



## Manuscript Formatting and Preparation April 2016

Empirical papers submitted should be about 8,500 words **including** abstract, title, tables, figures, notes, and references. Theoretical articles may be somewhat shorter. Like most journals, *Gender & Society* can only publish a limited number of articles; yet, we receive more than 600 submissions each year. To be fair to all authors we enforce this length requirement consistently.

Manuscripts should be submitted electronically to <http://mc.manuscriptcentral.com/gendsoc>.

**Please do not submit any part of your manuscript in .pdf or .xls format;** use MS Word. Your submission should include a title page, blinded manuscript in Word, and a separate Word file for any tables and figures, if relevant. Please see the “Guide to New Submissions” for more information about these elements of your submission. Please also follow the guidelines below:

- Your submission should be **blinded**, meaning there is no clear way for reviewers to identify you as the author. All references to your own work should be cited in the third person. Please do not make references to your own work unless they are absolutely necessary; for example, if the reviewer would be able to identify you if a citation was omitted. A reference to any previous work should read: *As Collins (2014) has found...* and NOT like: *As I previously demonstrated...* (Collins 2014).
- Everything in the blinded manuscript file must be double-spaced, including the abstract, quotations in the text, endnotes, and references.
- Use Times New Roman, 12-point font, and leave at least one-inch margins all around.
- Your title page should be a separate document, which includes an “author’s note” with your contact information, and any acknowledgements for funding or for those who have offered comments on your paper.
- There should only be **ONE** tables and figure file, containing all tables and figures for the paper. This file need not be double-spaced. Please calculate the word count including the title page and tables and figure file; total word count should not be over 9000 words.
- Major headings should be in all caps and centered, while subheadings should have each word capitalized and be aligned left. Both should be in **bold** type.
- Prepare a brief (150-200 word) abstract. This should be included in the manuscript’s main document. The online system will ask authors to also include the abstract in a separate location when the manuscript is uploaded.

- Use endnotes, not footnotes; however, keep the number of endnotes to a minimum. Use Arabic numerals (1, 2, 3...).
- Italicize variable names, and spell out “percent” when used in the text. Only use the symbol (%) in tables. *Gender & Society* has an ampersand and is italicized.
- Be thoughtful about how you refer to “sex” and “gender” in the journal, as well as how you refer to racial groupings. While previously, *Gender & Society* required authors to capitalize “Black” but not “white,” our current editorial practice is to allow authors to make this choice for themselves.
- Finally, every in-text citation must be indexed in the list of references at the end of your manuscript, and every listing in your references must also be cited within the manuscript’s main text (if not, they cannot be included in the end references).

### **Citations in the Text**

These citation guidelines are based on the Chicago Manual of Style, 16TH Edition. For additional information, authors should consult: <http://www.chicagomanualofstyle.org/home.html>

- Alphabetize by author’s name, or source name for a non-authored reference. In the case of multiple authors alphabetize references by the first author’s name (Britton 2011; Nemoto 2008; Solari 2006).
- Use up to three authors’ names. If there are more than three authors, use first author and et al. (Stryker et al. 2008).
- Do not use commas to separate the author and date (King 2008). However, use a comma to separate date and page(s), if used (King 2008, 244).
- Use a, b, c with date if you cite several papers published by an author in the same year (Collins 1998a; Collins 1998b).
- Use an initial to distinguish between authors with the same last name (C. Connell 2008; R. Connell 2005).
- Use a semi-colon to separate references in the in-text citations (Brown 2006; Eng 2010).
- If in press, use date or use “forthcoming” in place of a date (Briggs forthcoming).

### **Bibliographic References**

*Gender & Society* uses modified Chicago Manual of Style guidelines for bibliographic reference lists.

#### BOOK

Britton, Dana. 2011. *The gender of crime*. Lanham, MD: Rowman & Littlefield Publishers, Inc.  
 (Note: Book titles should be italicized, not underlined or marked with quotations. Also, for all titles, capitalize only the first word of the title and the first word after a colon for subtitles. Authors’ first names should be written out fully and not abbreviated.)

#### CHAPTER OR ARTICLE, EDITED BOOK

Spade, Dean. 2006. Undermining gender regulation. In *Nobody passes: Rejecting the rules of gender and conformity*, edited by Mattilda, a.k.a., Matt Bernstein Sycamore. Emeryville, CA: Seal Press.

(Note: No page numbers needed and no quotation marks around chapter title.)

