

Administrative Theory & Praxis (ATP)

MANUSCRIPT SUBMISSION GUIDELINES

About ATP

ATP seeks innovative, rigorous scholarship that critically examines emerging and enduring topics in public administration theory; explores the intersection of public administration and broader social, economic, cultural, political, and historical issues; introduces to the field new theories, frameworks, and literatures that illuminate matters of public administration; develops challenging, thought-provoking normative, ethical, and philosophical arguments about the field; or otherwise seeks to explore and possibly transcend the limits of existing public administration theory and practice. ATP is open to a wide range of research methodologies and approaches that evidence these sensibilities and seek explicitly to contribute to theoretical knowledge.

Review Process

Manuscripts are reviewed by members of the ATP editorial board and ad hoc reviewers chosen by the editor. Typically, three reviewers assess each manuscript. Reviews are double-blind, and ATP strives for a review process that is timely, thorough, and constructive. Manuscripts submitted to ATP should not be under consideration by another publication and should not have been published elsewhere in substantially similar form or with substantially similar content.

Submitting to ATP

Materials should be submitted to the editor by email at Thomas.Catlaw@asu.edu.

Manuscript Preparation

- Authors are asked to submit one version of the manuscript with identifying contact information and one version of the manuscript that is anonymous.
- The identifiable manuscript should include: title of paper, name and position of author(s), complete contact information for each author, and a biographical statement for each author of no more than 100 words.
- An abstract of no more than 150 words should appear between the title and the body of the text.
- The anonymous manuscript should omit author's identification, affiliation, bio, and any references to the author's previous publications.
- Manuscript length normally should not exceed 9,000 words (including references).
- First-level headings should be indicated with boldface type, second-level with boldface and italic; and third-level with italic.

Style Notes

- Double-space all text.
- Use only one space after punctuation.

- For numbered or bulleted list, please enter the number or symbol, followed by a tab, rather than using the generated list feature in your word processor.
- If you refer to email addresses or Web sites, disable the linking feature.
- Period and comma should appear before quotation marks except when a parenthetical citation follows the quotation. For example: (a) One value of public administration is serving the “public interest.” (b) As Wilson wrote, “it is getting to be harder to run a constitution than to frame one” (1887, p. 200).
- Question marks, colons, and semicolons should appear outside quotation marks (though a question mark appears inside the quotation mark if it applies to the quote, not the full sentence). For example; (a) What are the “proverbs of administration”? (b) As Waldo wrote, “Is administration trying to solve problems on too low a plane?”
- Quotation marks should be double (“natural”), not single, except for a quote within a quote. For example: Merriam argued that “the political and social sciences have been generally outstripped by the ‘natural’ sciences.”
- Do not use footnotes. Endnotes should be avoided, but if they are essential, do not use the automatic note generation feature in your word processor. Notes should be indicated by a superscript number in the text, and the note text should be placed as regular running text at the end of the manuscript or in a separate file.
- Tables, figures, and graphics must be in clear, professional, final form. These should be submitted in separate files from the main text of the manuscript. Do not embed them in the main text of the manuscript and do not copy figures from another application into Word or otherwise embed them in a text document. For more details on preparing tables and figures, see disk preparation guidelines at http://www.mesharpe.com/journal_info/prep.htm.

Citations and References

ATP uses the Publication Manual of the American Psychological Association. For style questions not addressed in the APA guide, authors should consult the Chicago Manual of Style (15th edition).

APA In-Text Parenthetical Citations

To give guidance to readers, authors should include page or paragraph numbers in parenthetical references unless citing an entire work. (ATP exercises the option in APA Sections 3.39 and 3.101.)

- (Smith & Jones, 1998) refers to an entire work, two authors
- (Smith, Jones, & Rogers, 1998) refers to an entire work, more than two authors
- (Smith, 1998, p. 135) refers to a specific page
- (Kellner, 1989, para. 15) refers to a specific paragraph in an electronic document without page numbers
- (Smith, 1998, pp. 135-138) refers to multiple pages
- (Adams, 2001; Harding, 1972; Smith, 1998) multiple names placed in alphabetical order
- (Barber, 1984/2004) refers to a new edition or reprint of original work.

Select APA Reference List Entries

In APA, book and article titles are not capitalized; only the first letter of a title, proper names, and the first letter following a colon are capitalized. Also, please note that continuously paginated journals do not need to include the issue number. Please include only volume and page number. (See ** below.)

Butler, J. (1999). *Gender trouble: Feminism and the subversion of identity*. London: Routledge.

Barber, B. (2004). *Strong democracy: Participatory politics for a new age*. Berkeley: University of California Press. (Original work published 1984.)

Baudrillard, J. (1994). *Simulacra and simulation*. (S.F. Glaser, Trans.). Ann Arbor: University of Michigan Press.

Gingold, D. (2000, July). New frontiers in philanthropy. Fortune.com. www.timeinc.net/fortune/sections/, accessed September 10, 2001.

Kass, H.D., & Catron, B.L. (Eds.). (1990). *Images and identities in public administration*. Newbury Park, CA: Sage.

**Putnam, R.D. (1995). Tuning in, tuning out: The strange disappearance of social capital in America. *Political Science & Politics*, 28, 664-683.

Rorty, R. (1998). A defense of minimalist liberalism. In A.L. Allen & M.C. Regan, Jr. (Eds.), *Debating democracy's discontent: Essays on American politics, law, and public philosophy* (pp. 117-125). Oxford: Oxford University Press.

U.S. Department of Education. (2004, July). 1.1 million home-schooled students in the United States in 2003. (NCES Publication No. 2004-115). Washington, DC. <http://nces.ed.gov/pubs2004/2004115.pdf>, accessed January 1, 2008.