Publication Guide — School of Public Policy Publications

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This document serves as a general guide for authors, editors and reviewers of papers intended for 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 clearly identify the policy questions being addressed and when appropriate suggest possible policy initiatives. While papers must be evidence-based and factually accurate, they may at times reasonably contain political views and value judgments. That said, SPPP does not publish political propaganda, polemics or material that is potentially libelous.

All authors must disclose any potential conflicts of interests as per the School's disclosure policy (see Appendix F).

SPPP adheres to the University of Calgary's mandate on Equity, Diversity and Inclusion: We are committed to an equitable, diverse, and inclusive campus that is accessible to all and free from harassment, bullying, and discrimination. The University of Calgary recognizes that diverse faculty, staff, students and alumni benefit and enrich the work, teaching, learning and research experiences of the entire campus and broader community. We are committed to removing barriers that have been, and continue to be, encountered by equity seeking groups, including women, Indigenous peoples, visible/racialized minorities, persons with disabilities, and LGBTQ+. Read more: https://www.ucalgary.ca/equity-diversity-inclusion

Roles

Author

This includes anyone commissioned to write a paper for SPP Publications. This applies to

internal SPP faculty members and researchers as well as external authors.

Editorial Assistant

This role provides administrative support for the OJS, monitors the SPPP email account, and provides bridging support between the Research Director and multiple stakeholders in the SPPP ecosystem. The Editorial Assistant is responsible for:
- Liaising with the SPP Research Director (as SPPP Editor), the SPP Associate Director (as fund holder), SPP Finance Administrators, the Manager of Marketing and Communications (as final releaser and marketer of SPPP), authors, and any involved Section Editors.
- Specifically working with the Research Director, any involved Section Editors, and the SPP Finance Administration team to
    - Generate a PIC number for any commissioned or self-commissioned papers
    - Generate an author, or engagement letter for any commissioned papers
- Specifically working with the Research Director, any involved Section Editors, the SPP Finance Administration team, and commissioned authors to
    - Ensure the most current version of the Publication and Style guides are provided to, and followed by, authors
    - Ensure commissioned papers are taken smoothly into the OJS system and assigned to the appropriate Editors.
- Specifically working with the Research Director, Manager of Marketing and Communications, editors, and layout designers to ensure papers that are approved for publication on the Research Director's side (ie. based on their intellectual merit) are moved expeditiously through the post-acceptance processes that lead up to release on the Communications Director's side. These activities include:
    - Working inside the OJS and with internal team members or external contractors to ensure papers approved by the Research Director are
        - Sent to, and returned rapidly from, editors and/or layout designers
        - Added to Communications team plans.

As the liaison between the Research Director and Manager of Marketing and Communications, the Editorial Assistant is responsible for ensuring both of these team members are aware of one another's operational realities and upcoming/competing priorities. The Editorial Assistant is not a substitute for communication between other team members, but is vigilant for challenges or missed steps at the overlap points between the editorial, finance, and communications elements of the SPPP ecosystem.

Reviewers

This refers to anyone invited to provide a review of a paper for SPPP, whether double-blind, blind, or internal. (Also sometimes called referees.)

Section Editor

This role acts as the handling, or associate editor (also referred to as the commissioning editor). Often the Scientific Director or Program Director who originally commissioned the paper. Section Editors are responsible for the review and revisions process, and make a publication recommendation to Senior Editors when revisions are complete.

Senior Editor

SPP's Director of Research and Associate Director of Research act as the Senior Editors and oversee the entire editorial and publishing process. They assign submissions to the Section Editors, monitor the submission's progress, and assist with any issues that arise. The Senior Editors can also play the role of Section Editors in the review process where there are conflicts of interest or other needs. The Senior Editors retain the authority to make final decisions on all SPP papers.

Types of Papers Published by SPPP

Externally Reviewed Publications

These papers undergo double-blind peer review by referees external to the School of Public Policy and arm's length from the authors. They are professionally edited for style and formatting prior to publication.

SPP Research Papers feature in-depth examinations of policy issues *based on original research/data*. 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 other SPP 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 typically stand-alone publications, but are linked to other SPP papers.

Research and technical papers normally require at least two external, double-blind referee reports. At the discretion of the assigned Section Editor and/or Senior Editor, internal reviews by SPP faculty members, fellows, or research associates may be used instead of, or in addition to, the external reviews.

