



Sociology

Sociology

Notes to Contributors

Thank you for your interest in submitting to *Sociology* (SOC). We welcome manuscripts covering the full range of the journal's remit from any locality.

Please take the time to read the notes below so that the submission process will be smooth and speedy. All submissions to SOC should be prepared according to the Notes to Contributors and then submitted online through ScholarOne Manuscripts™. This applies to ALL manuscript types.

Contents

Preparing Your Files	p. 2
What Happens Next	p. 6
Open Access	p. 7
Writing Guidance	p. 8
Appendix 1: Coversheet	p. 10
Appendix 2: Harvard References Style Guide	p. 11
Appendix 3: Using ScholarOne Manuscripts™	p. 15

Original manuscripts only

The journal aims to publish outstanding and original work. We are keen to receive theoretical and empirical papers that advance the theoretical understanding of sociology and promote and report empirical research about the widest range of sociological topics. The journal encourages and welcomes articles challenging conventional concepts and proposing new conceptual approaches; empirical papers using both quantitative and qualitative research methods; and accounts of methodological innovation and the research process.

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, unless authors are specifically invited to do so by the Editors.

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



Sociology

Sociology seeks articles which:

- are of international quality
- make a theoretical and/or methodological and/or substantive contribution
- are methodologically rigorous and based on sound data and sources
- advance debates and controversies
- innovate conceptually
- offer sophisticated analysis
- report results from new high-quality data sets
- are well-written and well-argued
- adopt creative new approaches or new topics
- are of contemporary relevance
- contribute to the development of issues and explanations core to sociology
- if highly specialised, extrapolate to wider issues.

Preparing Your Files

We ask that all submissions to SOC include an anonymised manuscript word file and a cover sheet. A point-by-point response addressing the editor's and reviewer's comments should be submitted for revised submissions.

Preparing your cover sheet

To accompany your article, you should prepare a cover sheet (APPENDIX 1). Your cover sheet should include:

- Article title
- For each author: name & institution
- Self-references

*Please keep your contact details in ScholarOne Manuscripts™ up to date. These are the details we will use to send you news about your manuscript.

Preparing your point-by-point response (for revisions only)

To accompany revised articles, you should prepare a point-by-point response to be uploaded with the revised article. The point-by-point response should include:

- Article ID
- Article title
- Summary of main changes made and how they have improved the article
- Point-by-point response to each of the editor's and reviewer's comments. Please address all comments in detail, including when you have decided to not follow the reviewer's guidance. In this case, please explain your reasoning.



Sociology

Preparing your manuscript

Sociology accepts word processing files only. No PDFs will be accepted.

Please present your manuscript in the following order:

- Title: Subtitle
- Abstract (150 words max.)
- Keywords (5-10, alphabetical)
- Body text
- Endnotes
- References
- All tables and figures

Length

SOC word limits:

Articles/Review articles	8000 words
Research Notes	4000 words
Book Review essays	3000 words
Single book reviews	800 words
Contributions to a Book Review Symposium	800-1000 words

The word count should include the abstract, keywords, references, notes, and tables/figures in the literal word count.

Please note that over-length submissions will be returned to you for editing. This can cause severe delays to the processing of your manuscript. This word limit is strictly enforced and correspondence will NOT be entered into.

The Editors also welcome submission of shorter papers: research notes, responses to material published in the journal, contributions to debates.

Anonymisation

To anonymise your paper, please remove all details that may disclose your identity, by doing the following:

- Remove all occurrences of author and co-author name(s) and institution(s)
- Remove anything that can identify you as a co-author or editor of other works
- Remove acknowledgements and funding information
- Remove author 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

SOC uses double blind peer review. Anonymisation is used to protect authors and referees, and to ensure that submissions are judged on their merits. If your paper is accepted, you will then be asked to supply a 'full' deanonymised manuscript containing author details etc.

If your submission is not anonymised it will be returned to you, causing a delay in the review process. The journal accepts no responsibility for these delays.

Tables/Figures/Drawings

Tables should be 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.

When submitting an article to the journal, please include line drawings/photographs/images at the end of your word document, with any tables.

At the point of acceptance line drawings and photographs may be needed 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.

*Please note that authors are required to gain permission to reproduce any images not of their own creation.

Online Appendix

Authors have the possibility of making use of an online appendix that is not included in the total word count of the paper. In most cases, online appendices are used for longer and more detailed methodological discussions. For example, authors may want to offer further detail on the study locations, methods of sampling, recruitment, sample, data collection or data analysis in an online appendix. Please note, however, that the methods section of the paper proper must be sufficiently detailed, as specified above – in other words, the online appendix should not be used in lieu of a methods section. An online appendix might be useful when the study on which the paper is based is complex, e.g., involving many countries, a large dataset, a combination of two or more datasets or mixed methods. Authors may also wish to present longer extracts from the data, e.g. quotes from interviews, in such an appendix.

If you wish to submit a paper with an online appendix, please include in the cover letter section of ScholarOne Manuscripts your reason for using an appendix. The appendix should be submitted as a separate file, choosing the 'Supplementary File for Review' option on ScholarOne Manuscripts. Please label the document clearly and include 'Online Appendix' in the title of the file.

References

References should be presented in the Harvard system (APPENDIX 2).

-Use endnotes not footnotes.

-The reference list should be in alphabetical order at the end of the paper, after the endnotes, but before tables/figures.

-Book reviews should not contain references unless absolutely necessary.



