

Author Guidelines

Comparative Governance and Politics

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Submission Guidelines

In order to be reviewed and considered for publication, manuscripts submitted to *Comparative Governance and Politics* must not be submitted simultaneously to other journals or intended as book publications. Prior gray literature or online publications must be submitted in a substantially revised form.

The manuscripts must be submitted electronically to the *Comparative Governance and Politics* editorial board in both an anonymous and a non-anonymous version.

Manuscript Length and Formatting

Manuscripts should be at least 62000 characters and should not exceed 74400 characters including blank spaces and footnotes (approximately 20-24 printed journal pages). When tables, graphs etc. are included in the body text, the maximum number of pages applies and the maximum number of characters decreases accordingly. All figures should be submitted in standard computer format.

Manuscripts must be 1.5 spaced, the font size must be 12 point. References should be included in the body of the text, annotations (comments only) should be in footnotes, not endnotes. Detailed bibliographical information is to be provided in the list of references at the end of the manuscript (see below). Spelling and punctuation should follow British or American conventions.

Italics should be used for emphasis. If quotations include emphasis, the reference should indicate who emphasized the word or phrase (i.e. "emphasis added" or "emphasis included in the original"). Numbers greater than 999 should include a comma after every third digit from right to left. Percentages must be followed by a percent sign (%) without a blank space after the number. Figures should be explicitly referred to as such and must be numbered

consecutively. They must have a title appearing above them which should be formatted as follows: Table 1: Title or Figure 1: Title. The data source must be stated below the figure. Figures should be two-dimensional, different bars/lines etc. must be gray scale. Headings in the body of the text must be numbered consecutively (1., 2., etc., 1.1, 1.2 etc.). First-degree headings should be bold, second-degree headings should be formatted in normal style. Lower degree headings should be in italics.

Citations and References

References should be cited in the body of the text in brackets and should include the name of the author(s) and the year of publication followed by the page number. Page numbers of English texts should be preceded with “p.” or “pp.”: (Name Year, p. x) / (Name Year, pp. x-x).

For example: (Müller 2000, p. 25) (Lijphart 1999, p. 13) (Peters 2010, pp. 1-32)

When citing publications by two authors, the surnames of both authors are joined by “and”. Publications by three or more authors are referred to by the surname of the first author, followed by “et al.”.

For example: (Müller and Meier 2002, p. 16; Mayer et al. 2004, p. 37).

When referring to publications by the same author in the same year, use “a, b, c ...” after the year to distinguish them. The letters should be added according to the order of appearance of the reference in the manuscript. When citing multiple works, use a semicolon to separate the references. When quoting two texts by the same author, the years of publication are separated by a comma.

For example: (Müller 1999a, p. 37, 1999b, p. 87, 91; Schmidt 2001, p. 127)

In the body of the text, web pages must be cited in the same manner. The URL as well as the date of access should be included in the list of references, not in the body of the manuscript itself (see below).

For example: (Freedom House 2007)

Articles published in daily or weekly newspapers and news magazines should be cited as follows in the body of the text: (Name of the daily newspaper Date dd.mm.yy) (Name of the weekly newspaper/news magazine year).

For example: (New York Times 11.05.11) (The Economist 13.06.11)

The same applies to articles published in online newspapers or news magazines:

For example: (Washington Post 11.05.11)

Abbreviations such as “op. cit.” or “ibid” should not be used. Instead, in order to avoid confusion and ambiguity, the references should be stated again in full. In addition, “f.” or “ff.” should not be used after the page number. Instead, the exact page numbers should always be stated.

For example: (Müller 2008, p. 12-13; McLaren 2003, pp. 67-98)

List of References

The list of references at the end of the manuscript should be arranged in alphabetical order according to the authors surnames or, if the same author is cited, in consecutive order

according to the year of publication. Publications by the same author should be listed in the following order:

- all single-author publications by the author in chronological order according to the year of publication
- then all publications published with a co-author in alphabetical order according to the surnames of the coauthors
- finally, all publications published with several co-authors in chronological order according to the year of publication.

For example:

- Müller, Alexander. 1990a. ...
- Müller, Alexander. 1990b. ...
- Müller, Alexander and Berthold Elz. 1991. ...
- Müller, Alexander and Claus Flint. 1989. ...
- Müller, Alexander, Gabrielle Kretz and Berthold Elz. 1991. ...
- Müller, Alexander, Berthold Elz, Daniel Boll and Ines Han. 1992. ...
- Müller, Alexander, Karl Huth, Berthold Elz, Daniel Boll and Ines Han. 1993. ...
- Müller, Alexander, Daniel Boll and Karl Huth. 1994. ...

