

International Journal of Social Quality

INFORMATION FOR CONTRIBUTORS

The journal accepts original research articles, book reviews, review articles, and reports. Original research articles should present new knowledge and findings in the field, and the length of articles should be about **8,000 words** (including notes and references), although longer and shorter articles may be considered. Review articles should usually have a minimum of three titles reviewed and should be 2,000 to 4,000 words. Authors should submit articles formatted as Microsoft Word or rich text format (rtf) files by e-mail.

Please send submissions to the managing editor: Helma Verkleij at verkleij@iss.nl.

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. 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 characters or diacritical marks 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

International Journal of Social Quality is a refereed journal. Articles are sent to at least two scholars with relevant experience and expertise. Referees are asked to advise the editors whether the article should be published and if so, with what recommended changes. The editors respond to the author with their decision and a list of any changes needed for publication, along with the 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 *International Journal of Social Quality* 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*.

FOREIGN LANGUAGES & TRANSLITERATION

- Contributors should refer to the Hepburn, Pinyin, or other recognized system for Asian languages.
- All technical terms from languages using non-Roman alphabets (and with no acceptable romanization system) must be fully transliterated with diacritical marks clearly indicated.
- Transliterated and non-English words that do not appear roman in a standard US dictionary should be italicized on every use, with a parenthetical translation after the first use.

CITATION SYSTEM

Referencing should follow the in-text **author-date system**, with full documentation in the reference list. Any 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 initials, rather than as full names.
- Japanese and Chinese names should be given in the Western style.

REFERENCE LIST EXAMPLES

Book with one author/editor

Habermas, J. 1987. *A Critique of Functionalist Reason*. Vol. 2. Cambridge: Polity Press.

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

Book with multiple authors/editors

Homans, G.C., and D.M. Schneider. 1955. *Marriage, Authority, and Final Causes*. New York: Glencoe.

Chapter or other part of a book

Bernstein, S., and B. Cashore. 2004. "Non-state Global Governance: Is Forest Certification a Legitimate Alternative to a Global Forest Convention?" In *Hard Choices, Soft Law: Combining Trade, Environment, and Social Cohesion in Global Governance*, ed. J. Kirton and M. Treiblock, 33–64. Aldershot: Ashgate Press

Translations

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

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

Journal article

Oeij, P., S. Dhondt, and T. Korver. 2011. "Workplace Innovation, Social Innovation, and Social Quality." *International Journal of Social Quality* 1 (2): 39–49.

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-freepalestine.html>.

Paper or speech presented at a meeting or conference

Adelman, R. 2009. "'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition." Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, LA, 21–24 November.

Report

Christoplos, I., S. Anderson, M. Arnold, V. Galaz, M. Hedger, R.J.T. Klein, and K. 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

Reungpoj, I. 2010. "Combating Labour Trafficking in Thailand: Practical Implications of State Response." MA diss., Asian Institute of Technology, Bangkok.

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, C. 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).

Wylie, I. 2010. "UN Climate Chief Jabs Back at Allegations of Financial Impropriety—but Fails to Land a Blow." *The Guardian Environment Blog*. 20 January. <http://www.guardian.co.uk/environment/blog/2010/jan/20/pachauri-personal-attacks> .

ARTICLE SUBMISSION CHECKLIST

- ❑ **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;
 - An **abstract** that is no more than 150 words, is a summary or overview of the entire article, and does not duplicate verbatim sections of the main text;
 - Six to eight **keywords** that are in alphabetical order and separated by commas (with only proper nouns capitalized);
 - Complete **contact information** for each author (mailing address, phone number, and e-mail);
 - A **bio** of approximately 100 words for each author;
 - Total **word count**, the number of tables and/or figures included, and any acknowledgments.
- ❑ For any **figures**, ensure that:
 - **Placement** indicators and **captions** (with source/copyright information) have been provided in the main text for all figures and tables;
 - Separate files are provided (clearly named and consecutively numbered) and in the **required format** with all accompanying **permissions**.

PLEASE ENSURE THAT:

- The style guide has been followed;
- All text, including headings, notes, and references, is in a standard 12-point type, such as Times New Roman, and double-spaced with a 1-inch margin on all sides and no extra spaces between paragraphs;
- US spelling is used throughout and a spellcheck has been performed;
- Different levels of headings are indicated by varying the typeface. Use **bold** type for an **A head** (a main text heading). Use **bold italic** for a **B-head** (a first-level subheading). Use *non-bold italic* for a *C head*;
- Superscript note reference numbers and/or asterisks are not placed on article titles, headings, epigraphs, or the contributor's name;
- Contributions are referred to as articles (not essays or papers);
- Numbers less than 100 are spelled out, as are large whole numbers (e.g., fourteen hundred), and all number ranges are non-abbreviated;
- Foreign-language words that are not common in US usage are italicized on every instance;
- Double quotation marks are used for all quotations and terms, except for quotes or terms within quotes;
- URLs are not located in the main text when used in a bibliographical sense (although names such as Amazon.com are acceptable). Any URLs have been relocated to endnotes or the reference list;
- Contractions and abbreviations such as e.g., i.e., etc., and et al. are not used in the main text (except in parentheses);
- Every author mentioned in the reference list is cited in the main text or notes, and every author cited in the main text and notes is listed in the reference list.