Journal of Information Policy

Submission Information:

Author Guidelines

To submit an article, please visit http://www.editorialmanager.com/jip and create an author profile. The online system will guide you through the steps to upload your article for submission to the editorial office.

The *Journal of Information Policy* uses the most recent edition of the *Chicago Manual of Style* for word choice, mechanics, and paper structure. For citations, please use that style's Notes and Bibliography documentation system (not Author-Date), which requires footnotes and a full bibliography. The article must conform to the guidelines of this style to be considered for publication.

The article must be submitted in the form of a Microsoft Word compatible file. Please use double spacing and 12-point font Times New Roman.

A typical paper for Journal of Information Policy should be no more than **10,000 words**, not including the abstract, tables, references, figure captions, and footnotes. Authors wishing to submit longer manuscripts should provide a note in the cover letter justifying their extra length, and should be aware that such papers, when accepted for review, may take much longer to be reviewed.

To ensure the success of the anonymous review process, please submit both a anonymous version of

your article and a cover page document with all author information. Please upload these as separate documents following the guidelines provided on the submission page on http://www.editorialmanager.com/jip.

For the anonymous version of the article, do not include the author's name(s) anywhere in the document. Also, remove internal self-citations (such as "in 2008 I argued . . .") by which the reviewer may discern the author's identity. Be sure to erase all identifiers from the "summary" and "statistics" sections of the document preferences as well.

The cover page document should include the name and affiliation of each author, along with the article title.

The article may include charts, graphs, and other illustrations that advance the author's arguments and enhance the reader's understanding. These items should not be embedded in the Microsoft Word file but as separate files following the guidelines provided on the submission page on http://www.editorialmanager.com/jip. Authors need to provide **alt text** to describe image content (for figures, charts, and tables) to ensure accessibility for individuals using screen readers. Please see the **PSU Press Alt Text Guide on page 6** for further information on writing alt text. Appendices, when necessary, should be uploaded separate files as well.

Authors are requested to provide a 100 word introductory statement to their paper, which will come instead of the traditional abstract. We propose you prepare a summary that first states the policy question addressed, followed by a brief statement of the finding or conclusion, with at most two or three sentences of elaboration. In preparing this introduction please be advised that the audience for the articles in the JIP consists of both policymakers and academics, hence the purpose of this summary is to enable the policy makers decide quickly whether or not the article is relevant to their interests. At the same time this introduction should enable search engines to identify your paper as relevant, so do use in it and in your title the keywords that best categorize your paper.

Authors are encouraged to obtain the appropriate permissions for materials originally produced by

others. Permissions are not required if the usage of such materials falls within the legal boundaries of Fair Use. Regardless, obtaining proper permissions is the responsibility of the author(s).

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 not been previously published or currently under review at a different journal.
2. The file is in Microsoft Word format (.doc or .docx file type). All illustrations (charts, graphs, photos, tables, etc.) are not embedded within the same file, but uploaded as separate documents.
3. The name and affiliation of the author(s), as well as internal citations, have been removed from the primary article document, including the summary and statistics in the document "preferences."
4. A cover page containing the name and affiliation of the author(s) has been uploaded separately.
5. All URLs referenced in footnotes are reproduced fully (starting with "http") and represent active websites. Include the date of access for each URL. If a URL is currently inactive, add an explanation to the footnote.
6. The text is double-spaced and in 12-point font. Footnotes can be in 10-point font.
7. The text should be no more than **10,000 words**, not including the abstract, tables, references, figure captions, and footnotes. Authors wishing to submit longer manuscripts should provide a note in the cover letter justifying their extra length, and should be aware that such papers, when accepted for review, may take much longer to be reviewed.
8. The citations (footnotes and bibliography), word choice, mechanics, and paper structure conform to the most recent edition of the Chicago Manual of Style.
9. Authors need to provide **alt text** to describe image content (for figures, charts, and tables) to ensure accessibility for individuals using screen readers. Please see the **PSU Press Alt Text Guide on page 6** for further information on writing alt text.

Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

Review Policy

All **original articles** are initially reviewed by the Journal's editors, who will assign two to three peer reviewers unless the manuscript is inappropriate in topic or quality, outside the scope of the Journal, or not sufficiently timely or original. All submitted articles must be the author's unique work and must not have been previously published elsewhere or under review at other journals.

If the article is accepted for peer review, a anonymous review process will be used in which the identity of the author(s) is unknown to the reviewers. Two to three reviewers will be selected from an international pool of academic experts. The reviewers assigned to the article will comment on the following items:

* The importance, originality, and timeliness of the policy question
* Strengths and weaknesses of the study design and data analysis (for research papers) or the policy analysis and commentary (for policy papers)
* Writing, organization, and presentation
* The degree to which the findings justify the conclusion
* The relevance, usefulness, and comprehensibility of the article for the Journal's target audience in government, industry, and academia

The Journal's editors will decide whether to accept or reject an article for review within five (5) business days of submission and will notify the author(s) of their initial decision. The peer review process will be completed in three (3) weeks. The comments and recommendations of the peer reviewers will be consolidated by the editors, who will announce the decision of "accept as is," "accept with minor revision," "revise and resubmit," or "reject."

Authors will receive the results of the peer review process and the final decision from the editors. In the event of a recommendation to "revise and resubmit," the author will be allowed two (2) weeks to deliver an updated version of the article, which will receive a further review by the journal editors before publication.

