

Instructions for authors

Critical Housing Analysis (CHA) welcomes **papers on housing related issues** that contain:

- Original and innovative theoretical arguments;
- Original and innovative findings;
- Original and innovative research methods and strategies (qualitative, experimental, inter-disciplinary) or international comparison with strong sense for contextual and institutional differences;
- Critical discussion of existing theory and its underlying assumptions;
- Critical discussion of recent research findings, based, for example, on missing perspectives, unsustainability of underlying assumptions, framed or ideologically driven discourse;
- Critical assessment of methodology applied in housing economics, housing policy studies, housing finance or housing system analysis;
- Critical evaluation of housing practices and policies in specific cultural and institutional contexts, especially in countries less represented in mainstream housing policy discourse;
- Critical discussion about forms of housing research organisation, funding, policy interventions, publication standards and rules.

CHA is particularly interested in publishing papers that provide:

1. Innovations in methods, theories and practices used in housing related research. The Journal especially welcomes papers that apply original research strategies (such as a combination of qualitative and quantitative methodology, interdisciplinarity) or an international comparison sensitive to contextual and institutional differences. The papers should provide new and fresh research perspectives that enable a deeper understanding of housing markets, policies and systems. The innovations need to be justified, but they may also be 'a work in progress', i.e. not yet fully verified with findings.
2. A critique of assumptions, methods and theories used in housing related research. Such critical evaluation must be well founded (empirically or using consistent logical argument) and convincing, but the author(s) need not already have come up with a solution for overcoming the theoretical or methodological weaknesses criticized in the paper.
3. A critique of applied housing practices and policies in specific cultural and institutional contexts, especially in the context of countries that are less represented in mainstream housing policy discourse. The critical assessment of policies must be analytical, must offer new perspectives and must have potentially wider policy implications.

Prerequisites for publication of a paper in CHA:

- The corresponding author must be registered with CHA before the paper is submitted;
- The submitted paper should be between 2,000 and 3,500 words including a short abstract and references (shorter texts are even more encouraged);
- The submission must be formatted according to the formal instructions for authors (see below) and must include the full names and addresses of the authors, reference list, etc.;
- The corresponding author must sign a licencing agreement after the submitted paper is accepted for publication.

The Editorial Board will accept papers that show originality and/or well-founded (convincing) criticism; that are coherent, stay on topic, provide clear and convincing examples and are not ideologically driven. **The board will not accept papers that:**

- Contain unfounded allegations;
- Are not relevant (outside of housing related area);
- Are unethical, use vulgarities or support discrimination, violence, personal abuse, etc.;
- Are longer than the maximum word count;
- May be accused of plagiarism.

In order to meet high standards of ethical behaviour at all stages of the publication process, authors, editors and reviewers are obliged to act in compliance with the [Publication Ethics and Malpractice Statement](#).

The **authors are bound by the ethical principles of scientific work** and obliged to conform to the following policies:

- Authorship should be limited to those who have made a significant contribution to creating the paper. Every researcher who contributed substantially and non-trivially is entitled to authorship or co-authorship.
- Fabrication and falsification of research data contravenes the principles of scientific work. Authors must be able to document their procedures and answer editors' questions about data sources and methods applied.
- All sources used must be properly cited and referenced in accordance with copyright and ethical rules of scientific work to avoid plagiarism.
- Only previously unpublished manuscripts can be offered to the peer-reviewed section of the journal. It is considered unethical to offer a paper for publication to several periodicals simultaneously.
- All authors are requested to disclose any actual or potential conflict of interest including any financial, personal or other relationships with other people or organizations that could inappropriately influence, or be perceived to influence, their work.

Submissions may take the form of a working paper, draft paper, initial research ideas or 'work in progress', but they must have a **clear critical and/or innovative element**. All papers will be submitted to a quick double-blind peer review by at least two independent

experts in the topic of the paper who are not in close working, institutional or personal relations with the author. The review process is set up to be as objective and quick as possible. The authors will be informed of the decision to publish **within three weeks** after submitting the paper. If accepted, the paper will be published on the website of Critical Housing Analysis **within seven weeks** after its submission, assuming formalities relating to publishing are dealt with promptly by the author.

The referees' reports are not guaranteed to the authors; if the referees see potential in the paper and voluntarily offer comments in the review process, the editor-in-chief may inform the author of the comments in the decision letter. If both referees accept the submitted paper it will be published after being quickly edited and once the signed licensing agreement is received from the authors. If both referees refuse the submitted paper it will be rejected for publication. If the two referees disagree, the editor-in-chief will make the final decision.

Formal Instructions for authors

Critical Housing Analysis has a web-based online submission and peer review system. All papers must be submitted via the online system. Authors (or at least the corresponding author) must be registered users.

Length of the paper

Papers must be submitted in English and should not exceed 3,500 words including an abstract, acknowledgements and references (shorter submission are encouraged).

