

Manuscript submission checklist

Authors should ensure that their manuscript complies with all the following points. If these guidelines are not followed, the manuscript will be returned to the author.

- This manuscript has not been previously published and has not been submitted to another publication (or an explanation has been provided in the Comments to Editor section).
- The text file is in .docx format.
- The files are anonymised (both text and file metadata).
- The author's guidelines have been taken into account in the text.
- References and bibliography follow the journal's guidelines. All references appearing in the text can be found in the bibliography and all sources in the bibliography can be found in the text. In addition, doi identifiers have been added to all references for which an identifier is available.
- All authors' details (name, email and affiliation) have been entered into journal.fi. It is still possible to update the data at a later stage.
- Make sure you submit your manuscript to the correct section (articles, reviews, papers, book reviews, Focus column).

Author's instructions

Instructions for authors

Focus Localis publishes academic articles, reviews, academic papers, lectures and book reviews on municipalities, regional and local government and localism. In addition, a Lex Localis column is published on the magazine's website (only). Scientific articles can be theoretical, methodological, conceptual or empirical in nature. The Lex Localis column publishes interpretative recommendations on future legislation to be applied in municipalities and welfare areas. All scientific articles and contributions to Lex Localis are subject to peer review.

The total length of scientific articles (including sources) is limited to 7000 words. This does not include the abstract. An abstract in Finnish (max. 150 words) will be attached to the beginning of the article and titled 'Abstract' (font Times New Roman, pt 12, line spacing 1). The Finnish abstract is followed by the corresponding English abstract and the English title of the article (max 150 words). At the end of each abstract, 3-5 keywords are listed in Finnish and English.

The maximum length of other contributions is 3000 words.

Texts for the Lex Localis column may not exceed 2500 words.

Focus Localis does not publish manuscripts already published elsewhere.

Submitting a manuscript to the editor

Manuscripts submitted to Focus Localis are submitted via **the electronic Journal.fi publication system**.

Peer-reviewed scientific manuscripts (and, where applicable, the Lex Localis column)

Please submit the following files to the system:

1. The manuscript itself as a .docx file. Includes the article, abstracts and glossary in Finnish and English. The article manuscript for peer review must be anonymised (see more below).
2. Any tables and figures and other appendices should preferably be submitted in **an editable format as part of the text**. If tables and figures are presented as images in the manuscript, they should also be submitted in an editable format as separate .docx files. **Attachments should also be anonymised**.
3. In addition to the manuscript text, **a cover sheet file** is sent with the author's contact details (name, title, position and place of work, telephone number, e-mail address).

For scientific manuscripts that meet the Focus Localis publication criteria, and for texts intended for the Lex Localis column, the editorial board will request the opinions of two independent experts, on the basis of which the editorial board will decide whether to publish the manuscript.

For peer review purposes, the manuscript and all associated files should be submitted anonymously, following the instructions provided by the electronic system. The author should take the feedback into account and return the revised manuscript as a separate file with a memo indicating the changes made on the basis of the review.

Review, oral and book review manuscripts

The total length (including sources) of review, contribution and book review manuscripts is limited to 3000 words. Reviews, papers and book reports will not be accompanied by an abstract.

Any tables and figures and other annexes should be submitted as separate .docx files. These files should also be anonymised.

In the manuscript file, the details of all authors (name, title, position and place of work and, for the contact person, telephone number, e-mail address) should be added under the title.

General guidelines for all types of manuscripts (note the exception at the end of the Lex Localis column)

References should be placed in brackets within the text, **not as footnotes**. Example of citation: (Brynes 1991, 23; Salminen, Häikiö & Lehtonen 2016, 65-67). Extensive references are numbered and placed at the end of the article as endnotes.

A list of references is appended at the end of the article under the heading Sources. The sources used in the article are included in the bibliography in alphabetical order of the authors' surnames. The work appearing in the bibliography must include the following information: author's surname, first initial, year of publication (in brackets), title of the work (in italics), place of publication and publisher. For example:

Warren, N. (2018). *Organization design: simplifying complex systems*. Abingdon: Routledge.

The scientific article in the bibliography must contain the following information: author's surname, first name, first initial, year of publication (in brackets), title of the article, name of the scientific

journal (in italics), volume number, publication number and page numbers of the article. For example:

Boyne, G. A. & Chen, A. A. (2007). Performance Targets and Public Service Improvement, *Journal of Public Administration Research and Theory*, 17(3), 455-477.