Internally Reviewed Publications

These papers undergo an internal review by SPP faculty and are professionally edited for style and formatting prior to publication. The Section Editor reviews these once submitted to the OJS and approves or requests revisions or review, and recommends publication to the Senior Editor. At their discretion the Section Editor may seek an external assessment.

SPP Briefing Papers (aka policy briefs) 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.

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.

SPP Policy Trends are short, single-topic pieces that provide a succinct snapshot of a particular policy issue or a development in a policy area. As a sub-genre of the Communiqués, they are internally reviewed on short turnarounds. A Trends piece is widely accessible to the general public and specifically targets policymakers. Normally it explains or encapsulates one, and no more than two, data visualization(s) as part of illuminating its issue or development. A template is used for Trends submissions, with some flexibility offered in terms of length: ideally a full Trends piece, including the data visualization, fills one 'side' of the template; in exceptional circumstances a Trends piece may fill up to, but no more than, two 'sides' of the template.

The citation style for these highly accessible, and internally reviewed pieces is different than other Communiqués or any other publication type in the SPPP. The rationale for this templated approach to length, and alternative citation style is that Trends pieces ought not to look or feel like academic publications. They are rigorously researched, but the review process and turnaround times do not justify them maintaining a similar length or look compared to the other types of paper. More information on the alternative citation style, and an exemplar, can be found in the SPPP Style Guide. The template is available from the SPP Communications team or the SPPP Editorial Assistant.

Briefing Papers and Communiques normally require at least two internal, blind referee reports by SPP faculty members, fellows, or research associates. At the discretion of the assigned Section Editor and/or Senior Editor, external reviews may be used instead of, or in addition to, the internal reviews.

Policy Trends normally require at least one internal referee report by SPP faculty members, fellows, or research associates. At the discretion of the assigned Section Editor and/or Senior Editor, an external review may be used instead of, or in addition to, the internal review.

In the interests of time and expediency, and in recognition of increasingly scarce referee resources, it is understood that while best efforts will be made to secure the number of review reports referred to above, if necessary the Section Editor and/or Senior Editor may elect to make a decision on the basis of fewer reports.

See Appendix E for reviewer rubric.

Discussion papers (or, working 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

Please review the SPP Author Agreement in [Appendix C](#) to ensure agreement with SPPP policies. Authors will be required to sign an author agreement when their paper is accepted for publication.

Peer Review and Editorial Standards

SPPP respects editorial independence and authority. The content of SPPP is entirely independent of SPP views on any scientific or policy issues. The editor's decision is final and will not be influenced or compromised by external factors.

SPPP's ethics policy follows standards set by the Committee on Publication Ethics (COPE) in their codes of conduct. In accordance with these codes, all SPPP actions and procedures are to be undertaken in a fair and transparent manner. When working with SPPP, authors, reviewers and editors are bound by the principles of the codes, and should follow the guidelines set out in the ethics policy.

Reviewer Confidentiality

All reviewer reports are to be kept confidential in perpetuity. If a reviewer wishes to invite a colleague to assist with a review, or if the advice of a colleague is sought, the reviewer must ensure that confidentiality is maintained. The names of anyone involved in the review aside from the invited reviewer must be included in the report.

Reviewer reports (in whole or in part) will be viewed only by the paper's author(s), the Section Editor assigned to the paper, the Senior Editor, and the SPPP editorial staff. At their discretion, these individuals may provide anonymized reports to colleagues to seek additional advice, with confidentiality maintained.

Submission

Authors must email separate Word files (title page, paper, disclosure form) to

SPPpublications@ucalgary.ca. They **MUST** report the PIC (Project Identification Code) **in the subject line** when submitting their paper. Authors **MUST refer to this code in all correspondence regarding their paper**. Editorial staff 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 after the paper has gone through the review process, the corresponding author should use the online editorial system. See instructions on how to submit revisions in Appendix A.

Paper Components

Papers, title pages, and disclosure forms must be submitted as Word files (.doc or .docx). The text must be typed double-spaced using 12-point font. **All pages in the submitted paper must be paginated consecutively and include line numbers**.

