

# ***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](mailto: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**.

### **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.

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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. 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**

*Social Analysis* 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**

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

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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

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

### Book with multiple authors/editors

Apffel-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, Debhora. 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

Schmitt, Carl. 1985. *The Crisis of Parliamentary Democracy*. Trans. Ellen Kennedy. Cambridge, MA: MIT Press.

### Translated titles

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

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

### Journal article (always include the doi)

Thomas, Nick. 2010. "The Museum as Method." *Museum Anthropology* 33 (1): 6–10.  
<https://doi.org/10.1111/j.1548-1379.2010.01070>.

**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 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**

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

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>.

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, Arthur. 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:
  - **Title** of the article;
  - 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;
  - Five to eight **keywords** in alphabetical order and separated by commas (with only proper nouns capitalized);
  - Complete **contact information** for each author (mailing address, phone number, and email);
  - A **bio** of approximately 100 words for each author (including an ORCID if applicable);
  - 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**.

### 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 (as are large whole numbers, e.g., nine hundred), 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. 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.