

Manuscript Submission Guidelines: Urban Studies

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Urban Studies is the leading interdisciplinary journal for critical urban research and issues. Since it was first published in 1964 to provide an international forum for research into the fields of urban and regional studies, the journal has expanded to encompass the increasing range of disciplines and approaches that have been brought to bear on urban and regional issues.

1. Peer review policy

Urban Studies adheres to a rigorous double-blind reviewing policy in which the identity of both the reviewer and author are always concealed from both parties. The journal usually seeks at least 3 independent referees and always a minimum of two. Prior to the sending out to referees, editors check that the paper fits with the Mission Statement of the Journal.

2. Article types

Research articles

Articles may be theoretical or empirical, but authors should note that in the case of empirically focused manuscripts the subject matter should be suitably positioned in theoretical and/or conceptual terms. All articles are expected to have original content. They should not have been previously published, nor be under simultaneous consideration by another academic journal – if this is found to be the case, your paper will be withdrawn immediately.

Originality, clarity of writing style, logical structure of argument and integrity of empirical data are essential for an article's acceptance. Authors are asked to submit articles that convey a strong sense of urban place. Relevant contextual background must be provided to enable an international readership to be fully cognizant of the urban location under study. Any local terms must be explained. The article should not assume any prior knowledge of the local setting. Authors are encouraged to reflect on urban debates in this journal and beyond.

Authors need to choose an analytical structure that supports the logical unfolding of the text and assists the reader in following the argument. The structure of an article is greatly enhanced by a strong introduction and conclusion. The introduction is key to signposting what

the article is about and the conclusion must highlight the article's various findings and themes, inter-relating them and drawing attention to their more general analytical significance.

The word restriction on submitted manuscripts is between 4,000 and 8,500 words (including abstract, references, notes, appendices, tables and figures). One table or figure will count as approximately half a page of text or 250 words. If your paper exceeds the specified word limit it will be withdrawn.

Book reviews

A Book review should normally run to between 1200 and 1400 words, which gives scope for an assessment of the book (or books) and its contribution to knowledge and discussion within the broad field of urban studies. Book reviews should also be submitted online.

The heading should include the title, author, origin, publisher, date, number of pages, ISBN and price, as in the following example:

White IB, *Modernism and the Spirit of the City*, Routledge: London, 2003; 259 pp.: 0415258413, £24.99 (pbk).

No payment is made for reviews, but the contributor is normally allowed to retain the book.

Authors wishing to discuss a possible book review should contact the Review Editor, Gesa Helms, at gesa.helms@glasgow.ac.uk.

Publishers wishing to send out a review copy of a book may also contact Gesa Helms at gesa.helms@glasgow.ac.uk. Review copies should be sent to Ruth Harkin, Editorial Assistant, Urban Studies Journal, Room 611 Adam Smith Building, 40 Bute Gardens, Glasgow, G12 8RT, UK.

Critical commentaries

Critical commentaries provide a forum for debate within the urban academic community. We encourage submissions from authors capable of taking a critical issue relating to the contemporary urban condition and developing a reasoned argument, exposing, *inter alia*, its nature, its presentation as (policy) discourse, contradictions, and amenity to policy. A Critical commentary is less likely to offer new research findings as to present a point of view, doing so in a reasoned, powerful and less formal style than is typical for an academic paper.

The preferred length is 3000 to 5000 words including references. If you would like to offer a Critical commentary please send an abstract of your proposal to Dr Danny MacKinnon at danny.mackinnon@ncl.ac.uk.

For examples of past Critical commentaries, please see the following:

[Ball, M. \(2010\) "Critical Commentary. Cities and Housing Markets: Changes and Continuities in the Aftermath of the 2007-08 World Financial Crisis", *Urban Studies*, 47\(5\), pp. 931-944.](#)

[Bryceson, D.F., Gough, K.V., Rigg, J. and Agergaard, J. \(2009\) "Critical Commentary. The World Development Report 2009", *Urban Studies*, 46\(4\), pp.723-738.](#)

[Gleeson, B. \(2008\) "Critical Commentary. Waking from the Dream: An Australian Perspective on Urban Resilience", *Urban Studies*, 45\(13\) pp. 2653-2668.](#)

Policy reviews

Research articles in **Urban Studies** are judged on whether they contribute to international literature. They are generally strongly rooted in mainstream academic disciplines, and seek in some way to advance those disciplines or debates and theories derived from them. These attributes are more explicit than was the case in the past. Whilst this approach encourages authors to think more carefully about the wider implications of their papers, it has come at the cost of squeezing out articles with direct and explicit policy relevance. Such articles may have

no ambition to make a theoretical contribution, yet often represent high standards of scholarship.