Submit data for figures and tables in an Excel file at the same time as 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 for Research, Technical, and Briefing papers (for communiqués, this info may be requested for external authors):
- Paper title: Provide a title for your paper
- Publication identification code (PIC): Provide the assigned PIC for your paper
- Paper type: Declare your paper to be part of the (Externally Reviewed) Research, Technical or (Internally Reviewed) Briefing, Communique, Trends series.
- Authors' names, affiliations, email addresses and qualifications
- Corresponding author's name, qualification, affiliation, telephone number and email address
- Author role statement: See below for more details
- Keywords (3-7)
- Updated author bio(s): Provide no more than 150 words of background on each author.
- Acknowledgements: Acknowledge any contributions you wish to highlight from study participants, colleagues (who have not met authorship criteria) and formal or informal reviewers of your paper.
- Funding Sources: Declare any funding sources for your paper
- Conflict of Interest Disclosure Statement: Declare any (or an absence of) conflicts of interest for all authors. See Appendix F of this Guide for further information.

Author role statement explanation

An Author Role Statement (ARS) should be generated for each named author on a manuscript.

The ARS for each author should be presented as sentences generated out of the following checklist which includes 6 possible categories of contribution:

        Author X: Enter author name

☐   Conceived and designed the study

Specify contribution in more detail (optional; no more than one sentence)

☐   Collected the data

Specify contribution in more detail (optional; no more than one sentence)

☐   Contributed data or analysis tools

Specify contribution in more detail (optional; no more than one sentence)

☐   Performed the analysis

Specify contribution in more detail (optional; no more than one sentence)

☐   Wrote or performed substantive edits to the final paper

Specify contribution in more detail (optional; no more than one sentence)

☐   Other contribution

Specify contribution in more detail (required; no more than one sentence)

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 (for Research and Technical papers)
- Body (see above for word limits)
- Reference List
- Supplementary information, if applicable
- Include consecutive page and line numbers on all pages

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 – Language and Citations

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, SPPP 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 requires the use of the Chicago Manual of Style, 16th edition, **author-date style**. Please use in-text citations and avoid using endnotes or footnotes for citations, limiting their use to explanatory notes. Resources mentioned in notes should be cross-referenced with an entry in the reference list. Examples are available online at http://www.chicagomanualofstyle.org/tools_citationguide.html and in Appendix D.

A few key elements of style that SPPP adheres to include:

- Avoid the use of serial or "Oxford" commas, unless needed for clarity
- Use per cent instead of %
- Include the periods in U.S. and U.K.
- Use the official two-letter abbreviations for the provinces and territories in Canada (e.g., MB, NU, NL)

Figures and Tables

These should be inserted within the text as close as possible to where they are referenced. Please follow Chicago style here as well.

Reference List

Follow instructions for creating a reference list according to Chicago author-date style. A full reference includes author, year, title and publication information. 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, including in notes. See the Style Guide in Appendix D.

Summaries and Press Releases

Executive Summary

A summary, composed in highly accessible lay language, will be written by the SPP communications team and will accompany the final published form of all SPPP papers, except policy trends. Authors have the opportunity to check the substantive content of these mandatory summaries. Authors may also submit their own draft. Authors have final approval of the content of the executive summary.

Press Release

Many papers published by SPPP are promoted through traditional media outlets. 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. Authors have final approval regarding the content of a press release as it relates to the arguments, data and conclusion of the paper.

Op-Eds & Media Interviews

At the discretion of the Manager of Marketing and Communications, authors may be asked to produce a 600-word Op-Ed for media publication and/or to be available for interviews with media. The communications team will provide further guidance on a case-by-case basis.

Social Media

SPP uses social media to promote publications and events and may contact authors to discuss cross-posting and sharing opportunities.

Post-Submission Process

Once the paper, title page and data files are submitted to SPPpublications@ucalgary.ca, editorial staff will upload the files to the OJS and assign the appropriate editor(s). The author and editor(s) will usually receive a system-generated email alerting them to the submission and providing a link to access the paper in the OJS. The assigned editor will manage the review process, whether internal or external, requesting revisions and/or re-submission as necessary.

Once the paper has been revised, the Section Editor will recommend acceptance or rejection to the Senior Editor, who reviews the paper and makes the final decision. At this point, the author is informed of the decision and the paper is sent to the Communications team for editing and layout. Authors will be contacted directly by the Communications team during this stage.