Salminen, J., Häikiö, L. & Lehtonen, P. (2016). Participatory budgeting as an administrative and political practice. *Governance Research*, 35(1), 60-75.

The article published in the edited collection is cited as follows:

Tuurnas, S., Jäntti, A., Kalliomäki, H., Kurkela, K., & Lehtonen, P. (2022). Pain points of using resident data in co-development. In A. Jäntti, A-A. Kork, K. Kurkela, U. Leponiemi, H. Paananen, L-M. Sinervo, & S. Tuurnas (eds.), *The future of governance research* (pp. 245-267). Tampere: Vastapaino.

Exception for the Lex Localis column: references in the Lex Localis column may also be made in accordance with the "Referencing in domestic legal publications" guidelines (2017). Available for example at: <https://www.lakimiesyhdistys.fi/wp-content/uploads/2017/09/Viittaaminen-kotimaisissa-oikeustieteellisiss%C3%A4-julkaisuissa.pdf>.

Anonymisation of article manuscripts

Authors are responsible for anonymising their manuscripts for peer review (text, references, bibliography). In addition, files should be anonymised so that the metadata do not show the author's name.

To ensure mutual anonymity in peer review, the manuscript must be anonymised in such a way that the file, text or references do not allow the author to be identified. When referring to one's own sources, the manuscript should be formatted in such a way that the author can be identified as the author. If it is decided to publish the manuscript, the author must return these references.

Instructions for anonymising the file:

- Open the saved document
- In the original document, select the 'File' tab and then 'Data'.
- In the original file, click on the "Document" tab, select "Check for problems" and then click "Check document".
- In the 'Check document' dialog box, select the checkboxes for the hidden content types to be checked in the document. You should tick all the boxes, but the box 'Document properties and personal information' is particularly important.
- Select "Check".
- Review the results of the check in the 'Check document' dialog box.
- Remove the hidden content you want by selecting 'Remove all' next to the content types. It is particularly important to delete the document properties and personal information.

Focus on

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Articles from

All scientific articles undergo a peer review process. The total length of the article (including sources) is limited to 7000 words. Tables and figures are also stored as separate files.

References are placed within the text in brackets, e.g. (Brynes 1991, 23), **not as footnotes**.

Extensive references are numbered and placed at the end of the article as endnotes.

A list of references (entitled Sources) is appended at the end of the article, listing the sources used in the article in alphabetical order of the authors' surnames.

An abstract in Finnish and a corresponding abstract in English (entitled Abstract) of up to 150 words will be included at the beginning of each article, and 3-5 subject headings in Finnish and English will be listed at the end of the abstracts.

In addition to the manuscript texts, a cover page file will be sent with the author's contact details (name, title, position and place of work, telephone number, e-mail address). Focus Localis will not publish articles already published elsewhere.

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Reviews

The total length of a review (including sources) is limited to 3000 words. Tables and figures are also stored as separate files.

References should be placed in brackets within the text, e.g. (Brynes 1991, 23), **not as footnotes**.

Extensive references are numbered and placed at the end of the article as endnotes.

A list of references (entitled Sources) is appended at the end of the article, listing the sources used in the article in alphabetical order of the authors' surnames.

In the manuscript file, under the title, the details of all authors (name, title, position and place of work and, for the contact person, telephone number, e-mail address) are added. Focus Localis will not publish review articles already published elsewhere.

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Speeches

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Extensive references are numbered and placed at the end of the article as endnotes.

A bibliography (entitled Sources) is appended at the end of the article, listing the sources used in the article in alphabetical order of the authors' surnames.

Under the title of the paper, the details of all authors (name, title, position and place of work, and for the contact person, telephone number, e-mail address) are added. Focus Localis will not publish contributions already published elsewhere.

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References should be placed in brackets within the text, e.g. (Brynes 1991, 23), **not as footnotes**. Extensive references are numbered and placed at the end of the article as endnotes.

A list of references (entitled Sources) is appended at the end of the article, listing the sources used in the article in alphabetical order of the authors' surnames.

In the manuscript file, under the title, the details of all authors (name, title, position and place of work and, for the contact person, telephone number, e-mail address) are added. Focus Localis will not publish manuscripts already published elsewhere.

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Lex Localis

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