

Nonprofit Policy Forum: Information for Authors

I. Editorial policy

Unpublished material

Submission of a manuscript to the Nonprofit Policy Forum implies that the work described is not copyrighted, published, or submitted elsewhere, except in abstract form. The corresponding author should ensure that all co-authors approve the manuscript before its submission.

Ethical conduct of research

The authors must describe and confirm the safeguards put in place to meet ethical standards where applicable.

Conflict of interest

When authors submit a manuscript, they are responsible for recognizing and disclosing financial and/or other conflicts of interest that might bias their work and/or could inappropriately influence their judgment. If no acknowledgement is given, the Publishers assume that no such conflict of interest exists.

II. Submission of manuscripts

Manuscripts should be submitted online at:

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III. Preparation of manuscripts

When you submit your work, please ensure the following:

- The manuscript is complete and uploaded correctly
- The anonymised manuscript contains no information about the authors

Language

All manuscripts must be written in clear and concise English. If you have reasons to doubt your proficiency with respect to spelling, grammar, etc. (e.g., because English is not your native language), then you may wish to employ—at your expense—the services of a professional language editor.

General format and length

Manuscripts should be submitted as DOCX (Word), RTF, or LaTeX files. Manuscripts submitted in LaTeX format should also include a PDF export of the document as a reference file. If possible, authors should provide large and/or complicated tables as supplementary material or an appendix. Tables cannot contain lists and should not contain images or dashed lines. All figures and tables should be cited in the text and should have a caption/legend.

A short template can be found at

https://www.degruyter.com/fileasset/craft/media/doc/authors/DG_LaTeX-Template.zip

Cover letter

Each manuscript should be accompanied by a cover letter briefly highlighting the main features of the contribution.

Articles

Review articles aim to summarize recent significant advances in research. Authors should strive for brevity and clarity. The final structure of the review will depend on the focus, but wherever possible the following sections should be included: Title page, abstract, keywords, list of abbreviations, and an introduction; further, body of review, expert opinion, outlook,

highlights, and references. A nomenclature list at the end of the paper is recommended when many symbols are included in the text.

References

Please use the Chicago Manual of Style author-date system for parenthetical citation in text and the related reference list entry. For more specific details please visit http://www.chicagomanualofstyle.org/tools_citationguide.html and click on the Author-Date tab.

CMS (Author-Date) Reference Style

In-text citation		
	Direct citation	Indirect citation
Single author	O'Quigley (2000)	(O'Quigley 2000)
Two authors	Greenland and Maldonado (1994)	(Greenland and Maldonado 1994)
Three authors	Robins, Breslow, and Greenland (1986)	(Robins, Breslow, and Greenland 1986)
More than three authors	Mantel et al. (1977)	(Mantel et al. 1977)
Series of references	Yanagimoto (1990), Sato (1990), and Fujii and Yanagimoto (2005)	Alphabetical order (Fujii and Yanagimoto 2005; Sato 1990; Yanagimoto 1990)
Same author group with different years	Smith et al. (1985, 1986)	(Smith et al., 1985, 1986)
Same author group with same year	Lawrence and David (2009a, 2009b)	(Lawrence and David 2009a, 2009b)
Author (with same surname and different initials) with same year	T.H.E. Smith et al. (2003) and A. Smith et al. (2003)	Alphabetical order (A. Smith et al. 2003; T.H.E. Smith et al. 2003)
Reference lists		
Reference type	Example	
Reference list order	Alphabetical order	
1. Journal	Kamtekar, R. 2016. "The Soul's (After-) Life." <i>Ancient Philosophy</i> 36 (6): 115-32.	
2. Journal with supplement	Yuan, M., and H. Liu. 2011. "The Economic Consequences of Fair Value Accounting." <i>Accounting, Economics, and Law</i> 1 (Suppl. 2): 1-42.	
3. Collaboration	WHO. 2016. "Vitamin K for Newborns." <i>Journal of Midwifery & Women's Health</i> 61 (5): 675-6.	
4. et al. usage (not allowed - all the authors are included)	Wolchik, S. A., S. G. West, I. N. Sandler, J. Tein, D. Coatsworth, L. Lengua, and W. A. Griffin. 2000. "An Experimental Evaluation of Theory-Based Mother and Mother-Child Programs for Children of Divorce." <i>Journal of Consulting and Clinical Psychology</i> 68: 843-56.	

