

Environment and Society: Advances in Research

SUBMISSION INFORMATION FOR CONTRIBUTORS

Please send submissions of articles, reviews, and other contributions as Microsoft Word or Rich Text Format (RTF) files by e-mail to the editors at ares.journal@gmail.com.

Articles should be **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 standard size. The entire document (including notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides and no extra spaces between paragraphs. A 12-point standard font such as Times New Roman is required for all text, including headings, notes, and references. Any unusual characters or diacritics should be flagged by placing the entire word in **red type**.

COVER PAGE

The cover page should provide the title of the article, complete contact information for each author (mailing address, phone number, and e-mail), biographical data of approximately 100 words for each author, a total word count, the number of tables and/or figures included, and any acknowledgments. Affiliations and e-mail addresses will be posted online for indexing/abstracting purposes.

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 rather include the research question or puzzle, identify the data, and give some indication of the findings. Keywords should be drawn from the content and not duplicate the article title, listed in alphabetical order, and separated by commas; only proper nouns should be capitalized.

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ARTWORK

For optimal reproduction, **figures** or **photos** should be submitted as high-resolution JPGs or TIFFs (300 ppi), or as EPS files with all fonts embedded. Additionally, all images should be at least 4 x 4 inches at the resolution indicated. **Tables** should be made and submitted in Microsoft Word or rtf. All figures and tables should be in separate files and numbered consecutively; only placement indicators and captions (with source/copyright information) should be included in the articles themselves.

PROCESS FOR REFEREEING AND ACCEPTING ARTICLES

Environment and Society is a refereed journal. Articles are sent to at least two scholars with relevant experience and expertise. Referees are asked to advise the editors as to whether an article should be published and, if so, with what recommended changes. The editors respond to the author with a decision, a list of any changes needed for the article to be accepted for publication, and the anonymous referees' comments.

PUBLICATION

Manuscripts accepted for publication that do not conform to the style guide may be rejected or returned to the author for amendment. The editors also reserve the right to alter usage to conform to the style guide issued by the publisher. Authors cannot supply new materials or request major alterations following the copyediting stage, so please ensure that all text is final upon acceptance. Contributors will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.

STYLE GUIDE

The *Advances in Research* style guide is based on *The Chicago Manual of Style (CMS)*, 16th edition. Please note that the journal uses **US punctuation and spelling**, following *Merriam-Webster's Collegiate Dictionary*.

CITATION SYSTEM

Environment and Society follows the in-text **author-date system**, with full documentation in the reference list. Other notes should be **endnotes** (using Word's automatic endnote function) and kept short and to a minimum.

Author-Date Examples

(Pickett and White 1985; Smith 1987)
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)

- The first mention of an author in the main text (not in-text citations) should include the first and last name.
- Multiple sources in a parenthetical note should be listed alphabetically.
- Authors' first names should be given in full, rather than as first-name initials.

REFERENCE LIST EXAMPLES

Book with one author/editor

Harris, Marvin. 1974. *Cows, Pigs, Wars, and Witches: The Riddles of Culture*. New York: Random House.

Wagner, Roy G. (1975) 1981. *The Invention of Culture*. Chicago: University of Chicago Press.

Book with multiple authors/editors

Lü, Xiaobo, and Elizabeth J. Perry, eds. 1997. *Danwei: The Changing Chinese Workplace in Historical and Comparative Perspective*. New York: M. E. Sharpe.

Chapter or other part of a book

Franklin, Sarah. 1995. "Romancing the Helix." In *Romance Revisited*, ed. Lynne Pearce and Jackie Stacy, 63–77. New York: New York University Press.

Translations

Schmitt, Carl. 1985. *The Crisis of Parliamentary Democracy*. Trans. Ellen Kennedy. Cambridge, MA: MIT Press.

Wikan, Unni. 1995. *Mot en ny norsk underklasse* [Toward a new Norwegian underclass] Oslo: Gyldendal.

Bernet, Moshe. 2009. *A Nation Like Any Nation: Toward the Establishment of an Israeli Republic*. [In Hebrew.] Jerusalem: Carmel.

Journal article

O'Laughlin, Bridget. 2000. "Class and the Customary: The Ambiguous Legacy of the *Indigenato* in Mozambique." *African Affairs* 99 (394): 5–42.

Article in a newspaper or magazine

Barghouthi, Mustafa. 2012. "Peaceful Protest Can Free Palestine." *New York Times*, 21 February. <http://www.nytimes.com/2012/02/22/opinion/peaceful-protest-can-free-palestine.html>.

Paper presented at a meeting or conference

Szebehely, Marta. 2007. "Carework in Scandinavia: Organisational Trends and Everyday Realities." Paper presented at the 5th Annual ESPAnet Conference, Vienna, 20–22 September.

Report

Christoplos, Ian, Simon Anderson, Margaret Arnold, Victor Galaz, Merylyn Hedger, Richard J. T. Klein, and Katell Le Goulven. 2009. *The Human Dimension of Climate Adaptation: The Importance of Local and Institutional Issues*. Report to the Commission on Climate Change and Development, Ministry for Foreign Affairs, Stockholm.

Thesis, dissertation, or unpublished manuscript

Villarreal, Magdalena. 1994. "Wielding and Yielding: Power, Subordination and Gender Identity in the Context of a Mexican Development Project." PhD diss., Wageningen University.

Archive materials

Individual items in archives are usually best cited in endnotes and may be cited according to the conventions of the particular archive or kind of material being cited. A collection as a whole may be cited in the reference list.

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

Dedyk, Claudia. 1933. Linguistics Memos, Rossiskii Gosudarsvenyi Isoricheskii Arkhiv [RGIA], fond 1129, opis 1, delo 491, 11 February, 74–83, 116–119. Russian State Historical Archives, St. Petersburg.

Websites and blogs

Access dates are only required when no date of publication or revision can be determined from the source.

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).

Marshall, Ruth. 2011. "Falling on the Sword of the Spirit." *Immanent Frame*, 28 February. <http://blogs.ssrc.org/tif/2011/02/28/falling-on-the-sword-of-the-spirit>.

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- ❑ **Copyright assignment form** is signed and submitted (*no later than the final revised article submission*);
- ❑ **Cover sheet** is included and provides:
 - **Title** of the article;
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 - Total **word count**, the number of tables and/or figures included, and any acknowledgments.
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- The style guide has been followed;
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- Superscript note reference numbers and/or asterisks are not placed on article titles, headings, epigraphs, or the contributor's name;
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- Foreign-language words that are not common in US usage are italicized on every instance;
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