

Theoria

A Journal of Social and Political Theory

SUBMISSION INFORMATION FOR CONTRIBUTORS

The editors welcome contributions for publication, both articles of general interest and ones related to theme issues. After [registering a user account](#) or logging into the system, authors should submit articles and reviews as Microsoft Word or Rich Text Format (rtf) files through the *Theoria* online submission system at <http://ojs.berghahnjournals.com/index.php/theoria>.

Any queries can be directed to the **Managing Editor** at theoriasa@gmail.com.

Articles should be **6,000 to 9,000 words**, including notes and references. Reviews should be up to 1,000 words, and review essays must review a minimum of two titles and be 2,000 to 4,000 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 acknowledgements.

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 capitalised.

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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

Theoria 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 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 the article to be accepted for publication. They also send the anonymous referees' comments to the author, or a summary thereof.

PUBLICATION

Manuscripts that have been accepted for publication but do not conform to the style guide may be returned to the author for amendment. The editors also reserve the right to alter usage to conform to the style guide issued by the publishers. Authors may not 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 *Theoria* style guide is based on the *New Oxford Style Manual* and *New Hart's Rules*. Please be aware that the journal uses **U.K. punctuation and spelling**, following *The Oxford English Dictionary*.

CITATION SYSTEM

Theoria 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)

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 body text (not in-text citations) should include the first and last name. Multiple sources in a parenthetical note should be listed alphabetically.

REFERENCE LIST EXAMPLES

Book with one author/editor

Banton, M. 1977. *The Idea of Race*. London: Tavistock.

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

Book with multiple authors/editors

Blakeley, G. and Y. Bryson (eds). 2002. *Contemporary Political Concepts: A Critical Introduction*. London: Pluto.

Chapter or other part of a book

Hudson, P. A. 1988. 'Images of the Future and Strategies in the Present: The Freedom Charter and the South African Left', in P. Frankel, N. Pines and M. Swilling (eds), *State, Resistance and Change in South Africa*. Johannesburg: Southern Book Publishers, 259–277.

Journal article (with DOI number if known)

Schulzke, M. and A. Carroll. 2011. 'Judicial Review in Context: A Response to Counter-majoritarian and Epistemic Critiques', *Theoria* 58 (127): 1–23. doi:10.3167/th.2011.5812702

Translations

Do not translate foreign titles into English unless the English version is being referred to.

Cortázar, J. 1969. *Cronopios and Famas*, trans. P. Blackburn. New York: Random House.

Article in a newspaper or magazine

Boyle, B. 2011. 'We're Thinking Like Racists', *The Times* (Johannesburg), 17 March.

Slides and films

Mihalyi, L. J. 1977. *Landscapes of Zambia, Central Africa*. Santa Barbara, CA: Visual Education. Slides.

An Incident in Tiananmen Square. 1990. 16 mm, 25 min. San Francisco: Gate of Heaven Films.

Godard, J.-L. (dir.). (1966) 2005. *Masculin Feminin*. Criterion Collection.

Paper presented at a meeting or conference

Luthuli, A. 1956. 'Some Aspects of the Apartheid Union Land Laws and Policy as Affecting Africans'. Paper read at the conference of the Group Areas Act Convened by the Natal Indian Congress, Durban, 5–6 May.

Thesis, dissertation, or unpublished manuscript

Downer, J. 1975. 'Necessity and Knowledge in the Later Philosophy of Wittgenstein'. Ph.D. diss., University College of North Wales.

Marciniak, E. and N. Jefferson. 1985. CHA Advisory Committee Appointed by Judge Marvin E. Aspin: Final Report (December). Unpublished.

Organisation as authoring agent

African National Congress (ANC). 1969. *Strategy and Tactics of the ANC*. Morogoro conference, www.anc.org.za (accessed 11 June 2010).

Archive materials

Archive materials may be cited according to the particular kind of archival material being cited. Note that public documents might be cited differently than private documents in archives.

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

Websites and blogs

Vale, P. and J. Carter. 2008. 'But Do They Think?' *Mail and Guardian*, 2 March. <http://mg.co.za/printformat/single/2008-03-02-but-do-they-think> (accessed 5 May 2011).

BOOK REVIEWS FORMAT

- Include reviewed book's reference information before review text on three lines — first line: author(s) name, title; second line: publication information; third line: ISBN.

Slavoj Žižek and Boris Gunjević. *God in Pain: Inversions of Apocalypse*
New York: Seven Stories Press, 2012.
ISBN 978-1-60980-369-8

- Contributor name and affiliation information go at the end of the book review. Do not include below reviewed book's reference information.

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 capitalised);
 - 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 acknowledgements.
 - ❑ 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;
- U.K. 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, and all number ranges are non-abbreviated;
- Foreign-language words that are not common in U.K. usage are italicized on every instance;
- Single 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.