Writing Tips for Abstracts

An abstract is a self-contained piece of writing that can be understood independently from the article. It must be kept brief (approximately 150–200 words) and may include these elements:

- Statement of the problem and objectives (gap in literature on this topic)

- Thesis statement or question

- Summary of employed methods, viewpoint, or research approach

- Conclusion(s) and/or implications of research

Keep in Mind… Depending on your rhetorical strategy, an abstract need not include your entire conclusion, as you may want to reserve this for readers of your article. The abstract should, however, clearly and concisely indicate to the reader what questions will be answered in the article. You want to cultivate anticipation so the reader knows exactly what to expect when reading the article—if not the precise details of your conclusion(s).

Do

- State your thesis clearly and as early as possible.
- Provide background information placing your work in the larger body of literature.

- Use lucid and concise prose.

- Explain the purpose of the work and methods used.

- Use keywords and phrases that quickly identify the content and focus of the work.

- Mimic the type and style of language found in the original article, including technical language.

Do not

- Refer extensively to other works.

- Add information not contained in the original work.

- Define terms.

- Repeat or rephrase your title.

- Use first-person pronouns in abstract text (e.g., instead of "In this article, I outline," use "This article outlines").

Examples

The abstract should begin with a clear sense of the research question and thesis.

"While some recent scholars claim to have refuted the relevance of stylometric analysis for Plato studies, new technological advances reopen the question. This article uses two recently completed stylometric analyses of the Platonic corpus to show that advanced artificial intelligence techniques such as genetic algorithms can serve as a foundation for chronological assertions."

It is often useful to identify the theoretical or methodological school used to approach the thesis question and/or to position the article within an ongoing debate. This helps readers situate the article in the larger conversations of your discipline.

"The debate among Watts, Koupria, and Brecker over the reliability of stylometry (2009) suggests that . . ." or "Using the definition of style proposed by Markos (2014), this article argues that . . ."

Finally, briefly state the conclusion:

"Through analyzing the results of Watts and Koupria's genetic algorithmic stylometry, this article demonstrates that they provide solutions to roadblocks previously identified in stylometric analyses of the Platonic corpus for the purposes of developing a reliable chronology. These solutions . . ."

PSU PRESS ALT TEXT GUIDE

Penn State University Press is committed to making its publications accessible to the widest audience possible. The inclusion of alternative text (or "alt text") will allow those using assistive technology to access the images and other graphic elements (such as tables, charts, graphs, and maps) in the digital formats of articles. Authors are encouraged to submit alt text (and where necessary, extended descriptions) for all images and other graphic elements in their manuscripts. *Note:* If sufficient information about the image is included in the caption or the text, alt text may be unnecessary.

General Guidelines for Composing Alt Text
Alt text should clearly and concisely describe the content and function of an image. Please limit the description to the most important elements of the image. In most cases a one- or two-sentence description, consisting of no more than 250 characters (not including spaces), should suffice. If more than 250 characters are needed to convey the content and function of an image, please provide an extended description in addition to the alt text.

Extended Description
For more complex images and graphic elements (such as graphs, charts, and maps), please provide an extended description with the necessary information. Any visible English text in an image must be transcribed in the extended description. Please note that images requiring an extended description must also have the shorter alt text.

Formatting and Submitting Alt Text
Alt text should be submitted along with captions. The alt text for a figure should be set on a new line after the caption and should be preceded by <alt text>. An extended description, when necessary, should be treated in a similar manner, preceded by <extended description>. When drafting and formatting alt text, you should:
- capitalize acronyms so assistive technology reads them as separate letters and not words (e.g., US versus us);
- avoid complex symbols, such as brackets, quotation marks, dashes, ellipses, and mathematical symbols, as assistive technology does not treat all of these symbols consistently;
- write in complete sentences but avoid overly complex sentence structures.

For examples as well as additional information and resources, see here.

Final Submission Checklist

- o All authors and coauthors are listed in the submissions interface.
- o At least one author has been designated as the corresponding author with contact details:
  - ▪ E-mail address
  - ▪ Affiliation
  - ▪ ORCID number has been provided (if you have one)
- o Necessary funding statements have been provided, including funding organization name, the organization's DOI, and grant numbers if you have them.
- o All necessary files have been uploaded. Submission must include:
  - ▪ Abstracts (150–200 words)
  - ▪ Keywords (3–5)
  - ▪ Separate image files (tiff, jpg, include relevant captions, **not inserted into Word file**)
  - ▪ All tables (including titles, description, footnotes)
  - ▪ Ensure all figure and table citations in the text match the files provided.
- o Journal policies detailed in **submission guidelines have been reviewed** and **journal style guide has been followed**.
- o Manuscript has been checked for spelling and grammar.
- o Manuscript and Notes and or Works Cited sections follow the most recent *Chicago Manual of Style* (18th edition) for formatting and language.
- o You have used endnotes and not footnotes.
- o All references mentioned in the Works Cited list are cited in the text.
- o If you only have 1 note or 1 work cited, the sections are called Note or Work Cited (not Notes or Works Cited).
- o If your article includes notes, you have used shorten citations instead of ibid (See CMOS 18, 13.37).
- o Permission has been obtained for use of copyrighted material from other sources (including the Internet and for image use). Please provide permission documentation to journal editor for images or long text excerpts under copyright.
- o All figures have been provided as individual image files (**not inserted into Microsoft Word**) and are 300 dpi at a sizing of at least 2.25 inches wide.
- o **Alt text has been provided** to describe all supplied images, tables, and charts. See **PSU Press Alt Text Guide** in submission guidelines and reference more information [here](#).
- o You have saved your article in a docx file format, not as a PDF or other file format.