



Guidance for Authors

Thank you for your interest in contributing to the *Cambridge Journal of Science and Policy* (CJSP). We accept articles that promote the science-policy interface, from authors across institutions and industries.

CJSP mainly publishes 2 types of articles:

- **Communications** (short, 1000-2000 words), that can be about science policy or science for policy, and other relevant topics. They should be similar in style to a policy brief or POSTnote.
- **Perspectives** (short, maximum 1000 words) includes opinions on policy issues, interviews, policy debates, book reviews etc. While still being evidence-based, *perspectives* are less data-driven than *communications*.

CJSP occasionally publishes:

- **Reviews** (essay length, at least 4000 words), discussing new developments in a scientific field and their potential impacts on policy, policy proposals regarding current science and technology issues, and similar.
- **Reports** (short, 1000-2000 words) on science policy conferences, lectures, workshops or activities. These focus mainly on those organised by CUSPE.
- **Invited contributions** any of the above article types may be invited by the editorial board and are subject to peer-review.

Please prepare your article to meet the brief of one of the above article types and adhering to the instructions for authors on the following page(s).

If you have any questions, or suggestions, please don't hesitate to contact the CJSP Editorial Board at publications@cuspe.org



Style guide

- Please write your drafts using a word processing software that allows track changes (such as MS Word), and indicate clearly sub-section titles. The accepted drafts will be reformatted using a LaTeX template.
- Please do not exceed the word count under any circumstances. Otherwise you may be asked to decrease your word count in the first instance before peer-review.
- Include an abstract (maximum 250 words).
- Include 3 sentences which will form a 'science to policy' box at the beginning of your article. This should describe to a layman how the science you are presenting is relevant for policy. What is the key 'take-home' message you want to get across?
- Include 3 or 4 keywords.
- Please ensure the article is appropriate for CJSP's target audience, meets the objective of one of the article types described above, contains relevant policy content, *and is free from bias and obvious support for any particular political party.*
- The scientific information provided should be limited to what is important for the reader to know to fully understand the policy issues, and should not be unnecessarily detailed or technical.
- Ensure that all information presented is evidence-based and clearly referenced to an appropriate supporting source.
- Please use British English spelling.
- If there are multiple authors, please provide author names in the order you wish for them to be published, and affiliations, if relevant.
- Define any abbreviations at first use.
- Any images should be included directly in the document, with indication of size (one-column or two-column). Please send CJSP the highest resolution format you have, ideally 300 dpi or a vector image, as a separate file. Please reference the figure in the text and, if needed, provide a caption.
- Indicate citations in the main text using square brackets before punctuation, e.g. [1], or using the LaTeX command `\cite{NAMEREF}` if a .bib file is provided. References should be listed at the end of the article, and be correctly and consistently formatted using the Institute of Electrical and Electronics Engineers (IEEE) style. All references can be included in a BibTeX .bib file. While there isn't a hard limit for references, aim at a maximum of 15-20 references per article.
- In addition to your article, please also provide:



- A short author biography, together with a high-resolution portrait photograph of yourself.
- A declaration of any conflicts of interest: any financial interests or connections, direct or indirect, or other situations that might raise the question of bias in the work reported or the conclusions, implications or opinions stated.
- Upon acceptance of the final edited article, the editors will deposit the contribution in the Cambridge University Apollo repository. Please do not make author submissions to the repository.

Email your completed article and abstract to publications@cuspe.org . Before submitting your article, authors are required to read and agree to the Terms and Conditions of submission (detailed below).

You will then be contacted by an editor from CJSP. Pre-submission enquiries at publications@cuspe.org are very welcome.

Terms and conditions of submission

Before submitting a paper, I understand that it is my responsibility to know my faculty's or department's academic policies (e.g., definitions of 'work being an original contribution to knowledge' or 'self-plagiarism') to ensure the publication of my work is not in violation of them.

I understand that my article will undergo a pre-selection and triple-blind peer-review process (outlined in the selection process page).

Although peer-reviewers contribute to the decision of my paper's acceptance (through a process of weighting comments that are for or against its publication), I understand the CJSP Editorial Board has the right to override these decisions in cases the quality of my article is compromised (e.g., ethical issues, detection of plagiarism, or significant methodological flaws).

If my paper is accepted, I understand that amendments may be needed (based on comments generated from peer-reviewers) and will be given one month to make the necessary changes.

At the peer-review stage, I have the right to make an appeal to the CJSP Editor if I disagree with my paper's status (e.g., being rejected) or recommended changes. In such



cases, a third reviewer will be sort to examine my paper and complete the decision process. In the case a third reviewer cannot be found, the decision of the CJSP Editorial board remains final.

By my paper being accepted for publication, I grant CJSP the exclusive license to publish my work(s) online within a public domain in return to retain copyright of my material and the reuse of it (e.g. posting it on an institutional repository or personal website) as long as the proper citation of its publication is made. The publication of my work will adhere to the open-access policy detailed under the CC BY 4.0 license (Attribution 4.0 International).

I am aware that articles published on the CJSP website display authors' full names, emails, and affiliated departments/faculties and institutions. If I wish for my personal details (other than my full name) not to be displayed on my publication, I must notify the CJSP Editorial Board of this request.

I am aware that there are potential risks associated with any form of online publishing, such as plagiarism by others. I further understand that CJSP will do all it can to protect my intellectual property, although it cannot take responsibility should plagiarism occur.

I am aware that any images, symbols and other copyrighted material that are not my original work can only be used with permission granted by its owner (e.g., author or publisher). I will be required to declare the use of copyright material, in addition to agreeing to the terms and conditions outlined above, when submitting the article.

Selection process

Pre-selection

Submitted papers will first undergo a pre-selection process based on general quality and compliance to CJSP's submission requirements. Authors will be given the opportunity to correct any deficiencies and re-submit.

Peer review

Articles deemed to meet CJSP's submission requirements will be distributed for peer-review. The peer-review stage is a triple-blind, peer-review procedure, where two (or more) review panel members will review the paper and notify the Editor

whether they feel it is eligible for publication in CJSP. The goal of the peer-review process is to ensure that the contribution to the Journal is scientifically sound and accessible to a broader audience of policy-makers and policy advisors. The appointment of at least a specialist and a non-specialist reviewer reflects this aim.

Corrections

In case peer-reviewers deem it necessary for the contribution to be amended before being eligible for publication, the author(s) will have one month to provide a point-to-point rebate to the comments or address the reviewer's comments in the text of the paper. The Editor will then decide whether the corrections address the comments from the reviewers. The Editor has the prerogative to send the corrected paper to the same reviewers for further comments.

The final-decision on the state of the article (i.e. whether or not it is published) lies solely with the CJSP Editorial Board.