

Nonprofit and Voluntary Sector Quarterly

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Submission guidelines



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Please read the guidelines in full before submitting your manuscript. Manuscripts not conforming to these guidelines may be returned.

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Manuscript Submission Guidelines: *Nonprofit and Voluntary Sector Quarterly*

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Please read the guidelines below then visit the Journal's submission site [<https://mc.manuscriptcentral.com/nvsq>] to upload your manuscript. Please note that manuscripts not conforming to these guidelines may be returned. Remember you can log in to the submission site at any time to check on the progress of your paper through the peer review process.

Sage disseminates high-quality research and engaged scholarship globally, and we are committed to diversity and inclusion in publishing. We encourage submissions from a diverse range of authors from across all countries and backgrounds.

Only manuscripts of sufficient quality that meet the aims and scope of *Nonprofit and Voluntary Sector Quarterly* will be reviewed.

There are no fees payable to submit or publish in this Journal. Open Access options are available - see section 3.3 below.

As part of the submission process you will be required to warrant that you are submitting your original work, that you have the rights in the work, and that you have obtained and can apply all necessary permissions for the reproduction of any copyright works not owned by

you, that you are submitting the work for first publication in the Journal and that it is not being considered for publication elsewhere and has not already been published elsewhere. Please [see our guidelines on prior publication](#) and note that *Nonprofit and Voluntary Sector Quarterly* will consider submissions of papers that have been posted on preprint servers; please alert the Editorial Office when submitting (contact details are at the end of these guidelines) and include the DOI for the preprint in the designated field in the manuscript submission system. Authors should **not** post an updated version of their paper to a preprint server while it is being peer reviewed for possible publication in the Journal. If your paper is accepted, you will need to contact the preprint server to ensure the final published article link is attached to your preprint. [Learn more about our preprint policy here.](#)

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1 What do we publish?

1.1 Aims & Scope

Before submitting your manuscript to *Nonprofit and Voluntary Sector Quarterly*, please ensure you have read the [Aims & Scope](#).

1.2 Article types

Research Articles: Manuscripts should be no more than 10,000 words (including the main text, references, appendices and endnotes). As an international and interdisciplinary journal, we welcome full-length manuscripts from diverse perspectives in the areas of voluntary action, civil society, citizen participation, philanthropy, and nonprofit organizations.

Research Notes: Research Notes should be no longer than 5,000 words (including the main text, references, appendices and endnotes). Research Notes identify relevant prior research, clearly articulate their contribution to nonprofit/voluntary sector research and provide compelling evidence for their arguments. Research Notes are different than articles in that the Note may have a narrower audience, be more limited in its contributions, be more technical, or comment on previous *NVSQ* articles. Like full-length manuscripts, Research Notes are rigorous and written in a similar style and tone.

Book Reviews: We welcome Book Reviews for recently published books or comparing texts in a given research area on any topic of interest to *NVSQ* readers. Book reviews may be submitted through the *NVSQ* submission system (<http://mc.manuscriptcentral.com/nvsq>).

To submit a book for review or for questions about book reviews, please contact Dr. Elizabeth Dale, Book Review Editor, elizabeth.dale@gvsu.edu

2 Writing your paper

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2. Editorial policies

2.1 Peer review policy

Sage does not permit the use of author-suggested (recommended) reviewers at any stage of the submission process, be that through the web-based submission system or other communication.

Reviewers should be experts in their fields and should be able to provide an objective assessment of the manuscript. Our policy is that reviewers **should not** be assigned to a paper if:

- The reviewer is based at the same institution as any of the co-authors.
- The reviewer is based at the funding body of the paper.
- The author has recommended the reviewer.
- The reviewer has provided a personal (e.g. Gmail/Yahoo/Hotmail) email account and an institutional email account cannot be found after performing a basic Google search (name, department and institution).

The journal's policy is to have manuscripts typically reviewed by three expert reviewers. *Nonprofit and Voluntary Sector Quarterly* adheres to a rigorous double-anonymized reviewing policy in which the identity of both the reviewer and author are always concealed from both parties. Two independent reviews are required for a manuscript to reach a Revise or Accept decision.

