax on Confined Feeding Operations." Discussion paper.

MLA Farm Property Assessment Review Committee. 2002. "Final Report and Recommendations on
Farm Property Assessment Issues." Accessed May 31, 2017.
http://municipalaffairs.alberta.ca/documents/as/FarmReport02.pdf.

http://municipalaffairs.alberta.ca/documents/as/FarmReport02.pdf.

Shaw Tracking. 2017. "Truck Tracking." Accessed January 19, 2017. http://www.shawtracking.ca/gps-
fleet-tracking/truck-tracking.

In-Text Citations
- Cite references by last name of author and year in parentheses and if there is a series of citations separate them by semicolon and cite them in chronological order (Dahlby 2006; Leslie 2016, 2017).
- Within the parenthesis, if needed, also cite specific page numbers or references to tables or figures (Leslie 2015, 12).
- If the author's name cited is part of the text, only the date and page, if needed, should appear in parentheses: "Dahlby (2017, 25) expressed the same view in his recent paper."
- For three authors, write all the names the first time cited, and for following citations use the first author's last name with "et al."
- For four or more authors, use the first author's name and "et al." every time.
- If the author is unknown, provide a title and year ("Paper Title" 2016).
- When citing multiple works by one author, use a dash for following entries and order those entries chronologically.
- If there are multiple works by the same author(s) in the same year, list them alphabetically by title and use 2017a, 2017b.
- You should not use ibid.
- If the work is in press, use "forthcoming" for year (Leslie, forthcoming) and if the date is unknown use "n.d." (Smith, n.d.).

Summaries and Press Releases

Summaries
A summary, composed in highly accessible lay language, will be written by a Production Editor and will accompany the final published form of all SPPP papers. Authors will have the opportunity to check the substantive content of these mandatory summaries.

Press Releases

Many papers published by SPPP will be promoted through the media. As such, a press release may be required. SPPP will assign a member of The School's communications team to work with the author to ensure that the press release is accurate and correctly reflects the arguments, data and conclusions of the paper as they will be presented to the media.

Op-Eds & Media Interviews
At the discretion of the Director of Communications, you may be asked to produce a 600-word Op-Ed for media publication and/or to be available for interviews with media. The Director of Communications will provide further guidance on a case-by-case basis.

How to Submit Revisions
Once authors have revised their paper and responded to reviewers' and editor's comments, the corresponding author should submit two word files through the online system: one file entitled "**Response to Reviewers**" and the other "**Revised Paper.**" In the former, authors should respond to the comments made by the reviewers on a point-by-point basis, explaining the changes that have been made to the original paper. Authors should be as specific as possible in their response to the reviewers as this will expedite processing of the revised paper. In the latter file, we ask that authors highlight, in yellow, all the major changes they have made. A 'tracked changes' version showing all edits is not necessary.

Note:
Authors MUST make sure both files (i.e. Response to Reviewers and Revised Paper) are blind/anonymous (see instructions in the Appendix below on how to make the revised files blind).

To submit revisions through the online editorial system, the corresponding author must log in to the online editorial system. If they do not remember their password, they can click on the "forgot password" link and enter their email address to reset the password.

Once logged in their account, authors may have multiple roles (e.g.: reviewer, section editor). They have to click on their Author role (see screen shot below), where they can see active submissions.

Home > **User Home**

User Home

The School of Public Policy Publications

Section Editor	0 In Review	0 In Editing	
Author	1 Active	0 Archive	[New Submission]
Reviewer		0 Active	

In the Author dashboard, the corresponding author has to click on the hyperlinked title of paper. By clicking on the title, authors are directed to the Summary page.

To be able to submit revisions, they need to click on the **Review** icon next to the Summary icon from the top menu bar. At the bottom of the Review page, there is **Editor Decision** section where authors should upload revisions. Once revisions are uploaded, authors can see them hyperlinked in the Author Version section. Authors then need to notify editor by clicking on the icon next to "**Notify Editor**" in the screen shot below.

Appendix

How to Make Revision Files Anonymous in Word Document

In Windows:

1. Go to "File"

2. Select "Info"

3. Click on "Check for Issues"

4. Click on "Inspect Document"

5. In the "Document Inspector" dialog box, <u>**only**</u> **select/tick** the check box "**Document Properties and Personal Information**". Make sure other boxed are un-ticked.

6. Click "Remove All"

7. Click "Close"

8. Save the document

In Mac:

1. Go to "Word"

2. Select "Preferences"

3. From "Personal Settings" at the bottom click on "Security"

4. In "Privacy options" make sure to tick "Remove personal information from this file on save"

5. Click "OK"

6. Save the document