

***Editorial Guidelines and Frequently Asked Questions***

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**What is the *Journal of Science Policy & Governance*?**

The *Journal of Science Policy & Governance* (JSPG) is a 501-c3 non-profit organization based in the United States and an internationally recognized, open-access peer-reviewed research publication that serves as a vehicle for students, post-docs, policy fellows, early career professionals, and young scholars of all academic backgrounds to publish on topics addressing the widest range of issues at the intersection of science, technology, innovation, public policy and governance.

The Journal publishes high-quality articles on an accelerated timeline and serves as an independent platform for the next generation of STEM and policy leaders to bolster their research and writing credentials while contributing to the current debate around science and technology policy and management.

Established in 2011 by senior leaders and young scholars in S&T policy, JSPG’s mission is to help catalyse and promote the substantive engagement of students and early career trainees in science policy and governance debate through writing for policy, public and academic audiences. Through dedicated outreach organized by our [staff](#) and our [advisory and governing boards](#), JSPG seeks to validate and elevate the voices of young scholars in S&T policy debate.

**Who can publish at JSPG?**

- Current students (undergraduate or graduate)
- Current policy fellows
- Postdoctoral associates
- Early career professionals (those under the age of 30 at time of submission)
- Recent graduates within five years of earning a degree (bachelor’s, master’s, or doctoral) are eligible to submit.

The Journal encourages submissions from all disciplines and professional backgrounds. Senior individuals may co-Author submissions with eligible individuals providing the students, or early-career researchers are the primary Authors.

**What publication formats are accepted?**

JSPG publishes articles in a range of formats. When submitting an article, Authors should decide which format to use. Guidance on our various formats is detailed below:

<b>Policy Memo</b>	A policy memo is a document that provides analysis and recommendations for a particular audience regarding a particular situation or problem. A well-	<ul style="list-style-type: none"> <li>• Maximum of four pages or 2000 words</li> <li>• One paragraph executive summary</li> <li>• Must be directed to an</li> </ul>
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	written policy memo reflects attention to purpose; it is well organized; and it has a clear, concise style.	individual or organization Click <a href="#">here</a> for example Policy Memo
<b>Policy Analysis</b>	Policy Analysis is used to examine and evaluate the available options to implement the goals of laws and elected officials. A policy analysis could be an analysis of existing policy, which is analytical and descriptive – it attempts to explain policies and their development. Alternatively, it could be an analysis for a new policy, which is prescriptive – it is involved with formulating policies and proposals.	<ul style="list-style-type: none"> <li>• Policy Analyses must be 30 pages in length or less</li> <li>• Must include a one page executive summary</li> <li>• Must include policy recommendations</li> </ul> Click <a href="#">here</a> for example Policy Analysis
<b>Technology Assessment</b>	Technology is generally defined as "science or knowledge applied to a definite purpose." Technology assessments are a form of policy research that examines short- and long-term consequences (for example, societal, economic, cultural, ethical, legal) of the application of technology.	<ul style="list-style-type: none"> <li>• Technology Assessments must be 35 pages in length or less</li> <li>• Must include a one page executive summary</li> <li>• Must examine the policy and governance implications of technology in question</li> <li>• May include policy recommendations</li> </ul> Click <a href="#">here</a> for example Technology Assessment
<b>Op-Ed</b>	An op-ed (originally short for "opposite the editorial page" although often taken to stand for "opinion editorial") is a written prose piece that expresses the opinion of the Author.	<ul style="list-style-type: none"> <li>• Op-Eds must be 2000 words in length or less</li> <li>• Must include policy or governance implications</li> </ul> Click <a href="#">here</a> for example Op-Ed
<b>Workshop Report</b>	A workshop report will describe the discussions, findings, and recommendations made at a particular workshop. This structured report will summarise the key discussion points in each of the sessions and will make recommendations for the sector going forward. <b>Note:</b> Recommendations may not necessarily be addressed to local, state, federal, or international policymakers. Recommendations may be directed to the primary audience of the report, including institutions, organizations, individuals, or industry.	<ul style="list-style-type: none"> <li>• Workshop Reports should be approximately 5-35 pages in length</li> <li>• Must include a one page executive summary</li> <li>• Must include policy recommendations and key findings of the workshop</li> <li>• May include recommendations for future workshops</li> </ul> Click <a href="#">here</a> for example Workshop Report

<p><b>Book Review</b></p>	<p>A book review is a form of literary criticism in which a book is analyzed based on content, style, and merit. It may evaluate the book on the basis of personal taste. Reviewers may use the book review for an extended essay that can be closely or loosely related to the subject of the book, or to promulgate their own ideas on the topic the book.</p>	<ul style="list-style-type: none"> <li>● Maximum of 2500 words in length or less</li> </ul> <p>Click <a href="#">here</a> for example book review</p>
<p><b>Other</b></p>	<p>Other styles of articles are also welcome and may be considered for publication, for example, white papers, consensus studies, and other such reports. Please include an explanation of your manuscript in your submission email if it is written in another form and we will consider this on a case-by-case basis.</p>	<ul style="list-style-type: none"> <li>● Consider other publication formats that would best help you communicate your policy or governance perspective to policy, public or academic audiences.</li> </ul>

**What topics must submissions cover?**

Submissions on all topics are welcome as long as they relate to the theme of science, technology, and innovation policy or the governance of science and technology. The Journal publishes articles covering a variety of policy areas including, but not limited to:

*Advanced manufacturing, artificial intelligence, bio-medicine and drug development, cybersecurity, data science, engineering, energy and nuclear policy, food science, geoscience, government-university-industry interfaces, health, innovation, international science diplomacy, science for national security, scientific research policy, the management of science and technology, the environment and climate change, the application of technology in developing countries, technology and Internet policy, technology transfer and commercialization, STEM education and workforce, space policy, sociological study of science communication or science communication as it relates to public policy.*

**How will my article be shared on social media?**

JSPG, with its partner and supporting organizations, maintains a vibrant science & technology policy presence on social media which, serves a key vehicle for reaching critical academic, policy, and general audiences. If you wish to be tagged when your article is shared through our Twitter account, please include your professional and/or departmental Twitter name in your submission email. Your full name and information from your biography (see below) will be incorporated into posts on Facebook and LinkedIn. Connect with JSPG on [Twitter](#), [Facebook](#), and [LinkedIn](#).

