COMMONWEALTH JOURNAL OF LOCAL GOVERNANCE

GUIDE FOR AUTHORS

A biannual Journal published by the Commonwealth Local Government Forum

Editorship: **Cardiff University**, Co-editors and Publishers: **UTS Centre for Local Government**

The Commonwealth Journal of Local Governance (CJLG) is an open-access publication; the journal has increasing importance for academics and practitioners with an interest in local government in the developed and developing world. The journal is promoted widely to local government authorities and organisations, central government agencies, international development and civil society partners, universities, training and research institutes, and individual academics and practitioners. All papers may be reprinted for educational purposes without specific authorisation, but with appropriate citation.

The journal accepts four types of articles: **Research and Evaluation papers**, **Policy and Practice notes, Commentaries** and **book reviews.** Further details are provided below.

- **Content:** CJLG promotes research and debate around the legitimacy, establishment, operation, representation and financing of local government and local and community services; papers may include case studies of any country. Papers with limited or no reference to local government are not usually appropriate for this journal. Papers should be correctly referenced, with citations that acknowledge sources in the text, and a reference list at the end. CJLG uses the Harvard system of referencing (see below). The Editor makes final decisions on the acceptance of papers.
- **Quality of English:** Papers must be submitted with a good quality of English. Whilst the copy-editing and proofreading process will pick up minor language errors, the author has a responsibility to ensure the submitted paper is of a publishable quality. Any paper submitted whose English is not of a publishable quality will have their paper returned and be requested to resubmit after getting the paper professionally proofread.
- **Anti-plagiarism policy:** The journal has a strict anti-plagiarism policy. All articles submitted to the journal and published on the journal website are checked with iThenticate software.
- **Submissions:** Please read carefully the style guide below and edit your paper and ensure the English has been proofed prior to submission. Once edited and proofed, submissions are made online via the journal website at:
  https://epress.lib.uts.edu.au/journals/index.php/cjlg/information/authors
  Please indicate in the submission whether the submission is intended as a Research and Evaluation paper, or a Policy and Practice note etc. The Editor will also advise authors on the

most appropriate route to publication. Any author requiring assistance in making a submission please contact **April Pham**, **CLGF** on journal@clgf.org.uk / thao.pham@clgf.org.uk

For further information please see:
https://epress.lib.uts.edu.au/journals/index.php/cjlg/about/submissions

1. Topics

Editorial priorities for the journal include papers addressing two key agendas:

- **Improving decentralisation and local governance**
- **Local government as an agent of development**

Contributors may address these themes through a wide range of topics, including for example:

- Concepts of local democracy, citizenship and community participation/empowerment
- Strategic leadership and planning
- Improving local governance (systems, efficiency, effectiveness, ethics, etc.)
- Decentralisation and re-centralisation
- Local government finance
- Local government capacity building
- Women in local government
- Traditional leadership and local government
- Global issues & local government: (eg climate change, economic transformation, urbanisation etc.)
- Social inclusion (including gender equity and poverty alleviation)
- Performance measurement and management
- Inter-government relations
- Local government service delivery

2. Types of Papers

CJLG accepts peer-reviewed Research & Evaluation papers and non-reviewed Policy & Practice, Commentaries and Book Reviews.

RESEARCH – Research papers should add new knowledge to local government debates, and may include:

- **Formal research papers**
- **Analytical case studies of practice, innovation etc.**
- **Discursive literature reviews**

Papers should normally set out:

a) the OBJECTIVES of the paper,

b) a clear statement of METHODS,

c) a LITERATURE REVIEW establishing the theoretical framework for the discussion,

d) original research FINDINGS, and

e) the DISCUSSION and CONCLUSION.

Research papers should be around **8,000** words long, including references. Papers are submitted to two independent reviewers for blind review. The review process normally takes around six months depending on the reviewers' response.

POLICY & PRACTICE – Policy & Practice notes may report interesting initiatives by, or in partnership with, local governments usually around themes of strengthening representation, improving service delivery etc., or

Policy & Practice Notes should include a statement of METHODS. Policy & Practice Notes are reviewed by the editorial team, and should be up to **7,000** words long, including references. Occasionally papers not suitable for peer review may be included as a Policy & Practice Note

COMMENTARY - may include opinion pieces based on secondary sources or practice experience and be around **6,000** words in length.

BOOK REVIEWS – a short one/two page commentary on a recent relevant book

3. House Style

Please submit papers formatted in the House Style below.

Document format: Text submitted as WORD file (not pdf format).

Illustrations: Please present your illustrations clearly and in publishable form (see examples from Issues 13/14 below). Complicated illustrations should be in JPEG format. All illustrations and photos require short captions.

