# *International Journal of Social Quality*

## SUBMISSION 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 be about **8,000 words** (including notes and references), but longer and shorter articles may be considered. Review articles should review a minimum of three titles and be 2,000 to 4,000 words. Please submit articles formatted as Microsoft Word or rich text format (rtf) files by email.

Please send submissions to to the managing editor, Bas van der Horst, at bas@socialquality.org.

### 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 email), biographical data of approximately 100 words for each author (including an ORCID if applicable), a total word count, the number of tables and/or figures included, and any acknowledgments. Affiliations and email addresses will be posted online for indexing/abstracting purposes.

### ABSTRACT/KEYWORDS
The article must include an abstract of **125 words** and **5 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.

### COPYRIGHT/PERMISSIONS
Upon acceptance, authors are required to submit copyright agreements and all necessary permission letters for reprinting or modifying copyrighted materials, both textual and graphic. The author is fully responsible for obtaining all permissions and clearing any associated fees to reproduce copyrighted materials.

### 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. 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. For more details, please see our Artwork submission webpage.

### PROCESS FOR REFEREEING AND ACCEPTING ARTICLES
*IJSQ* is a refereed journal. Submissions are considered on the understanding that the article is not currently under consideration for publication elsewhere. 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, or a summary thereof.

### 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 of research articles will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.

**Have other questions about submitting your manuscript? Please refer to Berghahn's <u>Journal Author FAQs</u> for additional information.**

# STYLE GUIDE

The *International Journal of Social Quality* style guide is based on **The Chicago Manual of Style** (CMS). 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 parenthetic 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.

Please note that translations of all non-English titles in the reference list are required for indexing/abstracting purposes (see the translated title examples provided below).

### REFERENCE LIST EXAMPLES
**Book with one author/editor**
> Wagner, R.G. (1975) 1981. *The Invention of Culture*. Chicago: University of Chicago Press.

**Book with multiple authors/editors**
> Apfel-Marglin, F, and S. A. Marglin, eds. 1996. *Decolonizing Knowledge: From Development to Dialogue*. Oxford: Clarendon Press.

**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.

**Translated titles**

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

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

**Journal article (always include the doi)**

Oeij, P., S. Dhondt, and T. Korver. 2011. "Workplace Innovation, Social Innovation, and Social Quality." *International Journal of Social Quality* 1 (2): 39–49. https://doi.org/10.3167/IJSQ.2011.010204.

**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 Society of Biblical Literature annual meeting, 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." PhD 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.*

Marshall, R. 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.

WHO (World Health Organisation). 2000. "Committee on Technical Barriers to Trade—Notification—Mexico—Tequila." http://docsonline.eto.org/TBT/Notif.00/168 (accessed 9 April 2000).

**Online video**

Rubinstein, A. 2011. "Rachmaninoff Piano Concerto No. 2, Op. 18, I Moderato." Video, 10:16. Uploaded 8 November. http://www.youtube.com/watch?v=0Vv0Sy9FJrc&list=PLDB11C4F39E09047F.

## ARTICLE SUBMISSION CHECKLIST

☐ **Copyright assignment form** is signed and submitted (*no later than the final revised article submission*);

☐ **Cover sheet** is included and provides:

- o **Title** of the article;
- o An **abstract** of 125 words that is a summary or overview of the entire article, and does not duplicate verbatim sections of the main text;
- o Five to eight **keywords** in alphabetical order and separated by commas (with only proper nouns capitalized);
- o Complete **contact information** for each author (mailing address, phone number, and email);
- o A **bio** of approximately 100 words for each author (including an ORCID if applicable);
- o Total **word count**, the number of tables and/or figures included, and any acknowledgments.

☐ For any **figures**, ensure that:

- o **Placement** indicators and **captions** (with source/copyright information) have been provided in the main text for all figures and tables;
- o Separate files are provided (clearly named and consecutively numbered) and in the **required format** with all accompanying **permissions**.

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## 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 0–100 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, and quotations of more than 60 words are indented as extracts with no quotation marks;

- 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;

- Abbreviations such as e.g., i.e., etc., and et al. are not used in the main text except within 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.