

# How to submit your manuscript to the BSA journal *Sociology*

Thank you for your interest in submitting to *Sociology*.

Please take five minutes to read the instructions below.

We know that instructions are very **tedious**, but by adhering to them you will ensure your manuscript is dealt with **quickly** and with the **minimum fuss**.

That's got to be worth five minutes of your day?



## BEFORE YOU BEGIN: AVOIDING COMMON FILE PROBLEMS

Many manuscripts are stopped and delayed at the **Admin Checklist** stage. To ensure your paper is processed quickly, please avoid the common file problems detailed below.

### Length

Please note that over-length submissions will be automatically returned to you for editing. This can cause severe delays to the processing of your manuscript. Therefore please observe the word limit detailed in the 'Notes to Contributors' at the end of this document. This word limit is strictly enforced and correspondence will NOT be entered into.

### Tables

Please ensure that you have read the 'Notes to Contributors' below and fully understand how tables and figures count towards your word limit.

### Anonymisation

*Sociology* uses anonymised peer review so please ensure that your files are anonymous. Authors are required to remove from their submission any information that might disclose their identity. The journal accepts no responsibility for delays caused when the author has not appropriately anonymised papers.

### No PDFs

Please note that we cannot accept PDFs. We only accept word processing files. This is because a PDF is essentially a photograph of your file. We cannot access the text for editing.

# PREPARING YOUR FILES

The file you upload to Manuscript Central needs to be **fully anonymised** ready for review in our double blind review process. You also need to upload a cover sheet to go with it.

## Preparing your article file

- Please prepare your article in a word processing package. We cannot accept PDFs.
- Do not include author names or contact details.
- Put all tables at the end of your document. Flag their correct position in the body text using 'TABLE I here'
- Use endnotes not footnotes.
- Do not include 'track changes'.
- See our 'Notes to Contributors' below for information on house style.

## Please present your article in the following order:

- Title: Subtitle
- Abstract (150 words max.)
- Keywords (3-10, alphabetical)
- Body text
- References
- Endnotes
- All tables and figures

## Anonymisation

*Sociology* operates anonymised peer review. The file you supply will be sent to referees and you should make sure that you and your co-authors cannot be identified. Anonymisation is used to protect authors and referees, and to ensure that submissions are judged on their merits. Delays may occur in the reviewing process if your submission is not anonymised. If your paper is accepted, you will then be asked to supply a 'full' manuscript containing author details etc.

## How to prepare your anonymised manuscript

- Remove author name(s) and institution(s).
- Remove acknowledgements.
- Remove biographies.
- Replace author references in text by referring to yourselves as 'Author A', 'Author B' etc.
- Delete author references in bibliography and remember to close up the space.

## Preparing your cover sheet

To accompany your article, you should prepare a cover sheet. This sheet will enable the journal administrators to de-anonymise your paper on acceptance. Your cover sheet should include:

- Article title
- For each author: name, institution, biography (up to 150 words each)
- Contact details for publication
- Contact details for correspondence
- Self-references

You can see a sample below and download a copy from the **Instructions and Forms** page on our Manuscript Central site.

# SUBMITTING VIA MANUSCRIPT CENTRAL

<http://mc.manuscriptcentral.com/soc>

## Getting started

The first time you submit via Manuscript Central you will need to set up an account. If you have submitted before and already have an account you can simply log in and go straight to the Author Centre.

## How to create an account

On the submission site, choose the option to **Create Account** from the navigation bar. You will be required to fill in your personal contact details and to provide a user name and password.

## How to submit

Once you are logged in, select the Author Centre and click where it says **Click here to submit a new manuscript**. You will need to complete six steps in order to submit your paper.

## The six step submission process

### Step 1: Type, Title & Abstract

You will be required to select from a drop-down menu the type of manuscript you are submitting (eg. article, research note). Enter your manuscript title and abstract. Abstracts must not exceed 150 words. Remember you can cut and paste to minimise additional typing.

**Please note:** although you are asked for your abstract and keywords online, you still need to include these in your files too.

### Step 2: Attributes

You are required to supply 3-10 keywords to describe your manuscript. Please ensure that these are in alphabetical order.

### Step 3: Authors & Institutions

Your details are automatically filled in and you have the option to add co-authors if necessary. Please be as thorough as possible. We used these contact details during the production process.

### Step 4: Details and Comments

You are given the option to include a cover letter and are required to supply and confirm further information about your manuscript.

### Step 5: File Upload

Use the Browse button to locate your files on your computer.

- Select your anonymised paper. Choose the file designation **Anonymised manuscript for review** from the drop-down menu alongside. Click Upload File.
- Select your cover sheet. Choose the file designation **Cover sheet NOT for review**. Click Upload File.

### Step 6: Review & Submit

At this point you must view a PDF proof of your file. There is also a checklist to ensure that your submission is completed fully and correctly. From here you can revisit any areas that still need completion.

# NOTES TO CONTRIBUTORS

## 1. Original manuscripts only

The aim of the journal is to publish original research or original contributions to the existing literature on sociology.

