

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. It is a firm departmental requirement that Visiting Fellows must submit a Working Paper during the first months of their stay at our Institute. Max Weber Fellows are required to submit to the Max Weber Working Paper Series, but are welcome to submit additional papers to the SPS series.

The current editor is Prof. Ellen M. Immergut.

Who may submit a Working Paper?

(1) The main criterion for the submission of Working Papers is whether the argument and empirical evidence meet the standards necessary for submission to a good academic journal, even if for example, the length and breadth of conception might not be in the final form necessary for a journal submission.

(2) Visiting Fellows are expected to submit a working paper related to their research while at the EUI. They may choose to submit an accepted working paper to a refereed journal and to wait to decide on which open access option to use until they hear from the journal and can follow this specific journal's rules. The EUI has an open access policy for all working papers. The following links provide further information on these matters, and Lotta Svantesson, the EUI Repository Manager (cadmus@eui.eu; Lotta.Svantesson@EUI.eu) will be happy to advise Visiting Fellows personally.

<https://www.eui.eu/Research/EUIPublications/AcademicPublications/CopyrightAndOpenAccess>

<http://www.sherpa.ac.uk/romeo/search.php>

We also recommend that Visiting Fellows apply for an ORCID ID if they do not already have one.

<https://orcid.org/0000-0002-1085-8620>

(3) We also welcome submissions by faculty members, as these are important for maintaining 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 will not be reviewed. 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.
- (6) Authors will be asked to format the final version according to instructions provided by the administrative assistant in charge. (NB: Avoid headers and footers as much as possible, as they will be created by the assistant in charge, to fit within the working paper template.)

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. As stated above, Sherpa and the EUI Repository Manager can provide full information on journal open access policies.

Review procedure

- (1) For working papers submitted by SPS researchers, Max Weber fellows, or Visiting Fellows, the first reviewer will be the Supervisor, Mentor or Host. Consequently, it would be appreciated if the first reviewer would remind the researcher that only completely finished papers should be submitted, as we only use the accept or reject options, although authors will have a chance to improve their papers based on the suggestions of the reviewers.
- (2) For submissions by other fellows and by professors, the series editor will serve as first reviewer.
- (3) The review procedure is single-blind. The series editor will choose one anonymous second reviewer, generally from the department, but also possibly from outside the EUI, based on the expertise required.
- (4) Reviewers are asked to review the paper within four weeks of having received the manuscript.



- (5) Reviews should clearly indicate one of four options:
- Accept to the SPS Working Paper Series
 - Accept to the SPS Working Paper Series subject to light language editing &/or cutting
 - Accept to the SPS Working Paper Series subject to minor clarification of the argument
 - Reject
- (6) Reviewers will be provided with a goggle review form in order to choose their response and add comments to the author and to the editor.

<https://docs.google.com/forms/d/17i0eujL6SwY4VrGQNuKNMh9eur30nX01vrlzsEyfz0o/edit>

Editing and dissemination

- (1) Adele Battistini 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/handle/1814/6> Authors receive circa 25 printed copies for distribution. Authors may chose the embargoed option.
- (3) Submissions and queries should be sent to: adele.battistini@eui.eu.

Please do not submit a paper before contacting your supervisor, mentor or host.