# CLS working paper series

Guidelines for authors

Last updated August 2017

## Introduction

Any person conducting research using, or directly relevant to, the 1958, 1970, millennium or Next Steps (Longitudinal Study of Young People in England) cohort studies is invited to submit a paper for possible inclusion in the Centre for Longitudinal Studies (CLS) working paper series. The series includes both substantive and methodologically driven work based on the cohort studies. All papers submitted to the series will be subject to internal peer review to ensure quality standards are maintained, and the series continues to serve as a valuable resource for data users and others.

The CLS working paper series is published on the CLS website and is promoted appropriately by the CLS Communications Team, in conjunction with the author(s). CLS holds copyright for all working papers, but will not authorise the use of the material by other organisations without consulting the author(s).

## Purpose of the series

* To provide a means of publishing work in progress and/or early findings from studies that will eventually be submitted as journal articles (see note 1).
* To publish material and reports that have intrinsic merit but are unlikely to be suitable for a journal.

## Eligibility

1. Any paper based wholly or substantially on data from the 1958 National Child Development Study (NCDS), the 1970 British Cohort Study (BCS70), the Millennium Cohort Study (MCS) and/or Next Steps (previously known as the Longitudinal Study of Young People in England) are eligible. Papers addressing cross-cohort analyses involving longitudinal studies (both national and international in origin) and other aspects of longitudinal research relevant to cohort analyses will also be considered.
2. The material can be substantive, methodological or a mixture of the two (see note 2).
3. The authors can be from within or outside CLS. In particular authors and co-authors from central and local government, social and market research and the third sector are encouraged to submit papers.
4. Reports and papers already appearing elsewhere are not eligible.

## Length and style

* No more than 10,000 words (excluding appendices) and no less than 5,000 words.
* All working papers should use APA referencing style.
* Authors are encouraged to include detailed material in appendices.
* All working papers should include an abstract (no more than 200 words), as well as a non-technical summary of (no more than 500 words) to be used for promotional purposes.
* Wherever appropriate authors should include an acknowledgements section and reference the source of their funding, e.g. ESRC Grant No.
* Authors are expected to follow the CLS style guide, which is available from the working paper guidelines section of the CLS website. Authors are also expected to pay adequate attention to grammar and syntax.
* The series will be numbered consecutively within years (e.g. 2012/1, 2012/2 etc). They will be cited as per the following example:

Elliott, J. (2012) Imagine you are 60: A view of the next decade for 50-year-olds in the 1958 British birth cohort study as they enter the 'third age'. CLS Working Paper 2012/6. London: Centre for Longitudinal Studies.
* The series will only be published electronically.

## Internal Peer Review

1. The Academic Editor for the series will typically be a senior member of the CLS team who will serve for a period of three years.
2. Each submission will be refereed by the Editor in collaboration with another member of CLS or the Department of Quantitative Social Science, UCL Institute of Education. The refereeing will be rapid and relatively ‘light touch’ so that authors receive initial feedback typically no more than four weeks after submitting their papers.
3. The Editor reserves the right to immediately reject unsuitable material.
4. The Editor’s decision is final.
5. When a draft is near complete, the Editor will alert the CLS Communications Team, who will promote the paper. This may include producing a press release where findings are particularly newsworthy.

If you have any questions please contact:

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## Notes

* If you are submitting an article to a journal, it is important to check whether they have a policy on ‘pre-printing’ material in a working paper series prior to publication in the journal. Many publishers tolerate pre-prints but may have certain requirements for doing so.
* Detailed descriptions of, for example, a few variables or a particular sub-sample will continue to be published as ‘data notes’. Technical material pertaining to one sweep or one aspect of one cohort should continue to be published as technical reports. Updated materials will be published as subsequent editions (e.g. first edition, second edition, etc).