1. Type of article

1.1 Scottish Affairs publishes articles on matters of concern to people who are interested in the development of Scotland. This includes articles about similarly placed small nations and regions throughout Europe and beyond. The articles are authoritative and rigorous without being technical and pedantic. No subject area is excluded, but all articles should pay attention to the social and political context of their topics.

1.2 Thus Scottish Affairs takes up a position between informed journalism and academic analysis, and provides a forum for dialogue between the two. The readers and contributors include journalists, politicians, civil servants, business people, academics, and people in general who take an informed interest in current affairs.

1.3 A quarterly cannot be wholly topical, but the editors try to find articles which are of current interest. Nevertheless, contributors should bear in mind that many people will read the journal some time after it was published.

1.4 Articles should be written in a readily understandable style. The use of acronyms and jargon should be avoided.

1.5 All articles are refereed.

1.6 The editors reserve the right to require even commissioned contributions to be rewritten to conform to the goals and audience outlined in section 1 above.

2. Submission of manuscripts

2.1 Submissions should be emailed to Michael Rosie, editor, at m.j.rosie@ed.ac.uk

The article must be an attachment to the email in Word or in Rich Text Format. No other format can be accepted.

2.2 Articles should not normally be longer than 8,000 words, including bibliography.

2.3 The article should be anonymized. This may require authors to anonymise references to their own work, by citing it as ‘(author reference)’.

2.4 A cover page should be submitted separately from the main text, giving, in this order: the article’s title, the text of a biographical note, and the address(es) of the author(s). This biographical note should be 3-4 sentences long, and should concentrate on matters that are relevant to the author’s or authors’ qualifications for writing the article. It should include any acknowledgements.
2.5 The title of the article should be repeated at the beginning of the anonymised text, followed by an abstract of about 200 words, along with about 6 key words.

2.6 The text should be broken up by using headings. The headings should be left-justified. There should be an extra line-space above each heading.

2.7 Tables and Figures should be placed at the end of the submitted text, one per page. The approximate position of each Table and Figure in the main text should be indicated in the main text.

3. References and technical material

3.1 Extensive technical material that cannot be included in the main text should be put in an appendix: an example would be the technical details of a statistical survey.

3.2 Authors are requested not to use textual notes for supplementary material except where absolutely necessary. If an item of information is important enough to include, it should usually be put in the main text. If textual notes are used, they must be endnotes, not footnotes.

3.3 References must be in the form exemplified below (sometimes known as the Harvard style); there should be a single alphabetical list at the end that contains full details of the references as illustrated. Scottish Affairs no longer accepts references in the footnoted style. Manuscripts which do not adhere to these rules will be returned to the authors for correction before they are entered into the production process.

Reference to particular locations in the text should be in the form: Keating (2010: 220-8).

Note below that books etc should have capitals on all nouns and adjectives, whereas papers, chapters, etc should have capitals only on the first word and in proper names.

Books
In the text as Keating (2010) or – where appropriate – (Keating, 2010), and in the alphabetical list at the end as:


Journal articles
In the text as Farrar (1990) or – where appropriate – (Farrar, 2010), and in the alphabetical list at the end as:


In articles with more than one author, place surname before initials for all authors.
Chapters in books
In the text as Scullion (2013) or – where appropriate – (Scullion, 2010), and in the alphabetical list as:


In chapters with more than one author, place surname before initials for all authors.

Articles in print newspapers or magazines
In the text as Harvie (1992) or – where appropriate – (Harvie, 2010), and in the alphabetical list as:


Government printed publication
In the text as Scottish Home and Health Department (1979) or – where appropriate – (Scottish Home and Health Department, 1979), and in the alphabetical list as:


Web publication
In the text as Scottish Government (2013) or – where appropriate – (Scottish Government, 2013), and in the alphabetical list as:


4. Copyright
Authors of accepted papers will be sent a copyright assignation form, assigning copyright to EUP. It must be signed and returned to:

Managing Production Editor, Edinburgh University Press Limited, The Tun, 12 (2f) Jackson’s Entry, Holyrood Road, Edinburgh, EH8 8PJ, United Kingdom.

5. Proofs and Production
Authors are sent proofs as email alerts (with links to download proofs) by the EUP typesetter. Authors should add the typesetter’s email address (epds@srnova.com) to their safe-senders list so that the email alerts do not go to spam folders. Proof corrections must be returned to the editor, by email, within five working days of receipt.