



Guidelines for final papers

General: manuscript pages should be numbered. This includes not only the text but also the notes, references, displayed quotations, tables and all other material. A maximum length of 6,000 words is recommended.

Cover sheet should include: the author/co-author names, address, institution, position in the institution, country and e-mail address.

Title page should include:

1. full title
2. subtitle
3. abstract (100-150 words): background; aim; method; results; conclusion

Manuscripts should include:

1. Table of content with links
2. Main text
3. Footnotes: typed
4. References: typed, at the end of the manuscript
5. Tables: each table should have an explanatory caption and be presented on a separate sheet at the end of the manuscript. Please check that each table is cited in the text.

Additional suggestions

Theoretical papers

Suggested format for theoretical papers:

1. Introduction with goal and research questions and way one proceeded
2. Basic theoretical framework
3. Theoretical discussion of the problem at hand
4. Reflections
5. Conclusions
6. References

Comparative research

Suggested format for papers with comparative research:

1. Introduction with goal and research questions
2. Theoretical framework/outcomes of previous research
3. Methods section
4. Results of comparison
5. Reflections and conclusions
6. References



Case studies

Suggested format for papers with case studies:

1. Introduction with goal and research questions
2. Country background and outcomes of previous research on the matter as well as policy context
3. Methods section
4. Results of case study
5. Reflection and conclusions
6. References

Further suggestions

- Tables and figures. All notes and sources to tables and figures should be placed underneath. Column headings should clearly define the data presented.

- Essential notes should be indicated by superscript numbers in the text and collated on a single page at the end of the text. References cited in the text should read thus:

Brown (1975: 63-4), Brown and Smith (1975, 1980). Use "et al." when citing a work by more than two authors, e.g. Brown et al. (1980). The letters a, b, c, etc. should be used to distinguish citations of different works by the same author in the same year, e.g. Brown (1975a, 1975b).

- All references cited in the text should be listed alphabetically and in full after the notes, using the following style:

- Articles in journals: Barbano, Filippo (1968) "Social Structures and Social Functions", *Inquiry* 12(1): 1-16;
- Books: Berhek, James T. and Curtis, Richard F. (1975), *A Sociology of Belief*. New York: John Wiley.
- Contributions to books: Michell, J. Clyde (1969), "The Concept and Use of Social Networks" in J. Clyde Michell (ed.), *Social Networks in Urban Situations*, pp. 1-50. Manchester: Manchester University Press;
- Unpublished Works: Moore, W.E. (1961b) "Modern Old Age", PhD. dissertation, University of California, Berkeley, CA.