

## ***Social Analysis***

### **SUBMISSION INFORMATION FOR CONTRIBUTORS**

The editor welcomes contributions. Authors should submit articles as Microsoft Word or Rich Text Format (RTF) files by e-mail to the *Social Analysis* editor at [SA@berghahnjournals.com](mailto:SA@berghahnjournals.com). Scholars interested in writing review essays or submitting book reviews should contact the editor.

Articles should be **6,000 to 8,000 words** (including notes and references). Review essays must have at least three titles reviewed and should be 2,000 to 4,000 words. Book reviews should be 1,000 words.

### **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 **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. 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**

*Social Analysis* 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, or a summary thereof.

### **PUBLICATION**

Articles should not be under consideration for publication or previously published elsewhere. 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 *Social Analysis* style guide is based on *The Chicago Manual of Style (CMS)*, 16th edition. Please be aware that the journal uses **US punctuation and spelling**, following *Merriam-Webster's Collegiate Dictionary*.

### CITATION SYSTEM

*Social Analysis* follows 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 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.

Radin, Paul. (1933) 1966. *The Method and Theory of Ethnology: An Essay in Criticism*. New York: Basic Books.

#### Book with multiple authors/editors

Appfel-Marglin, Frederique, and Stephen A. Marglin, eds. 1996. *Deolonizing Knowledge: From Development to Dialogue*. Oxford: Clarendon Press.

#### Chapter or other part of a book

Battaglia, Debbora. 1995. "Political Praise in Tamil Newspaper: The Poetry and Iconography of Democratic Power." In *Everyday Life in South Asia*, ed. Diane Mines and Sarah Lamb, 308–325. Bloomington: Indiana University Press.

#### Translations

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

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.

#### Journal article

Joyce, Christopher. 1992. "Western Medicine Men Return to the Field." *Bioscience* 42 (6): 399–403.

#### 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.*

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.

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

### **Websites and blogs**

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).

Lewontin, R. C. 2006. "Confusions about Human Races." Social Science Research Council, 7 June. <http://raceandgenomics.ssrc.org/Lewontin> (accessed 28 March 2013).

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>.

## 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 125 words, is a summary or overview of the entire article, and does not duplicate verbatim sections of the main text;
  - Five 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**.

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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 less than 10 are spelled out, and all number ranges are non-abbreviated;
- Foreign-language words that are not common in US usage are italicized on every instance;
- Single quotation marks are used to call out terms, authorial commentary, or words referred to as words. Double quotation marks are used for dialogue, quoted text, and article/chapter titles in the references;
- 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.