Policy reviews aim to provide a platform for such articles. **Policy review** may present the findings of new empirical research, such as a policy evaluation, or be based on a critical analysis of secondary sources in order to critique a policy. They should focus on policies that are of interest to an international audience, and will be especially powerful when they are able to place a policy within an international context. Alertness to specific national or other contexts are essential, as are the roles of path dependency and the issues relating to transferability. Although **Policy reviews** might reflect on long-standing policies, articles that address cutting edge initiatives and current debates are likely to be of greatest interest to our readership.

Policy reviews may be up to 8500 words, although the preferred length is 4000 to 5000 words. If you would like to offer a **Policy review**, please contact Prof. Mark Stephens at m.stephens@hw.ac.uk.

3. Authorship

Papers should only be submitted for consideration once the authorization of all contributing authors has been gathered. Those submitting papers should carefully check that all those whose work contributed to the paper are acknowledged as contributing authors.

The list of authors should include all those who can legitimately claim authorship. This is all those who:

- (i) have made a substantial contribution to the concept and design, acquisition of data or analysis and interpretation of data
- (ii) drafted the article or revised it critically for important intellectual content
- (iii) approved the version to be published.

Authors should meet the conditions of all of the points above. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

When a large, multicentre group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship.

Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship, although all contributors who do not meet the criteria for authorship should be listed in the Acknowledgements section.

Please refer to the ICMJE Authorship guidelines at http://www.icmje.org/ethical_1author.html.

4. How to submit your manuscript

Before submitting your manuscript, please ensure you carefully read and adhere to all the guidelines and instructions to authors provided below. Manuscripts not conforming to these guidelines may be returned.

If you would like to discuss your paper prior to submission, or seek advice on the submission process please contact the Editor-in-Chief, through Ruth Harkin at ruth.harkin@glasgow.ac.uk.

Urban Studies is hosted on SAGE Track a web based online submission and peer review system powered by ScholarOne™ Manuscripts. Please read the Manuscript Submission guidelines below, and then simply visit <http://mc.manuscriptcentral.com/cus> to login and submit your article online.

IMPORTANT: Please check whether you already have an account in the system before trying to create a new one. If you have reviewed or authored for the journal in the past year it is likely that you will have had an account created. For further guidance on submitting your manuscript online please visit ScholarOne [Online Help](#).

All papers must be submitted via the online system. If you would like to discuss your paper prior to submission, please refer to the contact details below.

Authors should ensure that submitted manuscripts include an abstract and five keywords.

Authors should upload a title page listing the article's full title and subtitle (if any) and the full name of each author with current affiliation and full postal and email address. For the purposes of blind refereeing (submissions will be refereed anonymously by at least two referees), the title page must be supplied on a separate sheet.

The normal expectation of the Journal is that the minimum standard level of statistical significance is 0.05 (ie 5%) or better.

Ordinarily, the editors will only consider one submission at a time from an author. On a very exceptional basis and where the papers are dealing with very different matters, the editors may be prepared to consider a second paper. The second submission must be accompanied by a covering letter which clearly demonstrates the differences between the papers.

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5. Journal contributor's publishing agreement

Before publication SAGE requires the author to sign a Journal Contributor's Publishing Agreement. In this case copyright in the work will be assigned from the author to the society, and copyright is retained by Urban Studies Ltd. For more information please visit our [Frequently Asked Questions](#) on the SAGE Journal Author Gateway.

Urban Studies and SAGE take issues of copyright infringement, plagiarism or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of articles published in the Journal. Equally, we seek to protect the reputation of the Journal against malpractice. Submitted articles may be checked with duplication-checking software. Where an article is found to have plagiarised other work or included third-party copyright material without permission or with insufficient acknowledgement, or where the authorship of the article is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article (removing it from the journal); taking up the matter with the head of department or dean of the author's institution and/or relevant academic bodies or societies; banning the author from publication in the journal or all SAGE journals, or appropriate legal action.

5.1 SAGE Choice and Open Access

If you or your funder wish your article to be freely available online to non subscribers immediately upon publication (gold open access), you can opt for it to be included in SAGE Choice, subject to payment of a publication fee. The manuscript submission and peer review procedure is unchanged. On acceptance of your article, you will be asked to let SAGE know directly if you are choosing SAGE Choice. To check journal eligibility and the publication fee, please visit [SAGE Choice](#). For more information on open access options and compliance at SAGE, including self author archiving deposits (green open access) visit [SAGE Publishing Policies](#) on our Journal Author Gateway.

6. Statements and conventions

6.1 Acknowledgements

Any acknowledgements should appear first at the end of your article prior to your Declaration of Conflicting Interests (if applicable), any notes and your References.

All contributors who do not meet the criteria for authorship should be listed in an 'Acknowledgements' section. Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, or a department chair who provided only general support. Authors should disclose whether they had any writing assistance and identify the entity that paid for this assistance.