Paper Appeals

SPP is very reluctant to consider appeals of rejected papers and the decision of the assigned Section Editor and/or Research Director should, as a rule, be considered final. It is understood that SPP (and indeed all journals) will inevitably make both Type I errors (rejecting good papers) and Type II errors (accepting flawed papers). The remedy for Type I errors is easy: submit the paper elsewhere.

If there is an obvious and crucial misunderstanding on the part of a referee, there may be some value in pointing this out to the assigned Section Editor and/or Research Director, however the best approach is almost always to submit the paper elsewhere.

In very rare cases, an appeal may be made to the Director of the School. At the discretion of the Director, and in consultation with the Research Director, an ad hoc editorial committee consisting of arms-length SPP faculty members may be formed to determine whether the appeal will proceed. The committee will provide advice before making a final and binding decision. If author revisions are required, once submitted they will be reviewed by the committee to determine if the paper will be published.

Factual Errors in Released Papers

Although a rare occurrence, when alerted to factual errors in released papers, the section and senior editors will investigate. Editors will then discuss with author, and, if required, the paper will be corrected, with a note added about revision. In case of newsworthiness or if the paper is still active in media, a correction notice may be published. In very rare cases a paper with egregious errors may be retracted altogether. This decision will be made by the Director of the School in consultation with the Research Director and an ad hoc editorial committee consisting of arms-length SPP faculty members.

## Appendix A – How to Submit Revisions (Authors)

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.

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

To submit revisions through the online editorial system, the corresponding author must log in to the online editorial system. Once logged in to their account, authors will see their queue of submissions. This includes what they are writing, reviewing, and editing (for section editors).