**How will my article be shared with media or policy audiences?**

Beginning in 2020, JSPG editors, governing and advisory board members, along with its partner and supporting organizations, will actively pitch and promote published pieces to relevant media outlets, science organizations, individuals, or audiences. The objective of this outreach is to help elevate the profile of published work with public and policy audiences.

**What is the process from submission to publication?**

We operate on an accelerated publication time scale whereby the process from submission deadline to final publication is around 3 months. During this time, articles are thoroughly reviewed and will go through at least two rounds of editing.

## JSPG Publication Follow-chart:



### What is the publication agreement between Authors and *The Journal of Science Policy and Governance*?

Once an article has been accepted for submission, and the Editor-in-Chief is satisfied that sufficient corrections have been made to the article (if necessary) so that the article is of a

publishable standard, a Publication Agreement must be agreed between the Author and the Journal and a signed copy of the agreement will be retained by the Editor-in-Chief.

The copyright in the article shall remain with the Author. Nothing in the agreement should be construed as an assignment of copyright ownership to *The Journal of Science Policy & Governance*.

In the agreement, the Author grants to *The Journal of Science Policy & Governance* a license to publish, reproduce, distribute, and display the article by any method now known or developed at a later stage.

Specifically, the Author grants to *The Journal of Science Policy & Governance* an exclusive right of first publication. The Author may self-archive an Author-created version of their article on their website and/or in their institutional repository. They may also deposit this version on their funder's or funder's designated repository at the funder's request or as a result of a legal obligation.

Authors may not use the publisher's PDF version, which is posted on [www.sciencepolicyjournal.org](http://www.sciencepolicyjournal.org), for the purpose of self-archiving or deposit. Prior versions of the article published on non-commercial pre-print servers like arXiv.org can remain on these servers and/or can be updated with the Author's accepted version. The final published version (in pdf or html/xml format) cannot be used for this purpose.

Acknowledgement needs to be given to the final publication, and a link should be inserted to the published article on JSPG's website, accompanied by the text "The final publication is available at [www.sciencepolicyjournal.org](http://www.sciencepolicyjournal.org)."

The Author also grants *The Journal of Science Policy and Governance* a non-exclusive right of publication thereafter the first publication. This non-exclusive license includes the right to authorize publication in a variety of formats, including without limitation, book, digital, Internet, and other formats now existing or hereafter developed.

The Author must also agree upon final acceptance of the article by the Editor in Chief that any reproduction of the article, including, but not limited to, its publication, posting, or excerption in print, digital, or on the Internet, shall give attribution to the article's original publication in *The Journal of Science Policy & Governance*, using an appropriate method of citation.

In the publication agreement, the Author must warrant that the article is original and has not been published, in whole or in part (provided, however, that the Author may have posted drafts of the Article on SSRN, ExpressO, ArXiv or any other similar means of peer-review distribution so long as the Author notifies *The Journal of Science Policy & Governance* of such postings).

The Author also warrants that they have the right to license the article to *The Journal of Science Policy & Governance*, and has not made any agreement that would conflict with this Agreement.

The Author will sign for and accepts responsibility for releasing this material on behalf of any and all co-authors.

The Author also warrants that the article does not libel anyone, invade anyone's privacy, infringe anyone's copyright, or otherwise violate any statutory or common law right of anyone. The Author agrees to indemnify the JSPG against any claim or action alleging facts which, if true, constitute a breach of any of the foregoing warranties.

The Author understands that, before publication, reasonable editing and revision of the article may be performed by *The Journal of Science Policy & Governance*. The article will not be published unless it is acceptable in its final form to both the Author and *The Journal of Science Policy & Governance*. This may require that the article goes through a number of rounds of reviews (usually two) until the Editor-in-Chief is satisfied with the quality of the final article.

### **How do I submit to JSPG?**

Articles should be submitted to the editorial board using [this submission form](#). The form ensures that all required information is provided. Questions may be directed to [editors@sciencepolicyjournal.org](mailto:editors@sciencepolicyjournal.org).

When you are submitting an article for review, please note the following:

- You should include all Authors and institutional affiliations as well as which eligibility criteria the Author(s) fall under as described above (Please clearly state in the body of the email). You should also specify in email the type of submission (policy memo, policy analysis, technology assessment, op-ed, workshop report, book review, or other format).
- All writing must be the original work of the Author(s), and all included figures must be original or have copyright permissions included with the submission.
- Submissions should be in Microsoft Word or Microsoft Word compatible format. PDFs are not accepted.
- Submissions should be in 12 point Times New Roman font, 1" margins, and include page numbers.
- All figures should be referenced within the text but placed at the end of the document.
- All citation styles are welcome for submission, but the Chicago author-date citation style will be required for accepted submissions. Please note that we will not accept Chicago with endnotes citation for final publication.