

## INFORMATION FOR CONTRIBUTORS

Please send submissions of articles, reviews, and other contributions as email attachments (MS Word is preferred, otherwise in rich text format) to the editors at: [esj@ei.columbia.edu](mailto:esj@ei.columbia.edu).

Articles should be approximately 8,000 to 10,000 words (including notes and references), although longer articles may be considered. Please consult with the editors concerning appropriate lengths for reviews and review articles.

### FORMATTING

The document must be set at the US letter or A4 paper size standard. The entire document (including the notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides. A 12-point standard font such as Times or Times New Roman is required and should be used for all text, including headings, notes, and references. Any unusual character or diacritical mark should be flagged, as the character may not translate correctly during typesetting.

### COVER PAGE

The cover page should provide the title of the article, complete contact information for each author (address, phone, fax, and e-mail), biographical data of approximately 100 words for each author, and any acknowledgments. Please provide a total word count and indicate the number of tables and/or figures as included.

### ABSTRACT/KEYWORDS

The article must include an abstract of no more than 150 words and 6 to 8 keywords. The abstract should not duplicate the text verbatim but include the research question or puzzle, identify the data, and give some indication of the findings. Keywords will be drawn from the content and not duplicate the article title. Keywords should be listed in alphabetical order and separated by commas. Only proper names should be capitalized.

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### FIGURES

All figures (photos, graphs and maps) should be placed in separate files; only placement indicators should appear in the main text. Figures should be numbered consecutively as they appear in text. Please number items individually (Figure 1, 2, 3, 4) as opposed to grouping items together (Figure 1, Figure 2a, 2b, 2c).

For optimal reproduction figures or photos should be submitted as TIFF (resolution at 300 dpi) or EPS (800 dpi), grayscale (black and white for line art), with all fonts embedded. Additionally, all images should be approximately 4" x 4" inches at the resolution indicated. Figures may also be submitted on glossy camera-ready paper.

## STYLE GUIDE

The *Advances in Research* style guide is based on the *Chicago Manual of Style (CMS)*, 14th and 15th editions with some deviations based on house style preferences.

Please note that the journal uses US punctuation and spelling, following *Merriam-Webster's Collegiate Dictionary* or the *American Heritage College Dictionary*.

Italicize isolated non-English words that do not appear roman in a standard US dictionary. The word should be italicized on every use.

## DATES, NUMBERS AND RANGES

Dates should be set day/month/year, with no comma in between the elements, e.g., 26 January 1988. In general, use words for numbers that are less than 10, and numerals for all other numbers. Number ranges should not be abbreviated.

When prepositions are involved, use "from 1924 to 1928" *not* "from 1924–1928," and "between 1924 and 1928" *not* "between 1924–1928."

Write out ordinal numbers: first rather than 1st; twenty-ninth rather than 29th.

## QUOTATION MARKS

Use double quotation marks for all quotes and terms, except for quotes or terms within quotes, in which case single quotation marks are used. For in-text quotations, direct speech, and publication titles, a period or comma precedes the closing double quotation mark. For terms or concepts, the closing quotation mark precedes other punctuation marks, such as periods and commas.

## CITATION SYSTEM

Referencing should follow the author-date system, with full documentation in the reference list. Any other notes should be presented as endnotes and should be kept short and to a minimum.

## In-text Examples

(Smith 1987; Pickett and White 1985)

Jones's research (1977, 1979a, 1979b)

(Kant n.d.; McGinnis forthcoming)

**Single Author with Multiple Sources:** (Smith 1993: 63; 1998: 124–169; 2001: 104)

**Three or More Authors:** (Jones et al. 2001)

**Authors with Same Last Name:** (D. Smith 1981; G. Smith 1999)

## REFERENCE LISTS

The reference list must be in Alphabetical order. Each reference should include the place of publication and publisher's name and author full first name(s), when known. Note that article/chapter titles are to be capitalized and enclosed within quotation marks. For multiple listings under an author's name, list the oldest publication first, followed by the next publications, in chronological order.

Every author mentioned in the reference list must be cited in the main text or notes, and every author cited in the main text and notes must be listed in the reference list.

§ *Examples*

**Book:**

Wagner, Roy G. [1975] 1981. *The Invention of Culture*. Chicago: University of Chicago Press.  
 ———. 1986. *Symbols That Stand for Themselves*. Chicago: University of Chicago Press.

**Two authors (use comma to separate):**

Apffel-Marglin, Frederique, and Stephen A. Marglin, eds. 1996. *Decolonizing Knowledge: From Development to Dialogue*. Oxford and New York: Clarendon Press.

**Chapter/essay in a book (note placement of page numbers and editors):**

Franklin, Sarah. 1995. "Romancing the Helix." Pp. 63–77 in *Romance Revisited*, ed. J. Stacy and L. Pearce. London: Lawrence & Wishart.

**Article in a journal:**

Joyce, Christopher. 1992. "Western Medicine Men Return to the Field." *Bioscience* 42 (6): 399–402.

**Translations:**

Cortázar, Julio. 1969. *Cronopios and Famas*. Trans. Paul Blackburn. New York: Random House.

Wereszyncki, Henryk. *Koniec sojuszu trzech cesarzy* [The End of the Three Emperors' League; summary in German]. Warsaw: PWN, 1977.

**Article in a newspaper or popular magazine:**

Fontanelle, Eric C., and Valerie Mandible. 1951. "Iron Despair: Postwar Bewilderment." *World Spectator*, 6 April.

**Dissertation:**

Downer, John. 1975. "Necessity and Knowledge in the Later Philosophy of Wittgenstein." PhD diss., University College of North Wales.

**Materials in Archives:**

Egmont Manuscripts. n.d. Phillips Collection. University of Georgia Library, Athens.

Dedyk, Claudia. 11 February 1933. Linguistics Memos, Rossiskii Gosudarsvenyi Isoricheskii Arkhiv [RGIA], fond 1129, opis 1, delo 491, pp. 74–83, 116–19. Russian State Historical Archives, St. Petersburg.

**Organization as authoring agent:**

Metropolitan Housing and Planning Council. 1982. *Map 2000: Metropolitan Area Plan for the Year 2000*. Chicago: Metropolitan Housing and Planning Council.

**Internet/World Wide Web sites:**

Evanston Public Library Board of Trustees. 2000. "Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach." Evanston Public Library. <http://www.epl.org/library/strategic-plan-00.html> (accessed 30 May 2001).

§ *States*

- In references, tables, or addresses, use postal abbreviations for states, but be sure to follow the city with a comma: Evanston, IL: Northwestern University Press.
- Do not list states or countries in the reference list when the city is a well-known publishing center (London, Paris, New York, Chicago), or when the publisher's name includes the state: Berkeley: University of California Press.
- Cambridge as a publication city is understood to be Cambridge in the UK, so it is not necessary to add "UK." When referring to Cambridge in the US, use "Cambridge, MA."