

Guidelines for authors

Submission of manuscripts

Authors are to follow these instructions when submitting an article to the Icelandic Review on Politics and Administration/Stjórnámál og stjórnsýsla.

Deadlines for submission of articles to the peer reviewed section of the journal are April 15th and October 15th each year. Publication dates of web editions are June 15th and December 15th each year. A printed version is published in February the following year.

Submitting an article

From spring 2014 authors will submit their articles in the Open Journal System (OJS) of the journal. Authors are requested to follow instructions and register with the system see SUBMISSIONS. Registration and login is required to submit items online and to check the status of current submissions.

After deadline in April and October the editorial board reviews the submitted articles. The editorial board stipulates its right to reject articles for peer review that are not in accordance with the focus and scope of the journal. Authors can follow the review process of their article by logging in to the OJS system at any time. The system will notify authors when reviewers have submitted their comments. After revisions the authors submit their final paper with required personal information in the format for peer reviewed articles, see below.

Copyright

The author holds the copyright of his/her paper. Authors grant the journal permission to sub-licence the content of their articles to academic databases which the journal has made license agreements with.

Peer-review

Icelandic Review of Politics and Administration, IRPA (Stjórnámál og stjórnsýsla) uses double blind peer review ; the reviewer does not receive information on authors and authors do not receive information on reviewers. See the Journal Ethics. The Icelandic academic community is relatively small, therefore it is recommended that authors and reviewers alike hand in their work in a way that minimizes the possibility of recognition.

Novelty is essential for publication in the journal; and authors must offer a convincing demonstration on how they have achieved this. Material that has been published previously in books or academic journals is generally not accepted. Novelty can consist in theoretical contributions, methodology and the presentation of new data.

Common requirements in Social Science journal are that articles contain:

- a) An account of the study's novelty.
- b) An overview of other academic writing and research related to the subject.
- c) Explanations of concepts, measurement tools and the methodology of the study discussed in the article.
- d) Analysis of the data acquired.
- e) An account of the main results.
- f) Discussion on the results within the academic framework introduced in the beginning.

The Icelandic Review of Politics and Administration (Stjórnmal og stjórnsýsla) will continue to publish articles by Sociologists, Economists, Philosophers, Lawyers, Historians, Business Administrators and others who do research in the field of politics and public administration. The aforementioned requirements do not necessarily apply in the same manner to articles from different academic fields. Allowances are made for different traditions in this respect. The main focus is that the manuscripts meet generic quality requirements of clear presentation and well-reasoned conclusions.

There are four possible outcomes of peer-review:

- the article is accepted
- the article is accepted subject to certain changes (a statement listing the changes that were made must accompany the next draft)
- major changes must be made to the article, however, the author may submit a new article for peer-review (same reviewers)
- the article is rejected

Should the reviewers not agree on the results; the editors either rule on the problem or a third reviewer is called in.

Reviewers submit their written review into the OJS system of the journal. The final decision on publication of an article lies however in the hands of the editorial board.

Authors fees

There are no author's fees

Length of an article

Articles may be written in English and Icelandic.. Articles should be no longer than ten thousand words including abstract and bibliography..

The manuscript

A completed manuscript is submitted to the OJS system of the journal. Authors are asked to follow instructions, see below. Authors should use a recent edition of Word and copy their paper in the format for peer reviewed articles.

Proofs

Proof reading of the final versions of articles must be done professionally and is the responsibility of authors. The editors may decide to postpone publishing if proofs are unsatisfactory at this stage.

Title of article

Titles of articles should be short and describe their contents accurately, with no subtitles.

Name(s) of author(s)

The name of the author, academical title(s) and affiliation is registered in to the OJS system. To ensure anonymity of the article this information is not revealed in the submitted article intended for peer review. The following information should however be included in the final version of the article submitted after revisions: Name of author, one or more, along with academic titles and place of work should appear below title of article. Name of first author/corresponding author and contact information are required and they appear in the footer.

Abstract

Journal articles written in English should be accompanied by abstracts in English. Abstracts should not exceed 250 words and cover the main aims, scope and conclusions of the article.

Keywords

Keywords, 3-5 words are written below the abstract.

Main text

Main text begins after the abstract(s). Use Garamond 12 pt., single spacing with an extra spacing between paragraphs.

Headings

Use Garamond 14 pt. bold (not underlined) and no more than three types of headings. Chapters should have titles in addition to numbers. Headings should start at the left margin.

Figures

Figures should be numbered. They must contain all relevant information and not be in colour. Figures must have printing quality 300 pt or more and be delivered in an attached jpg. form. Text headings should be in Garamond 12pt above the figure .

Tables

Tables should be numbered, with descriptive headings in Garamond 12 pt. Use tabs and double spacing. Complicated tables should be delivered in a jpg. form

Notes

Try to minimize the number of notes and keep them brief. Notes should appear at the end of the text.

References

A list of references should appear at the back of the article in alphabetical order, including all authors cited in main text, tables and figures.

Some examples:

- Ashton, S. (1991). „The Farmer Needs a Wife“, í J. Aaron, T. Rees og S. Betts (ritstj.), *Our Sisters Land: The changing identities of women in Wales* (bls. 122-139). Aberystwy: University of Wales Press.
- Bjarni Benediktsson (2007). „Of lítið samráð“, *Morgunblaðið*, 10. nóvember.
- Boel, M.F. (2008, apríl). *Balanced rural areas and balance in the CAP*. Fyrirlestur fluttur á ráðstefnunni Women's Food and Farming Union, Wales.
- Bogdan, R.C., og Taylor, S.J. (1998). *Introduction to Qualitative Research Methods. A Guidebook and Resource* (3. útg.). New York: Wiley.
- Corbett, R., Jacobs, F., og Shackleton, M. (2000). *The European Parliament* (4. útg.). London: John Harper Publishing.
- Damgaard, E. (1974). „Stability and Change in the Danish Party System over Half a Century“, *Scandinavian Political Studies* 9, 103-125.
- EFTA Secretariat (e.d.). „EFTA Surveillance Authority.“ Sótt 9. febrúar 2008 á <http://secretariat.efta.int/Web/EuropeanEconomicArea/institutions/ESA>.
- Einar Arnórsson (1915). *Íslenskt þjóðfélagsfræði*. Reykjavík: UMFÍ.
- George, A.L. 1979. „Case Studies and Theory Development: The Method of Structured, Focused Comparison“, í P.G. Lauren (ritstj.), *Diplomacy: New Approaches in History, Theory, and Policy*. New York: Free Press.

In the text, references are put in the following manner: (Indridason & Kam 2008) and (Ashton 1991; Bailes 1997).

Information on authors

In the last version of a submitted article information on authors should follow, example:

Maximilian Conrad (mc@hi.is), Assistant Professor in Political Science at the University of Iceland. He received a Master's degree in Political Science from Lund University in 2000, a Master's Degree in European Politics from the same university in 2002 and a Ph. D. in Political Science from the same university in 2009.