#### JOURNAL ARTICLES, MULTIPLE AUTHORS (INCLUDING ALL AUTHORS)

Mazzeo, Christopher, Sara Rab, and Susan Eachus. 2003. Work-first or work-only: Welfare reform, state policy, and access to postsecondary education. *Annals of the American Academy of Political and Social Science* 586:144-71.

(Note: Comma after each author.)

#### JOURNAL ARTICLES SINGLE AUTHOR

Hill Collins, Patricia. 2010. The new politics of community. *American Sociological Review* 75(1): 7-30.

(Note: No quotation marks around article title. Italicize journal title.)

#### JOURNAL ARTICLE, NO VOLUME

Ellerby, Janet. 2009. The happy-ending myth: Juno re-embroiders the scarlet A. *Adoption & Culture* 2: 65-90.

(Note: If no volume and it is a weekly – 12 May, 65-90.)

#### PRESENTATION AT A CONFERENCE OR ANNUAL MEETING

Puri, Jyoti. 2011. Biologies of communalism: Intersections of race and sexuality from a transnational lens. Paper presented at Annual Meeting, Eastern Sociological Society, Philadelphia.

#### THESIS OR DISSERTATION

Pande, Amrita. 2009. Commercial surrogacy in India: Nine months of “labor”? Ph. D. diss., University of Massachusetts-Amherst, Amherst, MA.

#### REPRINT OR WORKING PAPER

Michelle Budig and Joya Misra. 2008. How care work employment shapes earnings in a crossnational perspective. United Nations Research Institute for Social Development, Geneva.

#### NEWSPAPER OR MAGAZINE ARTICLE WITH AUTHOR

Coontz, Stephanie. 2005. Historically incorrect canoodling. *The New York Times*, 14 February.

#### NEWSPAPER OR MAGAZINE ARTICLE WITHOUT AUTHOR

*The New York Times*. 2005. Historically incorrect canoodling. 14 February.

#### TRANSLATION

Aurelius, Marcus. 2002. *The emperor's handbook*. (C. Scott Hicks and David V. Hicks, trans.) New York: Scribner.

#### AUDIOVISUAL MATERIALS

Film:

*North by Northwest*, directed by Alfred Hitchcock (1959; Burbank, CA: Warner Home Video, 2000), DVD.

TV Episode:

Curtis, Michael and Gregory S. Malins, "The One with the Princess Leia Fantasy," *Friends*, season 3, episode 1, directed by Gail Mancuso, aired September 19, 1996 (Burbank, CA: Warner Home Video, 2003), DVD.

Song:

Holiday, Billie. 1958. "I'm a Fool to Want You" (vocal performance). By Joel Herron, Frank Sinatra, and Jack Wolf. Recorded February 20, with Ray Ellis. On *Lady in Satin*, Columbia.

NOT YET PUBLISHED

If you know the date:

Fennell, Julie. 2011. Men bring condoms, women take pills: Men's and women's roles in contraceptive decision-making. *Gender & Society*. In press.

If you do not know the date of an upcoming publication:

Fennell, Julie. Forthcoming. Men bring condoms, women take pills: Men's and women's roles in contraceptive decision-making. *Gender & Society*.

INTERNET SOURCES:

Include as much information as necessary so that readers can find your exact reference.

Generally this requires some or all of the following: the author, title of web page or article, database, organization name, date of publication of the material (if no such date is available, include an access date), and exact Internet address. Citations of blog entries should generally be relegated to endnotes; a frequently cited blog or entry may be included in the bibliography. The bibliographic reference should look something like this:

Last name, First name. Date. Title of article. Organization Name.  
<http://www.exact.Internet.address>.

BLOG (FREQUENTLY CITED)

Ellis, Rhian, J. Robert Lennon, and Ed Skoog. Ward Six (blog). <http://wardsix.blogspot.com/>.

SINGLE BLOG ENTRY/ARTICLE

Ellis, Rhian. Squatters' Rights, Ward Six (blog), June 30, 2008,  
<http://wardsix.blogspot.com/2008/06/squatters-rights.html>.

COMMENT ON A BLOG ENTRY/ARTICLE, KNOWN TIME/DATE

AC, July 1, 2008 (10:18 a.m.), comment on Rhian Ellis, Squatters' Rights, Ward Six (blog), June 30, 2008, <http://wardsix.blogspot.com/2008/06/squatters-rights.html>.