

INSTRUCTIONS FOR AUTHORS

Submission of Manuscripts

Each Research Article or Review Article must include the following: Manuscripts should be a maximum of 8,000 words in length and typed in Arial font 11 point with all copy typed double-space. Please save manuscripts for upload in MS Word format, not in PDF format. Please ensure authors' names and affiliations and any acknowledgements are omitted [and provided on the title page] to facilitate the double-blind review process.

Manuscript [Submission](#)

Abstract

- An abstract is to be provided, preferably no longer than 100–250 words.

Notes

- These should be grouped together in a separate, double-spaced section after the text and before the References. In the text, notes should appear as superscript, lower-case letters. For example: This has caused a number of significant controversies ^a.

Key Words

- A list of 4–5 key words is to be provided directly below the abstract. Key words should express the precise content of the manuscript, as they are used for indexing purposes.

Field note manuscript should be a maximum of 1,000 words excluding references.

Manuscripts for peer review must be submitted online. Please ensure that you have complied with the guidelines and completed the Publishing Agreement before you start the submission process. Submissions that are incomplete or do not comply with the instructions will be returned.

Fees

There are no submission fees or article-processing charges.

Plagiarism

Plagiarism is when you use someone else's work (book, article, website, etc.) or idea without acknowledging them as the source, whether it be copied verbatim or paraphrased. Manuscripts submitted online will be screened for potential plagiarism before peer review using similarity detection software.

Authorship

Authorship of a manuscript should be agreed upon by authors prior to submission. Generally, a person attributed as an author should have contributed to (1) the conception and design of the study and data collection or data analysis; (2) writing or revising the manuscript; and (3) final approval of the version to be published. The corresponding author is responsible for ensuring that all listed authors have agreed to:

(1) the authorship as listed and in the order given by the submitting author; (2) the content of the manuscript; and (3) its submission to the journal. All authors are required to sign the Publishing Agreement before submission. Any requests for changes in authorship prior to publication should be accompanied by a new Publishing Agreement.

Author contributions

The contributions of each author should be listed and submitted as a separate file. Contributions should be specified along the lines of: conceptualisation; methodology; data collection; sample analysis; data analysis; validation; data curation; writing – the initial draft; writing – revisions; student supervision; project leadership; project management; and funding acquisition. **Reviewers**

Authors must suggest two potential reviewers to evaluate their work. The names and full contact details (including email) of the suggested reviewers must be provided in the cover letter. Suggested reviewers should not be people with whom the authors have recently collaborated or published. Authors may also indicate if they oppose any potential reviewers. The final selection of reviewers is, however, at the discretion of the editors.

Cover letter

The cover letter should outline the study and the article's relevance to the broad readership of the *International Review of Philanthropy and Social Investment*. The cover letter should identify the author to whom all correspondence should be addressed and detail any conflicts of interest. The cover letter should also include the names and full contact details (including email) of the suggested reviewers. Details of the significance of the findings can also be provided.

Significance of the main findings

The significance of the main findings or conclusions should be given in the main document below the abstract [a minimum of two and maximum of five should be given]. The significance of the findings should not be a summary of the results, but should reflect the contribution the results make to the field, and how the results are applicable in the field. The points of significance should start with general contributions and proceed with more specific contributions.

Title page

The title page must include the title of the article (a maximum of 150 characters including spaces); four to five keywords; the authors' names, affiliations and ORCIDs; and the name and email of the corresponding author. The title page must be submitted as a separate document during the submission process [select Title Page as the file format when uploading the file during submission].

Acknowledgements

Any significant help received in conceiving, designing or carrying out the work, as well as provision of a service or material must be acknowledged. Authors should always acknowledge outside reviewers of their drafts. The Acknowledgements must be submitted as a separate document during the submission process [select Acknowledgements as the file format when uploading the file during submission].

Funding

Authors should acknowledge all sources of funding that supported their research.

REFERENCING GUIDE

Harvard Referencing

The *International Review of Philanthropy and Social Investment* uses the Harvard referencing style; no other style will be permitted. [Click here](#)

Please ensure you have followed the guidelines for In-Text citations

References should include (in this order):

- last names and initials of all authors
- year published
- title of article
- name of publication
- volume number & issue
- and inclusive pages

The style and punctuation of the references should conform to that used in the journal – illustrated by the following examples:

- Journal Article

Zamparini, J., Venturas, J., Shaddock, E., Edgar, J., Naidoo, V., Mahomed, A., Mer, M., Bolon, S., Smith, O., Motara, F. and Laher, A. (2018). The arts of giving: giving back to black communities. *International Review of Philanthropy and Social Investment*, 1(2), pp.105-114.

To expedite the publication process, the reference list should include a DOI (digital object identifier) for each applicable reference. The DOIs can be retrieved easily using [Crossref's Metadata Search](#). The tool is user friendly and free to access.

The number of references for each manuscript should be a maximum of 60 for Research Article, 80 for Review Article and 10 for Field Notes.

- Book

Blau, J. R. (1993). *Social Contracts and Economic Markets*, Plenum Press, New York.

- Contribution to a Book

Segal, S. P., and Holschuh, J. (1995). Reciprocity in support networks of sheltered-care residents. In R. K. Price, B. M. Shea, and H. N. Mookherjee (eds.), *Social Psychiatry across Cultures: Studies from North America, Asia, Europe, and Africa*, Plenum Press, New York.

- Interview

To be made up of:

- Name of person interviewed.
- Year of interview (in round brackets).
- Title of the interview (if any) (in single quotation marks).
- Interview with/interviewed by.
- Interviewer's name.
- Title of publication or broadcast (in italics).
- Day and month of interview, page numbers (if relevant).

If published on the internet add:

- Available at: URL.
- (Accessed: date).

In-text citation:

Jones was clearly out of his depth (Jones, 2017).

Reference list:

Jones, K. (2017) Interviewed by Steven Poulter for *Newsnight*, 7 March. Available at: <http://iplayer.co.uk/Newsnight/march7> (Accessed: 17 June 2018).

Remove URL links in-text citations

Footnotes

- Footnotes should be avoided. When their use is absolutely necessary, footnotes should be numbered consecutively using Arabic numerals and should be typed at the bottom of the page to which they refer. Place a line above the footnote, so that it is set off from the text. Use the appropriate superscript numeral for citation in the text.

Illustration Style

Illustrations

- Illustrations (photographs, drawings, diagrams, and charts) are to be numbered in one consecutive series of Arabic numerals.
- The captions for illustrations should be typed on a separate sheet of paper.

- Photographs should be large, glossy prints, showing high contrast.
- Drawings should be high-quality laser prints or should be prepared with india ink.
- Either the original drawings or good-quality photographic prints are acceptable.
- Artwork for each figure should be provided on a separate sheet of paper.
- Identify figures on the back with author's name and number of the illustration.
- Electronic artwork submitted on disk should be in the TIFF or EPS format (1200 dpi for line and 300 dpi for half-tones and gray-scale art).
- Color art should be in the CYMK color space.
- Artwork should be on a separate disk from the text, and hard copy must accompany the disk.

Tables

- Tables should be numbered (with Roman numerals) and referred to by number in the text.
- Each table should be typed on a separate sheet of paper.
- Center the title above the table, and type explanatory

footnotes (indicated by superscript lowercase letters) below the table.