

# NISPAcee Manuscript Guidelines

## 1. Structure of the Paper

### 1.1 Title

The title should be a brief phrase adequately describing the content of the paper

### 1.2 Author(s)

Please add the name, institution, country of the author(s) of the paper.

### 1.3 Abstract

An abstract of a paper should be an integral part of the conference contribution; it gives a summary of the information on the paper. It should not exceed 3 500 characters ( including spaces) and should be designed to clearly define the content of the paper. The abstract should:

- State the principal objectives and scope of the research
- Describe the methodology employed
- Summarize results and findings
- State the principal conclusions

References to literature, bibliographic information, figures or tables should NOT be included in the abstract.

The final version of the **completed paper** should not exceed 15 pages in length.

## 2. Style

NISPAcee requires the following stylistic points to be followed for all manuscripts.

### 2.1 Format and Language

Papers should be submitted in RTF, DOC format and written in English. If it is necessary, the tables, graphs or other graphics can be submitted separately in other formats – XLS, PDF, EPS, TIF, JPG.

### 2.2 Titles and Subtitles

Titles should be typed in capital letters in Times New Roman size 12 and bolded. Names of authors should follow below the title in italics with a footnote indicating the author(s) position, institution, city and country.

Subtitles should appear in bold with only the first letters capitalised. Subtitles and the main body of the text of the paper should be in Times New Roman, size 10. New paragraphs should not be indented.

### 2.3 Numbering Sections

For purposes of clarity, sections and sub-sections of the text should utilise the scientific numbering system. Please note that no more than two levels of sub-sections should be used whenever possible. Main section titles should appear in bold, and sub-section headings should be both bolded and italicised.

Example:

#### **1. Public Administration Education in Romania**

Public administration-related programmes in Romania are generally housed within faculties of...

### ***1.1 Professors of Public Administration***

The academic staff teaching public administration in Romania has extensive international experience...

### ***1.2 Academic Texts Utilised in Delivering Public Administration Programmes***

Although Romania has been isolated from the international community for most of the last decade, a wide variety of international public administration textbooks are...

## **2.4 Bullets and Numbering**

<Tab> should be used after each bullet or number prior to beginning the text, and <enter> after each bulleted or numbered sentence. Each bulleted or numbered sentence/phrase should be followed by ";" with the exception of the final point, which should end with a period (".").

Example:

- <Tab>Deciding about the organisation of the process and about the feedback to politicians; <Enter>
- <Tab>Recruitment and selection of the 'policy-making team'; <Enter>
- <Tab>Monitoring the progress, deciding about pace and deadlines; <Enter>
- <Tab>Judging the interim drafts and products. <Enter>

## **2.5 Notes**

Note numbers should be placed within the main body of the text in superscript. Notes should be numbered consecutively from "1" and collected at the end of the page.

## **2.6 Tables, Illustrations (Graphs, Figures)**

The tables, graphs or other graphics should be written in English and can be submitted in the text or separately in RTF, DOC format or in other formats - XLS, PDF, EPS, TIF, JPG.

## **2.7 References**

### ***2.7.1 Book with one author***

Example:

Doniger, Wendy. 1999. *Splitting the Difference*. Chicago: University of Chicago Press.

### ***2.7.2 Book with two authors***

Example:

Cowlshaw, Guy, and Robin Dunbar. 2000. *Primate Conservation Biology*. Chicago: University of Chicago Press.

### ***2.7.3 Book with more than three authors***

Example:

Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. 1994. *The Social Organization of Sexuality: Sexual Practices in the United States*. Chicago: University of Chicago Press.

#### **2.7.4 Editor, translator, or compiler**

Example:

Lattimore, Richmond, trans. 1951. *The Iliad of Homer*. Chicago: University of Chicago Press.

#### **2.7.5 Chapter or other part of a book**

Example:

Twaddell, W. Freeman. 1957. A note on Old High German umlaut. In *Readings in Linguistics I: The Development of Descriptive Linguistics in America, 1925–1956*. 4th ed. Edited by Martin Joos. Chicago: University of Chicago Press.

#### **2.7.6 Chapter of an edited volume originally published elsewhere (common for primary sources)**

Example:

Cicero, Quintus Tullius. 1986. Handbook on Canvassing for the Consulship. In *Rome: Late Republic and Principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by John Boyer and Julius Kirshner. Chicago: University of Chicago Press. Originally published in Evelyn S. Shuckburgh, trans., *The Letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

#### **2.7.7 Preface, foreword, introduction, and similar parts of a book**

Example:

Rieger, James. 1974. Introduction to *Frankenstein, or The Modern Prometheus*, by Mary Wollstonecraft Shelley. Chicago: University of Chicago Press.

#### **2.7.8 Book published in both printed and electronic forms (N.B.: be sure that it is clear which form was consulted; however, there is no need to indicate "paper" in a citation to a traditional bound book)**

Example:

Kurland, Philip B., and Ralph Lerner, eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press. Also available online at <http://press-pubs.uchicago.edu/founders/> and as a CD-ROM.

#### **2.7.9 Journal article**

Example:

Smith, John Maynard. 1998. The Origin of Altruism. *Nature* 393: 639–40.

#### **2.7.10 Article in an electronic journal (N.B.: an access date, not generally required by Chicago, may be required by your publisher or discipline; if so, include it parenthetically at the end of the citation, as in the fourth example below)**

Example:

Hlatky, Mark A., Derek Boothroyd, Eric Vittinghoff, Penny Sharp, and Mary A. Whooley. 2002. Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) trial. *Journal of the American Medical Association* 287, no. 5 (February 6), <http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo> (accessed January 7, 2002).

### **2.7.11 Popular magazine article**

Example:

Martin, Steve. 2002. Sports-Interview Shocker. *New Yorker*, May 6, 84.

### **2.7.12 Newspaper article**

Example:

William S. Niederkorn, "A Scholar Recants on His 'Shakespeare' Discovery," *New York Times*, June 20, 2002, Arts section, Midwest edition.

*Chicago style is for newspaper citations to be made in running text, not in parenthetical notes:*

As William Niederkorn noted in a *New York Times* article on June 20, 2002, . . .

*If the article is cited in the reference list, it would look like this:*

Niederkorn, William S. 2002. A scholar recants on his "Shakespeare" discovery. *New York Times*, June 20, Midwest edition.

### **2.7.13 Book review**

Example:

Gorman, James. 2002. Endangered species. Review of *The Last American Man*, by Elizabeth Gilbert. *New York Times Book Review*, June 2, 16.

### **2.7.14 Theses and dissertations**

Example:

Amundin, M. 1991. Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, *Phocoena phocoena*. Ph.D. diss., Stockholm University.

### **2.7.15 Paper presented at a meeting or conference**

Doyle, Brian. 2002. Howling Like Dogs: Metaphorical Language in Psalm 59. Paper presented at the annual international meeting for the Society of Biblical Literature, June 19–22, in Berlin, Germany.