



Information about the SPS working paper series

The Department of Political and Social Sciences publishes working papers by professors, researchers or fellows associated with the department. As of May 2009 this series is edited by Prof. Martin Kohli.

Who may submit working papers?

- (1) The main criterion for the submission of Working Papers is whether this text could be submitted to a good academic journal.
- (2) Max Weber fellows and other fellows and visitors affiliated with the department are expected to submit a working paper related to their research while at the EUI.
- (3) Professors should also consider submitting pre-publication versions of texts. Contributions by professors are important to maintain a sufficient level of internal commitment towards, and external profile of the series.

Guidelines for submission

- (1) Working papers should resemble articles in a good academic journal in terms of quality, length and format.
- (2) All papers must include English language abstracts (250 words max.) and a list of up to 5 keywords.
- (3) Papers should not be longer than 15.000 words (incl. footnotes and references). Longer papers may be returned with a request to shorten them. Papers that require more extensive presentation of data may add these in an appendix that will count separately. Appendices should, however, present data in a reader-friendly and condensed format.
- (4) Working papers may also be short collections of articles with a common thematic focus that are going to be submitted for a special issue of a journal. Complete manuscripts of edited conference volumes should not be submitted as working papers.
- (5) Papers that will require extensive linguistic editing will not be accepted for review. Authors who want to use the EUI language correction service can do so at their own expense, unless the paper is part of a thesis. In that case, language corrections can be made, but they count towards the 120,000 word limit. Minor linguistic corrections (as well as required revisions) suggested by the reviewer must be implemented by the author before the final editing of the paper.
- (6) Authors will be asked to format the final version according to instructions provided by the departmental secretary in charge. (NB: avoid headers and footers as much as possible, as they will be created by the secretary in charge, to fit within the working paper template.)
- (7) Authors who want to eventually submit their text to a journal or edited volume should make sure whether the editors or publishers will accept prepublication as a working paper. Most academic journals do not object to submission of texts that have been published as working papers. Several journals, however, refuse to review or publish papers that are already available online as citable text. In some cases

submission will only be accepted if the text is sufficiently different from a version published as a working paper. Since practices on this question vary across and within disciplines and change over time, it is the responsibility of authors to check the rules applied by those publication venues that they consider for future submissions.

(8) Submissions should have a separate cover sheet with the name of the author(s). The abstract and body of the submission must be anonymized.

Review procedure

(1) For working papers submitted by SPS researchers, the first screening will be done by the supervisor; for working papers submitted by Max Weber fellows by the SPS mentor. The supervisor or mentor ought to endorse the proposal, ask for revisions or reject it, with a short statement sent to the series editor.

(2) Submissions by other fellows and by professors should be sent directly to the series editor, who will check whether the paper meets the formal and general criteria for a working paper and will commission a review.

(3) The review procedure is double-blind. The series editor will choose one anonymous reviewer, generally from the department, but may also commission an external review from another department, from postdoc fellows, or from outside the EUI if there is no matching expertise in the SPS department.

(4) Reviewers are asked to write a review within a month after having received the paper.

(5) Reviews should clearly indicate one of four options:

1. accept without changes
2. accept with minor changes
3. allow for resubmission after major changes
4. reject

(6) Options 2 to 4 require some detailed comments. If a paper is accepted (option 1 or 2), reviewers are kindly asked to help authors correct minor linguistic or other errors by making notes in the manuscript. If they use the track changes function for this purpose they should make sure that their comments are anonymized.

Editing and dissemination

(1) Päivi Kontinen will be in charge of administration (keeping records on submission dates and asking reviewers to send their assessment in time) and preparing the WPs for publication.

(2) SPS working papers are published online on the CADMUS section of the EUI webpage at: <http://cadmus.eui.eu/dspace/handle/1814/6>
Authors receive 25 printed copies for distribution.

(3) Submissions and queries should be sent to:

Paivi.Kontinen@eui.eu and Martin.Kohli@eui.eu

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Professor Martin Kohli, SPS Working Paper Series Editor