To submit a revision, click on the submission to which you would like to submit the revision.
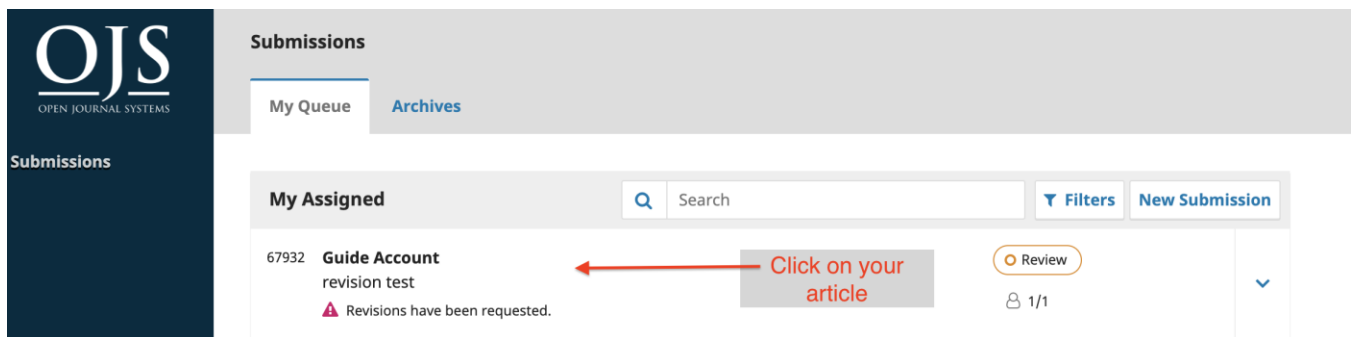
After clicking on your submission, you will be taken to the submission menu. Go into the '**Review**' tab, and the most recent 'Round'. Towards the bottom of the page there is a section titled 'Revisions'. Click 'Upload File' as shown below:
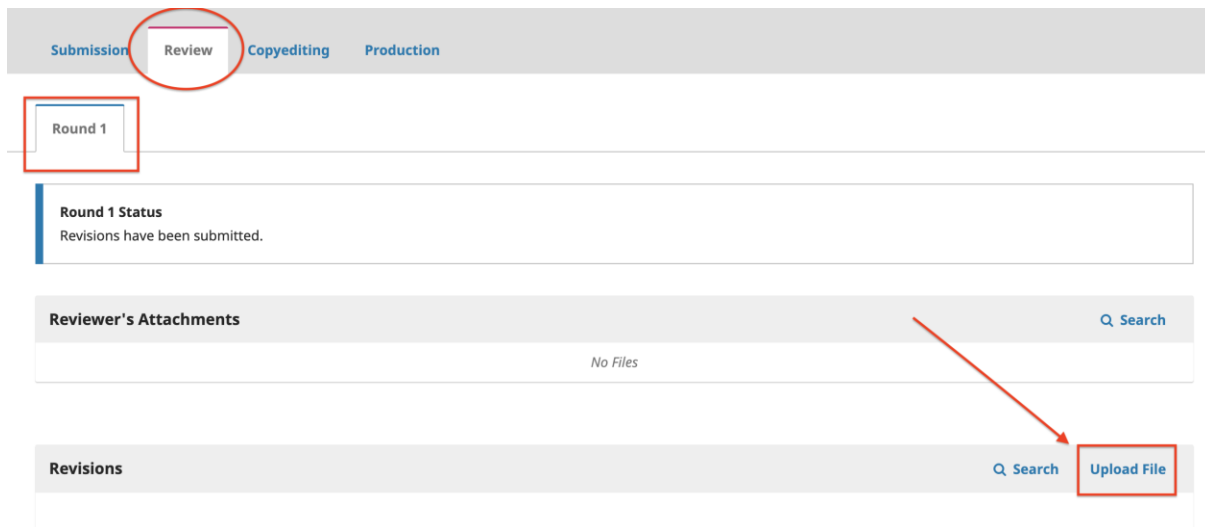
Clicking 'Upload File' will take you to a pop-up menu where you can upload your revisions (revised manuscript as well as a 'response to reviewers' file).
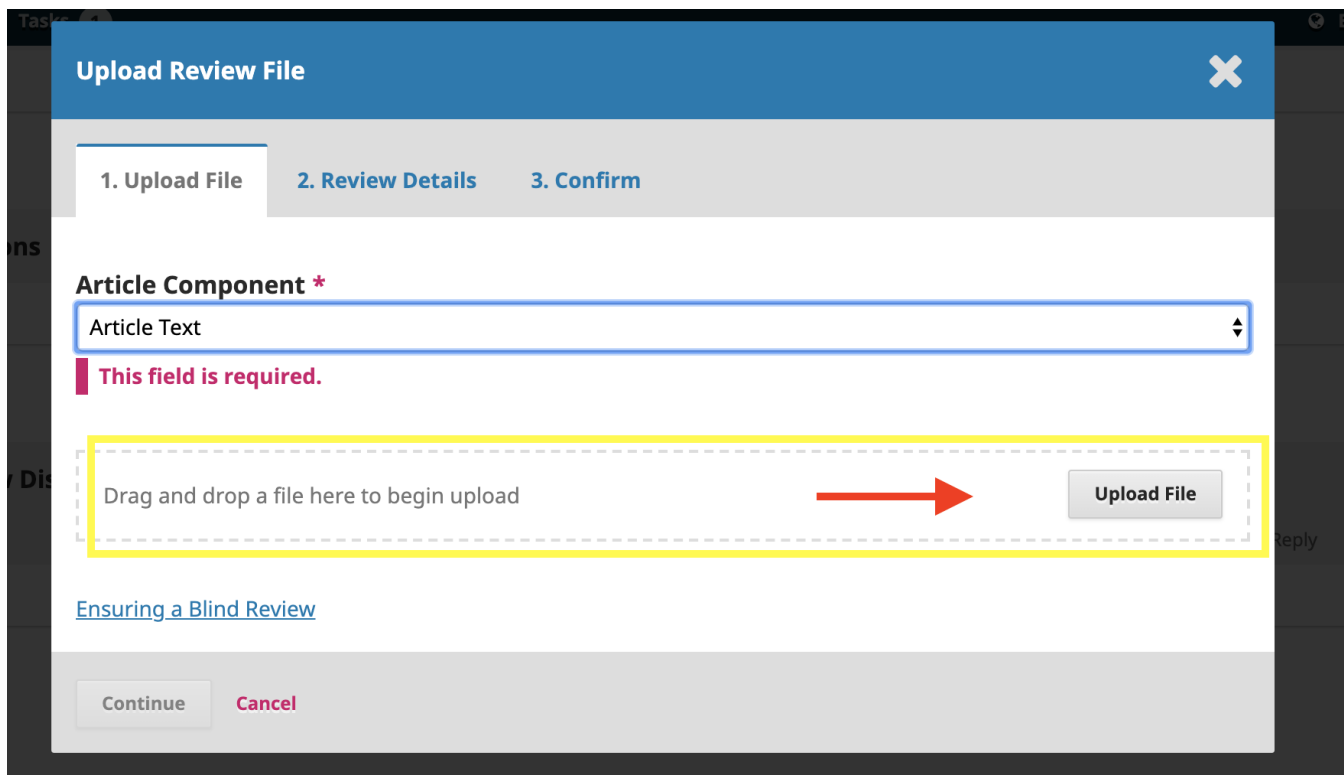
After uploading the file, click continue, review the details, and confirm. Once confirmed, the revisions will be handled by the section editor.