Title page, corresponding author

The first title page must include the title of the paper, which should be short but informative, the full postal, email, and telephone contact information and the affiliation(s) of all the authors. The corresponding author must be clearly identified at the time of submission.

Manuscript requirements

Papers must be submitted in MS Word format (*.doc or *.docx). British spelling should be used; authors are responsible for consistency of spelling and nomenclature.

Abstract

The submission must include an abstract of no more than 150 words, indicating the paper's argument, approach and findings, along with 3–5 keywords. The abstract should not contain any undefined abbreviations or unspecified references. The abstract should be single-spaced, use 10-point Times New Roman font in italics, and the text should be justified on both sides with 1.5 cm margins.

Keywords

The keywords should be placed below the abstract, separated by one empty line, and should be aligned with the abstract. The keywords should be single-spaced in 10-point Times New Roman (normal) font, each keyword separated by a semicolon, and left-aligned.

Title

The title of the paper should be single-spaced in 16-point Arial font, in bold and left-aligned; capitalise only the first word and proper nouns.

Headings

No more than three levels of (sub)heading should be used. First-level headings should be single-spaced in 14-point Arial font, in bold, and left-aligned; capitalise only the first word and proper nouns. Second-level headings should be single-spaced, in 12-point Arial font, in bold, and left-aligned; capitalise only the first word and proper nouns. Third-level headings should be single-spaced in 11-point Arial font, in bold and italics, and left-aligned; capitalise only the first word and proper nouns.

Main text

The main text should be single-spaced in 12-point Times New Roman font. Paragraphs should not be indented or spaced, but separated by one empty line. The text should be justified on both sides. Abbreviations should on their first occurrence be written out in full with the abbreviation in brackets, e.g. Critical Housing Analysis (CHA).

The pages should be numbered consecutively.

Tables, figures, diagrams etc.

Tables, figures and line diagrams should be incorporated into the typescript and properly (consecutively) numbered (use Arabic numerals for all page numbers, tables, diagrams, etc.). Tables, figures and diagrams should be presented in a form suitable for immediate reproduction (i.e. not requiring redrawing by the Publisher). Figure and diagram captions should be numbered in the order they are referred to in the text and typed out in full. Tables should include a short, descriptive title. The captions and titles of tables should be single-spaced in 12-point Times New Roman font, in bold, and left-aligned, and separated by one empty line. Any relevant notes related to tables, figures or diagrams should be placed below the table/figure/diagram and identified using *, daggers, etc. A source should be given below each table, figure and diagram. The source should be single-spaced in 12-point Times New Roman font, in italics, and left-aligned.

Figures, diagrams, pictures etc. should be each treated as the equivalent of 225 words.

Other requirements

Any acknowledgements should appear at the end of the text before the references.

Footnotes should not be used. If necessary, use footnotes rather than endnotes. Notes should be indicated with consecutive superscript numbers in the text and listed at the bottom of the page(s).

Critical Housing Analysis is committed to non-sexist language usage. Avoid, for example, the use of masculine pronouns (he, him, his), unless specifically referring to a male.

References

CHA uses the author-date format of in-text references, e.g. (Smith 2002). When there are more than three authors, give only the first author's name followed by "et al". If two or more works by the same author published in the same year are cited, the relevant references in the text and in the reference list should be distinguished by adding a lower case letter to the year, e.g. 2000a, 2000b, and so on.

If the name of the author is mentioned in the text, put only the year of publication in brackets immediately following the name, e.g. Bauman (1968); if the name of the author is not mentioned in the text, put the name of the author(s) and the year in brackets, e.g. (Bauman 1968) and where necessary indicate the cited pages following a colon (Bauman 1968: 128–150).

List multiple in-text citations presented together in alphabetical order or date order and separated by semi-colons (Boelhouwer and van der Heijden 1992; Kemeny 1992, 1995). For institutional or similar authorship, consistently indicate minimal identification from the citation, e.g. (OECD 2000).

For sources scheduled for publication use 'in press' or 'forthcoming', e.g. Smith (forthcoming; for dissertations and unpublished sources cite the date and if there is no date use 'n.d.', e.g. Quigley (n.d.).

For machine-readable data files, cite authorship and date (year): (Delft University of Technology 2001).

The full list of all references cited in the paper should be included at the end of the text; list references in alphabetical order by author's surname, and in ascending chronological order for each author.

The Digital Object Identifier (DOI) should be used to cite and link to all documents with an assigned DOI number. The DOI consists of a unique alpha-numeric character string which is assigned to a document by the publisher upon its initial electronic publication. The assigned DOI never changes. Therefore, it is an ideal medium for citing a document, particularly 'Articles in press' because they do not yet have their full bibliographic information.

