

Final Manuscript Preparation Guidelines for *Basic Income Studies*

<http://www.bepress.com/bis>

This document provides details on copyediting, typesetting, and layout requirements and recommendations pertaining to final manuscript submission to *Basic Income Studies* (BIS). Authors interested in the technical details of producing quality electronic documents in Adobe's Portable Document Format (PDF) should consult the manual: [A Guide to PDF for Scholars Using the bepress System](#).

The bepress system has been designed to improve the scholarly publication process for authors. Among the many improvements it offers over traditional journals, the most significant is that it dramatically shortens the period between initial submission and the final publication of a peer-reviewed article. Much of this time savings is due to innovative use of electronic publication.

1. Article Length

Because BIS uses a professional copy-editor we do operate length restrictions for our submissions. Please keep your manuscript within the following length restrictions:

- Research Articles: 7,500 words
- Book Reviews: 1,200 words
- Comments: 2,000 words (restrictions may be adapted by the guest-editor)

Please contact the BIS editors or book review editor in advance if you think you will exceed these restrictions. BIS is likely to insist on cutting length before sending it to the referee if your initial submission significantly exceeds the recommended length.

2. Copyediting

BIS manuscripts (articles, book reviews and comments or contributions to debate sections) will all be reviewed and formatted by a professional copy-editor.

However, BIS does require that author's final submission satisfy a high standard of writing (spelling, grammar and style) to facilitate fast processing of the final manuscript. In particular we would like authors to pay attention to the guidelines below and, where in doubt, contact the editors at bis-editors@bepress.com. Authors will have the opportunity to carefully review the page proofs before publication.

If you have reasons to doubt your proficiency with respect to spelling, grammar, etc. (e.g., because English is not your native language), we do recommend that you have it thoroughly proof-read before submitting it to BIS.

3. Submission Guidelines

- Do not include a title page, abstract, key words or acknowledgements to the actual paper. The electronic submission system will ask you to enter this information separately, and it will be added to your final manuscript by BIS.
- Do not include page numbers, headers, or footers: BIS will add the appropriate header with page numbers to the final manuscript.
- BIS only publishes articles written in English: either US or UK spellings are acceptable, but spellings should be consistently one or the other. Foreign terms should be set in *italics* rather than underlined.
- Submit your manuscript, including tables, figures, appendices, etc., as a single file (Word, WordPerfect, or RTF files are accepted).
- Page size should be 8.5 x 11-inches (US Letter format).
- All margins (left, right, top and bottom) should be 1.5 inches (3.8 cm), including your tables and figures.
- Double-space your text, including footnotes.
- Use a single column layout with both left and right margins justified.
- Font: for the main Body use 12 pt. Times or the closest comparable font available (10 pt. Times or the closest comparable font available for footnotes); BIS will reformat fonts of the final manuscript.
- Whenever possible use *italics* to indicate text you wish to emphasize rather than underlining it or using bold type-face.
- Include a proper bibliography following the detailed guidelines below.
- If figures are included, use high-resolution figures, preferably encoded as encapsulated PostScript (eps).
- Proofread your manuscript.

4. Detailed Formatting

- In-text references should be indicated by giving the author's name and the year of publication, with page references when necessary, as follows: (Doe, 1936, pp. 78–79); as suggested by Doe (1936, pp. 78–79)

Page numbers should not comprise the entire citation: author name and year need to be included.

If there are two or more co-authors in an in-text reference, list the first author, followed by "et al." (in roman font), as follows: (Doe et al., 1947).

The preference is to arrange multiple in-text references alphabetically: (Doe 1978; Jones, 1990; Smith, 1977).

When in-text references appear within parentheses, use commas—rather than parentheses or brackets—to separate the date from the surrounding text: (see Doe, 1936, for a discussion of this).

- Bibliography: References should be cited in full, in alphabetical order, at the end of the article. The information should conform to the following models.

A reference list entry to a book, should be as follows:

Doe, John (year) *Title of Book: Subtitle of Book*. City, State: Publisher.

A reference list entry to an article, should be as follows:

Doe, John (year) "Title of Article: Subtitle of Article," *Journal Name* vol. no. (issue no.), page range if any.

Howard, Mike (2006) "Basic Income and Migration Policy: A Moral Dilemma?" *Basic Income Studies* 1 (1), pp. 1-22.

For a reference entry to an article, chapter or pages in an edited book, the format and order should be as follows:

Doe, John (2001) "Comment," in E. Block and R. van Dyke (eds.) *Examining Welfare*. Cambridge, MA: Harvard University Press.

If a reference list entry has two or three co-authors, list all author names, as follows: Brock, T., I. Kwakye, J. Polyné

If a reference list entry has more than three co-authors, list the first three and then "et al." in roman font): Brock, T., I. Kwakye, J. Polyné et al.

Author names in a reference list entry should be in the following order:
1. Last name of first author; 2. First name of first author; 3. First name of

second author (if any); 4. Last name of second author; 5. First name of third author (if any); 6. Last name of third author.

Co-authored work is listed after solo-authored work by the same first author: Doe, John would precede Doe, John and Jane Roe.

For a page number range, use full numbers: pp. 215–227 (not pp. 215-27).

For year ranges, use full numbers: 1845–1853 (not 1845–53).

Volume numbers should be in Arabic numerals, not in Roman numerals

- URLs and website access dates, whether in references or footnotes, should conform to the following examples.

Footnote:

¹ Convention on Biological Diversity. <http://www.biodiv.org/doc/legal/cbd-en.pdf> [Accessed 28 July 2005].

² For all documents circulated under TRIPS, see <http://www.wto.org/english/tratope/tripse/art273be.htm>.

Reference list entry:

Roche, M. (2000) *Comparative Social Inclusion Policies and Citizenship in Europe: Towards a New European Social Model, Final Report*. Political Economy Research Centre. <http://www.shef.ac.uk/~perc/sedec/> [Accessed September 15, 2005].

If the date a website was accessed is needed in a reference or footnote, the information should be placed in square brackets at the end of the citation and the date should be preceded by “Accessed”: [Accessed September 15, 2005].

- Footnotes should be numbered consecutively and indicated by superscript numbers within the text. Footnotes should be collected at the bottom of the page rather than at the end of the article.
- Diagrams and figures should be suitable for good quality reproduction. The author should indicate clearly where in the text the diagrams, figures and tables are to appear. Avoid the use of overly small type.

If you have any further questions, do not hesitate to contact the editors at bis-editors@bepress.com.