All manuscripts are reviewed as rapidly as possible, while maintaining rigor. Reviewers make comments to the author and recommendations to the Editor who then makes the final decision.

Nonprofit and Voluntary Sector Quarterly has an Associate Editor structure where Associate Editors may be assigned a manuscript to manage the peer review process and make decision recommendations, but only the Editors make final decisions.

The Associate Editors or members of the Editorial Board may occasionally submit their own manuscripts for possible publication in the Journal. In these cases, the peer review process will be managed by alternative members of the Board and the submitting Associate Editor/Board member will have no involvement in the decision-making process.

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2.2 Authorship

All parties who have made a substantive contribution to the article should be listed as authors. Principal authorship, authorship order, and other publication credits should be based on the relative scientific or professional contributions of the individuals involved, regardless of their status. A student is usually listed as principal author on any multiple-authored publication that substantially derives from the student's dissertation or thesis.

Please note that AI chatbots, for example ChatGPT, should not be listed as authors. For more [information see the policy on Use of ChatGPT and generative AI tools](#).

2.3 Acknowledgements

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, or a department chair who provided only general support.

Please supply any personal acknowledgements separately to the main text to facilitate anonymous peer review.

Per [ICMJE recommendations](#), it is best practice to obtain consent from non-author contributors who you are acknowledging in your paper.

Third party submissions

Where an individual who is not listed as an author submits a manuscript on behalf of the

author(s), a statement must be included in the Acknowledgements section of the manuscript **and** in the accompanying cover letter. The statements must:

- Disclose this type of editorial assistance – including the individual’s name, company and level of input
- Identify any entities that paid for this assistance
- Confirm that the listed authors have authorized the submission of their manuscript via third party and approved any statements or declarations, e.g. conflicting interests, funding, etc.

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2.3.2 Writing assistance

Individuals who provided writing assistance, e.g. from a specialist communications company, do not qualify as authors and so should be included in the Acknowledgements section. Authors must disclose any writing assistance – including the individual’s name, company and level of input – and identify the entity that paid for this assistance. It is not necessary to disclose use of language polishing services.

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Nonprofit and Voluntary Sector Quarterly requires all authors to acknowledge their funding in a consistent fashion under a separate heading. Please [visit the Funding Acknowledgements](#) page on the Sage Journal Author Gateway to confirm the format of the acknowledgment text in the event of funding, or state that: This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

2.5 Declaration of conflicting interests

Nonprofit and Voluntary Sector Quarterly encourages authors to include a declaration of any conflicting interests and recommends you [review the good practice guidelines on the Sage Journal Author Gateway](#).

It is the policy of *Nonprofit and Voluntary Sector Quarterly* to require a declaration of conflicting interests from all authors enabling a statement to be carried within the paginated pages of all published articles.

Please ensure that a ‘Declaration of Conflicting Interests’ statement is included at the end of your manuscript, after any acknowledgements and prior to the references. If no conflict

exists, please state that ‘The Author(s) declare(s) that there is no conflict of interest’. For guidance on conflict of interest statements, please [see the ICMJE recommendations here](#).

2.6 Research ethics

If applicable, authors are required to state in the methods section whether participants provided informed consent.

NVSQ has a data transparency policy for experiments. Authors submitting manuscripts that include experimental designs are asked to provide the data and codes used to produce the reported findings to the editors and reviewers. This includes: providing clear documentation to assist with replication; sharing all data and code used to generate reported results with editors and reviewers (please ensure that these files are anonymous); considering the use of a Depository Platform, such as Github, FigShare, or the Open Science Framework (If the data cannot be shared publicly, you may use a private project link); and upholding the Compliance Requirements, such as institutional review board (IRB) or ethics committee requirements, as well as privacy laws such as GDPR or other relevant regulations. Please be sure to remove any personal or identifying information from the data and materials to protect participant confidentiality.

2.7 Research data

The Journal is committed to facilitating openness, transparency and reproducibility of research, and has the following research data sharing policy. For more information, including FAQs please [visit the Sage Research Data policy pages](#).

NVSQ encourages data transparency and promotes open data where possible.

2.8 Code of ethics

Authors submitting their manuscripts to NVSQ for publication consideration must follow the [NVSQ Code of Ethics](#).