Appendix B – How to Make Files Anonymous in Word

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 select/tick**</u> 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

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

Appendix C – Author Agreement

The below guidelines 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 SPPP has accepted your paper for publication. At that point, you must download the form and return a signed copy via email to SPPresearch@ucalgary.ca.

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:

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.

Appendix D – Reviewer Rubric

Referees should provide a confidential cover letter to the editor providing an overall evaluation of the paper and a clear recommendation to publish, to request a major or minor revision, or to reject the submitted paper. Recommendations for rejections may be based on inappropriate fit with SPPP as well as substantial errors or omissions in the paper.

The specific structure of the report can vary, but typically the report should contain the key elements of the referees evaluation of the paper. The report can provide general comments, addressing the main contribution of the submitted paper and the appropriateness of the paper for publication in SPPP as well as specific comments, addressing the organization of the paper, methodology used in the paper, correctness and significance of the papers results and conclusions, and exposition and logic of the papers argument. All comments should be considerate in manner and constructive. If a recommendation of revise and resubmit is given, then detailed comments regarding the requested revisions would be most helpful for the authors.

The following questions will help authors, reviewers, and editors in the paper writing and publication processes:
- Have the authors defined their topic and approach appropriately?
- Is their treatment of the topic innovative and engaging?
- Is the paper's policy approach 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 were asked to cut this paper for clarity and brevity what would be your suggestions?

Appendix E – Conflicts of Interest and Disclosure

When submitting a paper, all authors should state all sources of financial support for their research. All authors should identify any interested party that provided financial or in-kind support in the form of consultancy fees, retainers, data access, etc. An interested party is an individual or organization that has a stake in the paper for financial, political or ideological reasons.

All authors should reveal any paid or unpaid positions in organizations whose financial interests or policy positions are relevant to the submitted paper.

If any of the above situations does not apply to one or more of the authors, this fact must be stated as well.

The above information should be disclosed in a Disclosure Statement Form (see below), one for every author. The disclosure form(s) should be submitted separately from the manuscript and clearly indicated as such. A short statement summarizing the information in this form should be included by the authors in the acknowledgment footnote of the initial submission and all subsequent versions of the paper, unless the statement compromises anonymity during the reviewing process in which case it should be added in the final version for publication. Authors are expected to keep SPPP informed of any changes in their status that could potentially put them in the appearance of conflict between the date of submission and the date of final acceptance of the paper.

Disclosure Statement Form

Submit this form separately from the manuscript. For submissions with more than one author, a **form must be completed by and attached for each of the authors**. A short statement summarizing the information in this form will be included in the acknowledgment footnote of the published version of the paper. If one of the situations does not apply to you, please write "None".

1. Paper title:

2. Sources of financial support:

3. Interested parties that provided financial or in-kind support: (An interested party is an individual or organization that has a stake in the paper for financial, political or ideological reasons.)

4. Paid or unpaid positions in organizations with a financial or policy interest in this paper:

5. Name, affiliation, and contact information:

Appendix F – For Designers

Paper

Any SPPP paper, with the exception of Trends and Communiques, must include the following, in order:

- Title
- Authors
- Author affiliations (institution and email only. On first page footnotes)
- Abstract (unstructured, maximum 350 words)
- Keywords (3-7)
- Policy Recommendations on a separate page (for Research and Technical papers)
- Body
- Acknowledgements (additional paragraph, drawn from Title Page)
- Funding Sources (additional paragraph, drawn from Title Page)
- Author role statement (see below, drawn from Title Page)
- Reference List
- Supplementary information, if applicable