5. Epub ahead of print (DOI)	Von Ledebur, S. C. 2007. "Optimizing Knowledge Transfer by New Employees in Companies." Knowledge Management Research & Practice, doi: 10.1057/palgrave.kmrp.8500141 (Epub ahead of print).
6. Reference – forthcoming	Choi, S., D. Furceri, Y. Huang, and P. Loungani. 2017. "Aggregate Uncertainty and Sectoral Productivity Growth: The Role of Credit Constraints." Journal of International Money and Finance (forthcoming).
7. Book/monograph	Reeve, C. D. C. 1989. Socrates in the Apology. Indianapolis: Hackett Publishing.
8. Book with edition	Scherer, F., and D. Ross. 1990. Industrial Market Structure and Economic Performance, 3rd ed. Boston: Houghton Mifflin.
9. Edited book	Parker, R. H., and G. C. Harcourt, eds. (1969). Readings in the Concept and Measurement of Income. London, U.K.: Cambridge University Press.
10. Edited book with chapter title and editors	Annas, Julia. 2015. "Plato's Defense of Justice: The Wrong Kind of Reason?." In The Quest for the Good Life: Ancient Philosophers on Happiness, edited by E. K. Øyvind Rabbås, H.F. Emilsson, and M. Tuominen, 275–94. Oxford: Oxford University Press.
11. Edited book series	Stole, L. 2007. "Price Discrimination and Competition." In Handbook of Industrial Organization, Vol. 3, edited by M. Armstrong, and R. H. Porter, 2221–99. Amsterdam, The Netherlands: Elsevier Science Publishers B.V.
12. Proceedings/Conferences	Herculano-Houzel, S., Collins, C. E., Wong, P., Kaas, J. H., and Lent, R. 2008. "The Basic Nonuniformity of the Cerebral Cortex." In Proceedings of the Seventh International Conference on Enterprise Information Systems, Miami, FL, 97–108. Berlin: Germany: Springer-Verlag.
13. Electronic publication (Also available at)	Rampersad, T. 2005. Traditional Knowledge and Traditional Cultural Expressions. Also available at http://www.wipo.int/roller/comments/ipisforum/Weblog/theme_eight_how_can_cultural#comments
14. Electronic publication (accessed)	Doe, J. 1999. The Dictionary of Substances and Their Effects. United Kingdom: Royal Society of Chemistry. http://www.rsc.org/dose/title of subordinate document (accessed January 15, 1999).
15. Thesis/Dissertation	Rahman, M. 2013. "Using Authentic Materials in the Writing Classes: Tertiary Level Scenario." PhD diss., BRAC University.
16. Report	U.S. Federal Energy Regulatory Commission. 1977. Annual Report of the U.S. Federal Energy Regulatory Commission. Washington, D.C.: GPO.
17. Patent	Christensen G. K., inventor; 1971 Aug. 10. "Toy Building Set." United States patent US 3,597,875.
18. Standards	Standards Australia. 1989. Electrical Equipment for Coal Mines – Insulating Materials – Materials for Insulating Power Conducting Components (AS 1147.1-1989).

Mathematics and equations

- Roman letters used in mathematical expressions as variables must be italicized. Roman letters used as part of multi-letter function names should not be italicized. Subscripts and superscripts must be a smaller font size than the main text
- Type short mathematical expressions inline

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- Important definitions or concepts can also be set off as display math
- Number your equations sequentially
- Insert a blank line before and after each equation
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Submit tables on separate pages or as separate files and number them consecutively using Arabic numerals. Provide a short descriptive title, column headings, and (if necessary) footnotes to make each table self-explanatory. Refer to tables in the text as Table 1, etc. Use Table 1, etc. in the tablelegends. Especially large or complex Tables should be supplied as Supplementary Material or as an Appendix.

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Graphical abstract figure and text for the table of contents (optional): A graphical abstract figure (minimum resolution of 300 dpi) and a graphical abstract text (consisting of the article title, all author names without affiliations, and a one sentence summary of the manuscript, followed by 3–5 keywords) for the table of contents may be provided. These elements are meant to provide the reader a summary of the research reviewed in the paper.

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