Examples:

1. Journal article:

1a. Journal article with DOI:

Haffner, M. E. A., H. J. F. M. Boumeester 2010. 'The Affordability of Housing in the Netherlands: An Increasing Income Gap Between Renting and Owning?' *Housing Studies* 25 (6): 799-820. DOI: 10.1080/02673037.2010.511472.

1b. Journal article without DOI:

Tosics, I., J. Hegedüs 1998. 'Rent Reform – Issues for the Countries of Eastern Europe and the Newly Independent States.' *Housing Studies* 13 (5): 657-678.

2. Book chapter:

Meen, G. 2003. 'Housing, Radom Walks, Complexity and the Macroeconomy.' Pp. 90-109 in T. Sullivan, K. Gibb (eds.) *Housing Economics & Public Policy*. Oxford: Blackwell Publishing.

3. Book, authored:

Barr, N. 1998. *The Economics of the Welfare State*. London: Weidenfeld and Nicolson.
Haffner, M., J. Hoekstra, M. Oxley, H. van der Heijden 2009. *Bridging the Gap between Social and Market Rental Housing in Six European Countries?* Amsterdam: IOS Press.

4. Book, edited:

Hallet, G. (ed.) 1993. *The New Housing Shortage: Housing Affordability in Europe and the USA*. London: Routledge.

5. Conference papers:

Haffner, M., M. Oxley 2011. *House Price Volatility and Taxation*. European Network for Housing Research Conference, 5. – 8. 7. 2011, Toulouse, France.
<http://www.enhr2011.com/>.

6. Dissertation:

Price, K. B. 2003. *A study of the relationship between stress and job satisfaction in sales organizations: Its impact on employee turnover*. Dissertation, Nova Southeastern University.

7. Published and In press articles with or without DOI:

7.1 In press

Drakakis-Smith, D. 2013. *Urbanisation, Housing and the Development Process*. London and New York: Routledge. (in press)

7.2. Article with DOI (with page numbers)

Helyen, K. 2013. 'The Distributional Impact of Housing Subsidies in Flanders.' *International Journal of Housing Policy* 13 (1): 37-54. DOI: 10.1080/14616718.2013.764660.

7.3. Article with DOI (before issue publication with page numbers)

Lelevrier, C. 2013. 'Forced Relocation in France: How Residential Trajectories Affect Individual Experiences.' *Housing Studies* (in press). First published online July 30, 2012. DOI: 10.1080/02673037.2013.767883

7.4. Article in electronic journal with DOI (no paginated version)

Slifka, M. K., J. L. Whitton 2000. 'Clinical Implications of Dysregulated Cytokine Production.' *Journal of Molecular Medicine*. DOI 10.1007/s801090000086.

8. Internet publication/online document:

8.1. Internet articles based on a print source

VandenBos, G., S. Knapp, J. Doe 2001. 'Role of Reference Elements in the Selection of Resources by Psychology Undergraduates.' *Journal of Bibliographic Research* 5: 117-123. Retrieved October 13, 2001, from <http://jbr.org/articles.html>.

8.2. Article in an Internet-only journal

Fredrickson, B. L. 2000. 'Cultivating Positive Emotions to Optimize Health and Well-being.' *Prevention & Treatment* 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>.

8.3. Article in an Internet-only newsletter

Lyons, P. 2010. 'Infatuation, Love and Marriage to a Political Party! Partisanship in the Czech Republic.' *Socioweb* 7-8/2010. Retrieved August 1, 2011, from http://www.socioweb.cz/upl/editorial/download/181_pdf%202010%2007%2008.pdf.

8.4. Stand-alone document, no author identified, no date

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from <http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/>.

8.5. Document available on a university programme or department website

Chou, L., R. McClintock, F. Moretti, D. H. Nix 1993. *Technology and Education: New Wine in New Bottles: Choosing Pasts and Imagining Educational Futures*. Retrieved August 24, 2000, from Columbia University, Institute for Learning Technologies website

<http://studypace.ccnmtl.columbia.edu/files/McClintock/1993-New-Wine-Chou-et-al.pdf>

Funding

Details of all funding sources for the work in question should be given in a separate section entitled 'Funding'. This should appear before the 'Acknowledgements' section.

The following rules should be followed:

- The sentence should begin: 'This work (article, paper) was supported by ...'
- The full official funding agency name should be given.
- Grant numbers should be complete and accurate and provided in brackets as follows: '[grant number ABX CDXXXXXX]'.
- Multiple grant numbers should be separated by a comma as follows: '[grant numbers ABX CDXXXXXX, EFX GHXXXXXX]'.
- Agencies should be separated by a semi-colon (plus 'and' before the last funding agency).
- Where individuals need to be specified for certain sources of funding, the following text should be added after the relevant agency or grant number 'to [author initials]'.

An example is given here: 'This work was supported by the Czech Science Foundation [grant number P404/12/1446]'.