

**Manuscript Requirements:**

The *JOP* prefers manuscripts that are approximately 25-35 pages long, formatted as explained below. We will not review papers that are under consideration for publication elsewhere, whose contents have been substantially published before, or that substantially exceed 45 pages formatted in accordance with the instructions below.

Manuscripts submitted for review should format all the text and appendix materials double-spaced in a standard 12-point type font. Footnotes, bibliographic citations and tables may be single-spaced. Tables and figures should be printed at the end of the manuscript, each one on a separate page. Papers accepted for publication must be prepared by the author in accordance with more detailed requirements for headings, bibliographic citations, tables, figures, and related matters. Instructions regarding these requirements are made available at the time papers are accepted.

Any manuscript stating that additional information is available on a website or to interested readers upon request should include that material in a clearly marked, separate appendix embedded at the end of the manuscript; note that the appendix material does not count against the 45 page limit of the submitted file. Authors should be aware, however, that reviewers are under no obligation to review such materials.

An abstract is required for all submitted manuscripts. The abstract should be a single paragraph of 150 words or less that succinctly describes the research question addressed, the analytical approach and the major findings of the manuscript. References and citations to other work should not be included in the abstract.

Manuscripts submitted to *The Journal of Politics* should follow the guidelines provided in the *Style Manual for Political Science, 2006 Revised Edition* (APSA Committee on Publications). Copies are available from The American Political Science Association, [www.apsanet.org](http://www.apsanet.org). For more detailed information on stylistic requirements, authors can also consult *The Chicago Manual of Style (15th Edition)*. A brief statement of style and presentation guidelines for *The Journal of Politics* is also available at the *JOP* web site (<http://www.journalofpolitics.org>).

**Author Self-Identification Issues:** *The Journal of Politics* employs a double-blind reviewing process. Therefore, authors should remove all self-identification information from the version of the manuscript that will be sent out to referees. Of course, this pertains to names, institutional affiliations, and addresses that normally appear on the title page or in running headers/footers and the like. Authors should also remove all acknowledgments, expressions of gratitude, and statements about grants or other financial support for the research reported in the manuscript. Generally, any references to personal interactions with other political scientists (e.g., a note stating “I received the data from\_\_”) should be taken out. Authors may leave citations to their own work in the manuscript, as long as those citations refer to published work and do not self-

identify themselves in any way (i.e., no personal pronouns). Authors should avoid citations to their doctoral dissertations or to forthcoming publications. Any such material can easily be added back into the manuscript, if it is accepted for publication.

**Manuscript Submission Procedures:** All manuscript submissions must be made on-line at <http://www.editorialmanager.com/jop>. If you have already submitted a paper or a review to *The Journal of Politics* through Editorial Manager, then you are registered. If you have not used this system and want to submit a paper, you must first register as an author. When you have logged on as an author, click on “Submit a Manuscript,” and follow the on-line instructions.

You will be asked to upload an anonymous version of the manuscript. Once you do so, an anonymous PDF file will be created, and it will be sent to your Editorial Manager author page for your approval. This should only take a few minutes. You must open the PDF and then approve it for review. It will then be forwarded to the editorial office.

Questions regarding the manuscript submission process should be sent to [JOP@email.arizona.edu](mailto:JOP@email.arizona.edu). Authors may check on the status of their manuscript by accessing their author page in Editorial Manager.

**Editorial Process and Turnaround Time.** The editors will make all final decisions jointly, upon the advice of their reviewers and members of the editorial board. Manuscripts that the editors deem as failing to meet the particular intellectual goals of the journal, either in substance or style, will not be sent out for review.

The *Journal of Politics* Editors and the *JOP* office staff make every effort to process manuscripts as quickly as possible. However, the double-blind refereeing process is invariably rather slow. It is impossible to predict the length of time that will be required to process any given manuscript. As noted recently by an editor at a distinguished University press, “these caravans move only as fast as the slowest camel in the pack.”

As a general guideline, authors should allow three months from the date of submission for a publication decision. Occasionally, the review process will take longer than that. In some cases, however, the Editors will make a decision more quickly in an effort to provide responsible, efficient feedback to the author without exhausting the good spirit and expertise of our reviewers.

Appeals on decisions must be in writing; will be treated fairly; but will generally fail unless there are clear procedural errors. Appeals will not be considered until 10 days after the author receives a decision letter and will be addressed only as time allows.

**Editorial Office Schedule:** The *JOP* does not process newly submitted manuscripts between August 1 and 31 or between December 20 and January 2. During those times, however, reviews will be processed and decision letters sent out as time allows.

**Contact information:** For more information on the journal and its policies see the journal web site at [www.journalofpolitics.org](http://www.journalofpolitics.org). Please direct questions to the editorial staff at [jop@email.arizona.edu](mailto:jop@email.arizona.edu).