6.2 Declaration of conflicting interests

Within your Journal Contributor's Publishing Agreement you will be required to make a certification with respect to a declaration of conflicting interests. **Urban Studies** does not require a declaration of conflicting interests but recommends you review the good practice guidelines on the [SAGE Journal Author Gateway](#).

6.3 Funding acknowledgement

To comply with the guidance for Research Funders, Authors and Publishers issued by the Research Information Network (RIN), **Urban Studies** additionally requires all Authors to acknowledge their funding in a consistent fashion under a separate heading. Please visit [Funding Acknowledgements](#) on the SAGE Journal Author Gateway to confirm the format of the acknowledgement text in the event of funding or state in your acknowledgements that: This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

6.4 Other statements and conventions

Non applicable.

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7. Permissions

Authors are responsible for obtaining permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously published elsewhere. For further information including guidance on fair dealing for criticism and review, please visit our [Frequently Asked Questions](#) on the SAGE Journal Author Gateway.

8. Manuscript style

8.1 File types

Only electronic files conforming to the journal's guidelines will be accepted. Preferred formats for the text and tables of your manuscript are Word DOC and Excel. Please also refer to additional guideline on submitting artwork below.

8.2 Journal Style

Urban Studies conforms to the SAGE house style. [Click here](#) to review guidelines on SAGE UK House Style.

8.3 Reference Style

Urban Studies adheres to the SAGE Harvard reference style. [Click here](#) to review the guidelines on SAGE Harvard to ensure your manuscript conforms to this reference style.

If you use [EndNote](#) to manage references, download the SAGE Harvard output style by following [this link](#) and or search for 'SAGE Harvard'. Save the ens. file to the appropriate folder (normally for Windows C:\Program Files\EndNote\Styles and for Mac OS X Harddrive:Applications:EndNote:Styles). Once you've done this, open EndNote and choose "Select Another Style..." from the dropdown menu in the menu bar; locate and choose this new style from the following screen.

8.4 Manuscript Preparation

The text should be double-spaced throughout and with a minimum of 3cm for left and right hand margins and 5cm at head and foot. Text should be standard 10 or 12 point.

8.4.1 Your Title, Keywords and Abstracts: Helping readers find your article online

The title, keywords and abstract are key to ensuring readers find your article online through online search engines such as Google. Please refer to the information and guidance on how best to title your article, write your abstract and select your keywords by visiting SAGE's Journal Author Gateway Guidelines on [How to Help Readers Find Your Article Online](#).

8.4.2 Corresponding Author Contact details

Provide full contact details for the corresponding author including email, mailing address and telephone numbers. Academic affiliations are required for all co-authors. These details should be presented separately to the main text of the article to facilitate anonymous peer review.

8.4.3 Guidelines for submitting artwork, figures and other graphics

For guidance on the preparation of illustrations, pictures and graphs in electronic format, please visit SAGE's [Manuscript Submission Guidelines](#).

Figures supplied in colour will appear in colour online regardless of whether or not these illustrations are reproduced in colour in the printed version. For specifically requested colour reproduction in print, you will receive information regarding the costs from SAGE after receipt of your accepted article.

8.4.4 Guidelines for submitting supplemental files

This journal is able to host approved supplemental materials online, alongside the full-text of articles. Supplemental files will be subjected to peer-review alongside the article. For more information please refer to SAGE's [Guidelines for Authors on Supplemental Files](#).

8.4.5 English Language Editing services

Non-English speaking authors who would like to refine their use of language in their manuscripts might consider using a professional editing service. Visit [English Language Editing Services](#) on our Journal Author Gateway for further information.

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9. After acceptance

9.1 Proofs

We will email a PDF of the proofs to the corresponding author.

9.2 E-Prints

SAGE provides authors with access to a PDF of their final article. For further information please visit [Offprints and Reprints](#) on our Journal Author Gateway.

9.3 SAGE Production

At SAGE we place an extremely strong emphasis on the highest production standards possible. We attach high importance to our quality service levels in copy-editing, typesetting, printing, and online publication (<http://online.sagepub.com/>). We also seek to uphold excellent author relations throughout the publication process.

We value your feedback to ensure we continue to improve our author service levels. On publication all corresponding authors will receive a brief survey questionnaire on your experience of publishing in **Urban Studies** with SAGE.

9.4 OnlineFirst Publication

A large number of journals benefit from OnlineFirst, a feature offered through SAGE's electronic journal platform, SAGE Journals Online. It allows final revision articles (completed articles in queue for assignment to an upcoming issue) to be hosted online prior to their inclusion in a final print and online journal issue which significantly reduces the lead time

between submission and publication. For more information please visit our [OnlineFirst Fact Sheet](#).

10. Further information

Any correspondence, queries or additional requests for information on the Manuscript Submission process should be sent to the Editorial Office as follows:

Email: ruth.harkin@glasgow.ac.uk

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