**Social Analysis**

**SUBMISSION INFORMATION FOR CONTRIBUTORS**
The editor welcomes contributions. Authors should email articles as Microsoft Word or Rich Text Format (RTF) files to SA@berghahnjournals.com. Scholars interested in writing review essays or book reviews should contact the editor.

Articles should be **6,000 to 8,000 words** (including notes and references). Review essays must review at least three titles 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.

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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.

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### STYLE GUIDE

The Social Analysis style guide is based on The Chicago Manual of Style (CMS). 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 body text (not in-text citations) should include the first and last name. Multiple sources in a parenthetical note should be listed alphabetically.

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**  

**Book with multiple authors/editors**  

**Chapter or other part of a book**  

**Translations**  

**Translated titles**  


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

www.berghahnjournals.com/social-analysis
Article in a newspaper or magazine

Paper presented at a meeting or conference

Report

Thesis, dissertation, or unpublished manuscript

Archive materials
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Access dates are only required when no date of publication or revision can be determined from the source.


Online video
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  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);
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• 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);

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