

PERSPECTIVES ON POLITICS

Instructions for Authors

Authors wishing to submit research articles to *Perspectives on Politics* must register with Editorial Manager, an online submission and review system.

First-time users should register and create their profiles at <http://www.editorialmanager.com/pop>. You will be able to use the same login information to access any of the APSA journals. Returning users may log in and continue using their existing profiles, and may edit their information at any time. The system has links for Author Help, an Author Tutorial, and Frequently Asked Questions to assist in the successful submission of your manuscript.

File Type Restrictions

When submitting to *Perspectives* using Editorial Manager, please do not submit your paper as a PDF document. The Editorial Manager system will build a PDF document from the Microsoft Word files you submit, which will ensure its anonymity. If you have questions or concerns about this, including questions about submissions built using LaTeX, please contact the Managing Editor at perspectives@apsanet.org.

Submitting a Manuscript

You will be guided through the submission process and prompted to provide information about your submission. A checklist at the left of the screen indicates the steps in the submission process. You will need to provide particular details about your submission, including word length, title, abstract, keywords, and contact information for the corresponding author. Often, this information can be cut and pasted from an existing document into the comment boxes provided online, such as when providing the manuscript's abstract.

Specific Procedures

Keywords and classifications describe the content of your manuscript. The keywords should designate which subfield(s) of political science your work falls into, as well as any particular aspects of your submission. The classifications indicate areas of research specialization. These terms are standard among the American Political Science Association and its journals. Once you have made the classification selections, choose the Proceed button to continue.

You will provide further required details on the Additional Information page. When answering the question about a paper's anonymity, consider the following:

- Is your manuscript saved on your computer with your name in the filename (i.e. Smith_perspectives_submission.docx)? If so, re-save your manuscript with a filename that has no identifying information before submitting the paper.
- Do your names appear in the header or footer areas of your manuscript? If so, remove them before submitting the paper.
- Does the paper refer to your previous work in the text of the manuscript using phrases such as “in my earlier work (Smith 2004),” or “in our 2003 article on ... we”? Such self- references do not comply with the double-blind review structure of *Perspectives*.
- Have acknowledgements been included within the manuscript submitted for review that indicate specific grant numbers, your conference presentations, or other easily recognized background details that would reveal your identity to the reviewers?

Any of these occurrences will trigger your submission being returned before it can be evaluated.

You can provide the *Perspectives* editor with your cover letter text or other background information on your submission using the Enter Comments page. The text can be copied and pasted into the comment box, or remarks can be typed there directly. **We hope that you will make clear how your submission is well suited for *Perspectives* and consistent with its distinctive editorial mission.**

You also have the opportunity to specify reviewers whom you suggest or oppose. The Suggest Reviewers page can be filled in naming those who possess the particular background to assess the submission. The Oppose Reviewers page can be used to point out those who are known to have already seen the paper or who might otherwise be too close to you, such as your dissertation advisor. Choose the Proceed button to bypass suggesting or opposing potential reviewers.

Use the Attach Files page to furnish the submission itself. The title page, abstract, and a brief third-person author biography must be sent as separate files, while any tables, figures, or appendix material may be included in your manuscript file, though these too may be attached as separate files. Please do not upload your manuscript with a filename that includes your name. Select the order in which you wish the manuscript to be viewed; the system then creates an anonymous PDF file of the entire submission. Finally, it is important to note that any files uploaded as ‘Supplementary Files’ will not be sent to reviewers. So please do not upload Appendices or other items reviewers need to access as ‘Supplementary Files’.

You are required to view the resulting PDF file. You will receive a system-generated letter informing you of this. Likewise, if the system encountered an error while building the PDF, you will be sent a letter with this information. When continuing with the submission process as prompted, you might not see these letters until the process has been completed; there is no need to go back into the system if your submission was successfully completed.

Tracking a Submission

You can login to the *Perspectives*' Editorial Manager site to track each manuscript through the evaluation stages. The Author Main Menu lists the steps from submission to a decision and provides links to view the submission's status. The system generates updates at various points in the review process and sends these to you using the email address you have provided. You can contact the *Perspectives* managing editor using the Send Email link associated with each submission.