# PUBLIC ADMINISTRATION AND POLICY
## An Asia-Pacific Journal

### Notes to Contributors

*Public Administration and Policy – An Asia-Pacific Journal* is a semi-annual refereed journal jointly sponsored by the Hong Kong Public Administration Association and SPEED, Hong Kong Polytechnic University. The Journal is devoted to the integration of the theories and practice of public administration and management, with special emphasis on the Asia-Pacific region. *Public Administration and Policy* provides a forum for the exchange of information and ideas between practitioners and scholars on a broad range of public policy issues, and the pattern of governance in the region. In view of major changes taking place in the realm of public administration and policy, the Journal seeks to play a useful role in contributing to the improvement of public services by highlighting issues, problems and solutions through efficient and innovative management of public services. *Public Administration and Policy* also published review of recently published books that are of significance to public administration and/or the area covered by the scope of the Journal.

Contributions are solicited on issues and ideas related to public administration and management, policy and public affairs in Hong Kong, the People's Republic of China and the Asia-Pacific region in general. Articles submitted to *Public Administration and Policy* should be original contributions, and should not be under consideration for any other publication at the same time. The length of articles should be between 4,000 and 7,000 words, although longer contributions may be accepted if the submission justifies it. Shorter articles from practitioners may be acceptable and these will be grouped under the **Forum** section. The Journal shall have the copyright for material published in *Public Administration and Policy*.

Electronic copy of submissions in Microsoft Word for Windows is required. In terms of style, articles should be double-spaced, with 4cm margins. Pages, including those containing illustrations, diagrams or tables, should be numbered consecutively. Notes should be numbered and placed at the end of the article. The manuscript should be preceded by an abstract of no more than 200 words. It should be a summary of the entire article and not the conclusions alone. The submission should be accompanied

by a brief biographical note on the author(s), indicating academic/professional position, institutional affiliation, research interests, and major publications.

References should be made in a uniform style in test and endnotes and follow the Harvard system, with name of author, date and page number in text, and an alphabetical list of references at the end of the article. In the text, the following style of reference should be used:

(Dahl, 1947, p.1) or (Lane, 1993, pp.93-95).

At the end of the article, all sources referred to in the text should be listed alphabetically, using the following style:

Dahl, R. (1947). "The Science of Public Administration: Three Problems", *Public Administration Review*, 7, 1-11.

Lane, J. E. (1993). *The Public Sector: Models and Approaches*, Sage, London.

Where reference is made to more than one work by the same author published in the same year, identify each citation in the text in this way: (Hood, 1981a), (Hood, 1981b).

Prospective contributors are advised to consult the Notes to Contributors before preparing submissions. Manuscripts, books for review, and editorial correspondence, should be sent to Professor Sonny S.H. Lo, Editor-in-Chief (email: sonny@ied.edu.hk) or Professor Peter K.W. Fong, Co-Editor-in-Chief (email: peterfong@chuhai.edu.hk). Enquiries and subscriptions should be sent to Associate Editor of the Journal, Ms Alice Y.C. Te (email: aliceteyc@yahoo.com.hk) GPO Box No. 3350, Hong Kong.