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3. Publishing policies

3.1 Publication ethics

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 **Plagiarism**

Nonprofit and Voluntary Sector Quarterly 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 published articles. Equally, we seek to protect the reputation of the Journal against malpractice. Submitted articles may be checked with duplication-checking software. Where an article, for example, is found to have plagiarized 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; taking up the matter with the head of department or dean of the author's institution and/or relevant academic bodies or societies; or taking appropriate legal action.

3.1.2 Prior publication

If material has been previously published it is not generally acceptable for publication in a Sage journal. However, there are certain circumstances where previously published material can be considered for publication. Please [refer to the guidance on the Sage Author Gateway](#) or if in doubt, contact the Editor at the address given below.

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4.1 Formatting

The preferred format for your manuscript is Word. Submissions must be made in English.

Title Page: Include the title, all authors' names, affiliations, e-mail addresses, discipline, and a short (2-3 sentence) biography of each author.

Main Document: Remove ALL identifying information.

- On the first page, please include the title, an abstract (150 words or less), 4-5 keywords, and a data availability statement.
- On the second page, begin the main text of article, and please include appendices, endnotes, references, and tables and figures.
- Use 12 point, Times New Roman font for all documents.
- Follow the APA style (most current edition) for formatting, headings, citations, and references.
- Double-space, indent the first line of paragraphs, and left-justify everything (no full justification).
- Any direct quote requires a page reference or a paragraph number if from a website.
- Use endnotes only for substantive comments bearing on content. Do not use footnotes.
- All in-text citations are included in the reference list; all references have in-text citations.
- Figures should be camera-ready; they should appear exactly as they should in the journal, except for sizing.
- Tables and figures may either be included within the text or at the end with placeholders in the text.

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

4.3 Identifiable information

Where a journal uses double-anonymized peer review, authors are required to submit:

1. A **version of the manuscript** which has had any information that compromises the anonymity of the author(s) removed or anonymized. This version **will** be sent to the peer reviewers.
1. A **separate title page** which includes any removed or anonymized material. This **will not be** sent to the peer reviewers.

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4.4 Supplemental material

This Journal is able to host additional materials online (e.g. datasets, podcasts, videos, images etc.) alongside the full-text of the article. For more information please [refer to our guidelines on submitting supplemental files.](#)

4.5 Reference style

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4.6 English language editing services

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5. Submitting your manuscript

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Submissions must be in English. *NVSQ* will not consider manuscripts that have been published or are under consideration elsewhere. If closely related material has been published elsewhere, this should be discussed in the cover letter describing the unique contribution of the work being submitted.

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You will be asked to provide contact details and academic affiliations for all co-authors via the submission system and identify who is to be the corresponding author. These details must match what appears on your manuscript. The affiliation listed in the manuscript should be the institution where the research was conducted. If an author has moved to a new institution since completing the research, the new affiliation can be included in a manuscript note at the end of the paper. At this stage please ensure you have included all the required statements and declarations and uploaded any additional supplementary files (including reporting guidelines where relevant).

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6. On acceptance and publication

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6.2 Online First publication

Online First allows final articles (completed and approved articles awaiting assignment to a future issue) to be published online prior to their inclusion in a journal issue, which significantly reduces the lead time between submission and publication. [Visit the Sage Journals help page](#) for more details, including how to cite Online First articles.

6.3 Access to your published article

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6.4 Promoting your article



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7. Further information

Any correspondence, queries or additional requests for information on the manuscript submission process should be sent to the *Nonprofit and Voluntary Sector Quarterly* editorial office as follows:

NVSQeditors@charlotte.edu

7.1 Appealing the publication decision

Editors have very broad discretion in determining whether an article is an appropriate fit for their journal. Many manuscripts are declined with a very general statement of the rejection decision. These decisions are not eligible for formal appeal unless the author believes the decision to reject the manuscript was based on an error in the review of the article, in which case the author may appeal the decision by providing the Editor with a detailed written description of the error they believe occurred.

If an author believes the decision regarding their manuscript was affected by a publication ethics breach, the author may contact the publisher with a detailed written description of their concern, and information supporting the concern, at publication_ethics@sagepub.com

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