Manuscripts will be considered for *Sociology* only if they have not already been published, and are not currently under consideration for publication, elsewhere.

Manuscripts should not contain substantial elements of material published or accepted for publication elsewhere.

If an article has an ISBN or ISSN number it is considered to have been published, regardless of where it has been published.

Manuscripts previously rejected by the journal should not be resubmitted.

Exceptionally, the publication of translations of articles may be considered. Authors should write to the Editors setting out a case.

## 2. Refereeing

Each manuscript, if considered suitable by the Editors, will be refereed by three anonymous referees and the Editors may recommend revisions. Book reviews are not subject to this review process.

## 3. Length of papers

Sociology rigorously observes and implements these word limits:

- Articles = 8,000 words
- Responses / Research Notes / Debates = 4000 words
- Review essays = 3000 words
- Joint reviews = 1500 words
- Single reviews = 800 words

This must include all text: title, abstract, keywords, main text, acknowledgements, end notes and references. This total must also include space allocation for all tables and figures (500 words for 1 page, 250 words for ½ page)

If your manuscript exceeds this, you will be asked to shorten it before it is sent for review.

## 4. Quotations

Lengthy quotations (over 40 words) should be displayed and indented in the text. Please use single quotation marks (double within).

## 5. Spelling

UK spelling must be used.

Dates should be in the form '23 January 2007'.

Delete points from 'USA' and other such abbreviations.

Delete points from contractions such as Dr.

## 6. Tables and Figures

Tables should on separate pages at the end of your manuscript and should contain only horizontal rules. Each table requires a short, descriptive title, and column headings should clearly define the data presented. If necessary, suitably identified footnotes should be included below. Take care to include all units of measurement and ensure that all tables are cited in the main text. Use solid black and white and cross-hatching only, as computer generated tints do not reproduce well.

Line drawings and photographs should be supplied as EPS files (all fonts embedded) or TIFF files, 800dpi – b/w only. Use solid black and white and cross-hatching only for line drawings, as computer generated tints do not reproduce well. If you are not able to acquire electronic files, please contact the Sociology Editorial Office.

## 7. References

References in the text should be presented in the Harvard system, i.e. author's name and publication in brackets, together with page numbers, e.g. 'As Booth (1994, p. 22) has observed', or, in a more general reference 'Booth (1994) appears to be saying...'.

The reference list should be in alphabetical order at the end of the paper, after the end notes, but before tables/figures. Please follow this style:

Gezelius, S. (2007) 'Can Norms Account for Strategic Action?', *Sociology* 41(2): 201-18.

Oakley, A. (2007) *Fracture: Adventures of a Broken Body*. Bristol: Policy Press.

In multi-authored articles, the names of all authors should be given in the reference list. In the text, if there are more than two names, give the first name and 'et al.'

## 8. Language and Terminology

Jargon or unnecessary technical language should be avoided, as should the use of abbreviations (such as code names for conditions). Abbreviations should be used only if terms are in common use. Please provide a list in the appendices section of your manuscript. When first mentioned in the text, spell them out with the abbreviation in brackets. Language that might be deemed sexist or racist must not be used. Please ensure that you observe the BSA's Ethical and Authorship guidelines (see: <http://www.britsoc.co.uk>).

## 9. Privacy

In order to protect the identity of participants in research, authors should use pseudonyms and remove any information leading to identification of any of the individuals described in the study.

## 10. Proofs

Once accepted for publication and allocated to a specific issue of the journal, the corresponding author will receive a PDF of the page proofs for checking. It is the corresponding author's responsibility to circulate the proofs to co-authors if required. The BSA reserves the right to charge authors for errors other than typesetting errors.

## 11. Copyright

On acceptance, authors will be asked to sign a Publishing Agreement, which assigns copyright to the BSA. Authors are responsible for obtaining permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously published elsewhere. The editors reserve the right to make minor modifications to the manuscript: however, the author's ideas will be preserved and if any in-depth editing is required, it will be discussed.

## 12. Author Affiliation

Authors working in academia should provide their name and institution. Authors working outside academia should use one of the options below:

- Independent researcher
- Independent sociologist
- Freelance researcher
- Freelance sociologist
- BSA member

## Sample cover sheet for your submission

<b>Submission to</b>	<b>BSA 'SOCIOLOGY' JOURNAL</b>
<b>Title of submission</b>	

<b>Author 1</b> (repeat for each author, in the order authors should be acknowledged)	
<b>Name</b>	
<b>Institution</b>	
<b>Biography</b> (up to 150 words)	
<b>Contact details for publication</b>	
<b>Contact details for correspondence</b> (if different from above)	

<b>Acknowledgements</b> (if required)	
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<b>Self-references removed from text</b>		
<b>On page</b>	<b>Reference for body text</b>	<b>Reference for bibliography</b>
12	(Smith, 2006)	Smith, G. (2006) 'Trade Unions in the UK', <i>Trade Union Studies</i> , 12(8): 111-130.
18	(Smith, 2004)	Smith, G. (2004) 'Working for the weekend', <i>Casual Employment Journal</i> , 8(4): 101-132.