The list of references must include all authors' names of a publication even when there are more than three authors.

Books with one or more author(s) should be listed as follows:

Surname, First Name. Year. *Title*. Ed. Place of Publication: Name of Publisher.

Surname, First Name and First Name Surname. Year. *Title*. Ed. Place of Publication: Name of Publisher.

Surname, First Name, First Name Surname and First Name Surname. Year. *Title*. Ed. Place of Publication: Name of Publisher.

For example:

Jackson, Robert and Georg Sørensen. 2010. *Introduction to International Relations: Theories and Approaches*. 4th Ed. Oxford/New York: Oxford University Press.

Putnam, Robert D. 2001. *Bowling Alone: The Collapse and Revival of American Community*. New York: Simon & Schuster.

References to edited books should include "ed." or "eds." after the last editor's name, preceding the year of publication.

For example:

Landman, Todd, ed. 2008. *Issues and Methods in Comparative Politics. An Introduction*. 3rd ed. London, New York: Routledge.

Steinmo, Sven, Kathleen Thelen and Frank Longstreth, eds. 1992. *Structuring Politics: Historical Institutionalism in Comparative Perspective*. Cambridge: Cambridge University Press.

Chapters in an edited book:

Surname, First Name. Year. Title. In *Title*, ed. First Name Surname, page number-page number. Ed. Place of Publication: Name of Publisher.

For example:

Dalton, Russell J. 1999. Political Support in Advanced Industrial Democracies. In *Critical Citizens. Global Support for Democratic Government*, ed. Pippa Norris, 57-77. Oxford: Oxford University Press.

Almond, Gabriel A. 1973. Approaches to Development Causation. In *Crisis, Choice, and Change. Historical Studies of Political Development*, eds. Gabriel A. Almond, Scott C. Flanagan and Robert J. Mundt, 1-42. Boston: Little, Brown and Company.

Journal Articles:

Surname, First Name. Year. Title. *Title of Journal* Volume number (Issue): page number-page number.

For example:

Lijphart, Arend. 1971. Comparative Politics and Comparative Method. *American Political Science Review* 65: 682-693.

Fortin, Jessica. 2010. A tool to evaluate state capacity in post-communist countries, 1989-2006. *European Journal of Political Research* 49 (5): 654-686.

Web Pages:

Surname, First Name. Year. *Title*. URL. Accessed Date dd.mm.yy.

For example: Freedom House. 2007. *UN Democracy Fund: A First Year Analysis*. <http://www.freedomhouse.org/template.cfm?page=138&report=46>. Accessed 16.05.07.

Working Papers:

Surname, Name. Year. *Title*. Working Paper Series Number. Place of Publication: Organization.

For example: Alt, James E. 2002. *Credibility, Transparency and Institutions: An Exploration and an Example*. Working Paper 2002/173. Madrid: Center for Advanced Study in the Social Sciences (Juan March Institute).

Newspaper Articles:

Newspaper Name. Year. *Title*. Date of Publication dd.mm.yy.

References to weekly newspapers and magazines should include the issue number between the title and the date of publication. Long newspaper articles that include the name of the author should be listed like journal articles.

For example:

The Guardian. 2011. *Libya: Obama defends legality of assault*. 17.06.11.

The Time. 10.06.11. *Obama to Merkel: Europe Needs a Leader – and You're It*. <http://www.time.com/time/world/article/0,8599,2076805,00.html>. Accessed 17.06.11.

Data Documentation and Data Access

Data documentation and data access should be in accordance with common scientific standards.

Abstract

The manuscript should include an abstract of approx. 800 characters (including blank spaces) in both German and English as well as 3-4 keywords and, in the case of German manuscripts, an English translation of the title.

Anonymous Review

The anonymous version of the manuscript which is sent to the reviewers must not contain any author-identifying information. This also concerns references within the text to publications by the author(s), notes of thanks or similar references in the footnotes, the information provided in the list of references or in the name of the computer file.

Author's Contact Information

The following information should be submitted for the list of authors: Name, Title, Organization, Address (Street, Postal Code, City, Country), E-mail.

Manuscript Acceptance

All submissions will be reviewed by two experts in a double-blind peer review process. There are four types of responses:

- 1) accepted for publication
- 2) slight changes necessary without submission for peer-review
- 3) major changes necessary including submission for peer-review
- 4) rejected

The editorial board decides on the acceptance of the manuscripts in its biannual sessions (in June/July and in December/January). The authors receive a letter including reasons for the responses and the reviewers' statements.

Contact Information

Manuscripts should be submitted to the editorial board of *Comparative Governance and Politics* via the editorial board's assistant. E-mail: zfv(at)uni-wuerzburg.de.