

EUROPEAN JOURNAL OF HOMELESSNESS

Notes for Contributors

Journal Background: Further information about the Journal, including its aims and scope and links to the electronic copy, can be found on the Journal website – www.feantsaresearch.org

Journal Philosophy

The *European Journal of Homelessness* provides a critical analysis of policy and practice on homelessness in Europe for policy makers, practitioners, researchers and academics. The aim is to stimulate debate on homelessness and housing exclusion at the European level and to facilitate the development of a stronger evidential base for policy development and innovation. The Journal seeks to give international exposure to significant national, regional and local developments and to provide a forum for comparative analysis of policy and practice in preventing and tackling homelessness in Europe. The Journal will also assess the lessons for Europe, which can be derived from policy, practice and research from elsewhere.

Editorial Statement

This Journal publishes inter-disciplinary articles, with a particular focus on the social sciences, which analyse and interpret homelessness policies and practice. Articles that explicitly address cross-national issues are particularly welcome. The distinctive readership of the Journal, which cuts across academic disciplines, national boundaries and includes NGOs and policy makers at the local, national and transnational level, makes the following points of particular importance to contributors.

- Whatever the specific aspect of homelessness under discussion, the relevance of the conclusions to a broad understanding of policymaking should be made explicit.
- Whatever the national setting, the extent to which conclusions are generalisable cross-nationally should be explicitly discussed.
- Jargon should be avoided; technical terms not widely understood should be clearly defined; and the conclusions of statistical analyses should be set out in prose, as well as being supported by relevant quantitative information in tables, footnotes and text.

Articles. The Editors welcome the submission of articles that relate to the annual theme of the Journal. Articles considered for publication will be peer reviewed, and should be policy-relevant contributions related to the field of homelessness not previously published. Articles should fall within the range 6,000-8,000 words, and include an

abstract of between 150 and 200 words, up to six keywords, and a list of references (the word count includes the abstract and any footnotes but not the list of references).

Manuscripts should be submitted as a Word file e-mail attachment to Dr. Eoin O'Sullivan (tosullvn@tcd.ie). The deadline for 2010 was 8th January 2010 and for the 2011 edition manuscripts should be submitted by **7th January 2011**. Authors' details and contact information should be included in the body of the e-mail, and should not appear on the manuscript in order to facilitate the anonymous peer reviewing process.

Policy Review and Think Pieces. These pieces will normally be commissioned by the Editors from the European Observatory on Homelessness researchers or from selected external researchers. The *Policy Review* is intended to provide a detailed evaluation of a specific intervention or area of policy development in a particular member state, including the background to the initiative, the progress made in implementation, and an assessment of the lessons relevant to other EU Member States. The *Think Pieces* are short, argumentative papers designed to provide a platform for debate on contentious issues. Policy Review papers and Think Pieces will normally be expected to be within the range of 3,000 – 4,000 words, and will include an abstract of between 150 and 200 words, up to six keywords, and a list of references (the word count includes the abstract and any footnotes but not the list of references).

The Review Section. This includes reviews of books, research reports and major policy documents. These reviews are commissioned by the Editors and will normally be expected to be up to a maximum of 3,000 words. A key objective of this section is to facilitate the dissemination of research that is published in languages other than English, but English language publications are not excluded. The review should therefore include a brief summary of the research findings, as well as the usual critical reflection on the contribution of the research. No payment is made for reviews, but the contributor is allowed to retain the book or report. The heading for book reviews should include the author, date, title, origin, publisher, number of pages and price, as in the following example: Sveltlana Stephenson (2006) *Crossing the Line: Vagrancy, Homelessness and Social Displacement in Russia*. Basingstoke: Ashgate Publishing Limited, pp.189 EUR 70.20

Language and clarity. All contributions should be written in clear and concise English and should minimise the use of the first person singular. Bullet points should be used sparingly. Authors should clarify the meaning or role of terms, institutions, and other material that may not be familiar to readers from countries other than their own. Where possible, authors should use the terms 'homeless people' or 'homeless persons' rather than 'the homeless'.

Presentation. All manuscripts should conform **exactly** to the *European Journal of Homelessness* style in terms of conventions such as capitalization, reference format and the presentation of tables and figures. These conventions are summarized below. The manuscript should bear page numbers.

Headings. Both the titles of articles and first level sub-headings should be in bold, and the first letter of all principal words should be in upper case. For second level headings, use lower case except for the first letter of the first word and proper nouns, and use italics but no bold. For third level headings, again use lower case except for the first letter of the first word and proper nouns, but no italics or bold.

Tables and Figures. All tables, figures, diagrams and maps should be inserted into the text but a separate file should also be provided. Refer to all tables as Tables, which should be numbered consecutively. Refer to all other illustrations as Figures, also numbered consecutively. Tables and figures should include short, informative captions and, where appropriate, keys to symbols. Lettering in illustrations should be large enough to allow the necessary reduction in size for printing.

Footnotes. A limited number of footnotes are permissible, and they should be indicated serially within each article by superscripts 1, 2, 3 etc. Footnotes should not be used for citations (see References). Lengthy footnotes should be avoided. Do not use endnotes.

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References. These should be indicated in the text by giving the author's surname(s) with the year of publication (e.g. (Wilson, 2004)). References to more than one publication by the same author in the same year should be distinguished alphabetically (e.g. Wilson, 2004a; Wilson 2004b; etc). Where there are two authors both should be named (e.g. Wilson and Smith, 2007). Where there are more than two authors the abbreviation 'et al.' should be used (e.g. Wilson *et al.*, 2007). The author and date references should be placed in parentheses unless the name forms part of the text, in which case the date is placed in parenthesis (e.g. Wilson (2007) argues that...') Where material referenced has not yet been published it should be referred to as 'forthcoming' (e.g. (Wilson, forthcoming)). Where several references are given for the same point, these should be listed in date order separated by semi-colons (e.g. Smith, 1990; Cameron, 2005; Wilson, 2007, etc.). Where page numbers are given, this should be in the following format (Wilson, 2007, p.29); or if more than one page is referred to (Wilson, 2007, pp.29-34). Page numbers must always be given for direct quotations.

The references should be listed in full at the end of the paper in the following standard forms.

Journal articles:

Crane, M. and Warnes, A. (2000) Policy and Service Responses to Rough Sleeping Among Older People, *Journal of Social Policy* 28(1) pp.21-36.

Chapter in an edited book:

Jargowsky, P. (2002) Sprawl, Concentration of Poverty, and Urban Inequality, in: G. Squires (Ed.) *Urban Sprawl: Causes, Consequences and Policy Responses*, pp.39-72. (Washington, DC: The Urban Institute).

Books and research reports:

Evans, A. (1991) *Alternatives to Bed and Breakfast: Temporary Housing Solutions for Homeless People* (London: Joseph Rowntree Foundation).

References published in a language other than English should use the original title with a translation in brackets (for articles in books or journals it is sufficient to translate the title of the article and give the original title of the book or journal). For example:

Drøpping, J.A. (2005) *Bo-og tjenestetilbudet for bostedsløse. Hvordan kommunen ivaretar sin plikt til å finne til å finne midlertidig husvære til dem som ikke klarer det selv* [Housing and Services to Homeless People. How Municipalities Attend to Their Obligation to Provide Temporary Accommodation to Those in Need of Assistance]. (Oslo: Fafo).

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Proofs. These will be sent to authors in PDF format via email. Corrections should be returned within 3 days. Major alterations or revisions cannot be accepted at the proof stage.

Contact Details: Submitted articles, which are accepted for publication and commissioned articles and reviews must include author(s) email address and affiliation details and address which will be published as part of the publication.