Abstract: 150-200 words, Times New Roman, 11pt, italic, single spaced

Body text: Times New Roman, 11pt, line spacing 1.5

Paragraph spacing: 0pt above, 10pt below (not full line spacing)

Subheadings: One or two levels only

Level 1: Arial 12pt Bold,

Level 2: Arial 11pt Bold, italics, without capitals

Tables: Arial 9pt, single line spacing. Both tables and figures must be mentioned explicitly and in numerical order in the body text.

Spelling: British-English – e.g.: 'isation' not 'ization'.

SPELLING EXAMPLES

acknowledgement	dialogue	onto, on to
ageing, aging	grey	organisation
alright, all right	fulfil	practice *(n.)*, practise *(v.)*
analyse	instalment	programme
cancelled	judgement, judgment	computer program
catalogue	kerb	routeing, routing
centre	labour	sceptic
cooperation	licence *(n.)*, license *(v.)*	theatre
councillor	manoeuvre	travelling

Grammar: Please make sure that spellings and grammar are correct in your submission and use the spellcheck in WORD. The editorial team CANNOT ACCEPT submissions where major language corrections are required.

Capitals: Lower case is used when the name is not specified e.g.: "the council" or "local governments", but upper case is required when referring to a specific organisation, e.g.: "Wamachonga Council". Please be consistent!

Non-English words: Non-English words should be in italics the first time they are used with a translation in brackets, e.g.: *panchayat*. Thereafter they should be in normal text.

Acronyms: Acronyms should be spelt out in the body text the first time they are used, e.g.: DWASA (Dhaka Water and Sanitation Authority).

Numbers: Numbers from one to ten should be spelled out in body text unless they are paired with a mathematical symbol (e.g. 2 + 2) or abbreviation (6 km). Decimals appearing in tables and text should have leading zeros (e.g. 0.7). Use % not 'per cent' with numbers. Usually, numbers used in text would be up to one decimal place.

Quoted text All direct quotes from secondary sources should be in italics, with appropriate referencing including page number/s.

If the quotation is short, enclose the text in double quote marks and integrate with body text.

Longer quotations of three lines and over should be separated from the body text and placed as a block quote indented 1 cm either side in italics in single line spacing. Block quotes should not be enclosed within double quote marks. All interview excerpts of more than one sentence should be displayed as a block quote. If material is quoted within a quote, single quote marks should be used for the embedded quote.

5. Referencing

Sources should be correctly referenced using the Cardiff University Harvard Referencing system of referencing – which can be viewed here: **https://xerte.cardiff.ac.uk/play_4069#harvard.**

All sources cited in the text must be listed in the reference list and vice versa.

Citing your sources in text (in-text citation)

One author – include surname of author and date. If you are citing different publications written by the same author in the same year, label the first one cited with 'a' after the year and the second 'b' e.g. (Brown 2006a, 2006b). This labelling should also be used in the reference list.

Two authors – include both surnames and date e.g. (Cullingworth and Nadin 2007) or Cullingworth and Nadin (2007).

Three authors and over – use first author's surname and et al. followed by date e.g. Taylor et al. (2010) or (Taylor et al. 2010). All author names must be included in reference list

Reference list

Authors must be listed in alphabetical order, by surname followed by initial/s. All titles of sources or names of organisations written in a language other than English should be translated into English in brackets following each entry in its original language. All available DOIs (Digital Object Identifiers) should be provided for each source.

Please be careful that you are familiar with current practice on citation and avoiding plagiarism. Plagiarism includes the use or ideas or direct quotation of material from another source without adequate acknowledgement.

6. Examples of CJLG tables and illustrations

Table 1 Potential roles for Local Government within the new Framework

	Goal	Comment	Local Government Role
1	**End Poverty**	Replaces and reworks MDG. Still the main overarching objective as in the original formulation.	All four targets are to be disaggregated. LG as argued has major role in reducing poverty
2	**Empower Girls and Women and Achieve Gender Equality**	Replaces and reworks MDG 3. Wider Gender objective than earlier	All four targets are to be disaggregated. LG again involved often with local administration and regulations and with work on violence.
3	**Provide Quality and Education and Lifelong learning**	Replaces and reworks MDG 2. This now goes beyond primary education to include a quality measure rather than a quantity.	All four targets are to be disaggregated. LG important via its involvement in the education sector
4	**Ensure Healthy Lives**	Replaces and reworks MDG 4, 5 and 6. The merging of three goals into a single goal suggests how dominant the health agenda was in the original formulation	All five targets are to be disaggregated. LG important via its involvement in the health sector and through public health actions.

Source: Amis (2013, p.10)

Figure 1: Uganda's five-tier local government administrative system