Sociology

Quotations

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

Spelling/Formatting

- 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.
- Numbers 1-9 should be spelled out; use numerals for 10 and above.

Language, Terminology and Grammar

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.britisoc.co.uk>).

Please ensure that submissions are as free from grammatical errors as possible.

Contractions such as 'don't' and 'can't' should be avoided unless part of reported speech.



What Happens Next

Publication ethics

We are committed to upholding the integrity of the work we publish. We encourage our authors and editors to refer to the [Committee on Publication Ethics \(COPE\) website](#) and view the Publication Ethics page on the [SAGE Author Gateway](#).

Refereeing

Manuscripts submitted to Sociology undergo Editorial review to determine whether a submission is to be sent out to peer review. Editors take into consideration a paper's sociological significance, theoretical/conceptual contribution, substantive contribution, methodological rigour, and presentation when reaching their decision. If considered suitable for review, each manuscript will be refereed by up to three anonymous referees and the Editors may recommend revisions. There is no guarantee of acceptance following revisions.

Book reviews are not necessarily subject to this review process but may well be peer reviewed before a decision is made.

Deanonimised submission

When a paper is accepted for publication, the corresponding author will be asked to provide a deanonymised copy of the article by email. This version should include any self-references originally removed from the article. It should also include title, abstract, keywords, any acknowledgements, biographies for all authors (100 word limit/biography) and contact details for the corresponding author.

Copyright

The Journal requires the author as the rights holder to sign a Journal Contributor's Publishing Agreement once an article has been accepted for publication. The Journal Contributor's Publishing Agreement is a licence agreement under which the author retains copyright in the work but grants the BSA the sole and exclusive right and licence to publish for the full legal term of copyright.

The journal, the BSA and SAGE (publisher) take issues of copyright infringement, plagiarism or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of published articles. Equally, we seek to protect the reputation of our journal against malpractice. Submitted articles may be checked with duplication-checking software. Where an article is found to have plagiarised other work or included third-party copyright material without permission or with insufficient acknowledgement, or where the authorship of the article is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article (removing it from the journal); taking up the matter with the head of department or dean of the author's institution and/or relevant academic bodies or societies; banning the author from publication in the journal in question or all SAGE journals, or appropriate legal action.

Author Affiliation



Sociology

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

Proofs

If accepted for publication, the corresponding author will receive a PDF of the page proofs for checking in due course. 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.

Open Access

Sociology offers both Green and Gold routes to open access publication.

Green Open Access

Authors may make publicly available the accepted, post-peer review version of their article on a university repository according to the terms stated in the signed contributor agreement.

Gold Open Access

Sociology is part of the SAGE Choice programme and will make the published article fully open access on payment of an Article Processing Charge or if this charge is covered by an open access publishing agreement between the corresponding author's institution and the publisher.

For more information about Open Access publishing, embargoes, licences, etc., please email openaccess@sagepub.com

Writing Guidance

General Guidance

Sociology is a generalist journal with a wide readership. All articles should be accessible to this readership, regardless of the substantive area or methods of analysis used. The following list includes basic components that we expect to find in empirical papers, where applicable:

- When relevant, state specific research questions, including any prespecified hypotheses. The basis for research questions and hypotheses should be clear, e.g. they should follow on from the theoretical framing/literature review or in some other way be justified and explained.
- Describe key elements of the study design (cross-sectional/longitudinal, methods of data collection).
- Tell the reader where and when the study was conducted and describe the context.
- If applicable, describe how research participants were recruited to the study.
- Describe how the data were analysed and how the findings were derived.
- Discuss the ethical issues relevant to the study and indicate whether the study has received clearance from a university or other ethical committee (and if not, why not).
- If the data were originally collected in a non-English language, explain at what stage the data (and which portions of the data) have been translated and by whom.
- 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

Please note, that the quality of a paper will also be judged on the sophistication of the analysis.

Specific Guidance for Qualitative Papers

A common weakness of qualitative papers submitted to the journal is that they do not discuss the methods of data collection and analysis, and their implications, in sufficient depth. Please use the following list as a guide to what we expect to find, at a minimum, in qualitative papers:

- If the study involved interviews with participants:
 - describe how the interviews were conducted, by whom, the types of question asked, and how long the interviews lasted;
 - consider how the focus of the interviews, the particular method of interviewing and issues such as rapport will have shaped the content of the interviews;
- If the study involved observations, provide sufficient information about the research setting and how the observations were conducted.
- Where relevant, discuss researcher positionality.
- Indicate the benefits/limitations and consequences of your chosen approach to data collection and analysis.
- It should also be made clear, either in the methods section or when discussing the findings, how any examples from the data included in the paper have been chosen.

- When writing the findings sections, please aim for conceptually nuanced analyses and avoid overly descriptive accounts.
- Avoid using overly technical language, and any technical language used should be clearly explained.

Specific Guidance for Quantitative Papers

Authors writing about statistical analysis should be mindful that many readers will not have specialist knowledge in this area. Because of this, all quantitative papers submitted to the journal should try to follow the following guidelines:

- Explain statistical techniques as simply as possible, using the minimum possible technical terminology.
- Make clear why a particular statistical analysis is being used, particularly if simpler techniques exist.
- Make clear also the assumptions underlying the use of a statistical technique, alongside the extent to which the study in question meets these assumptions. (Assumptions might include random sampling or allocation, linearity, and so on.)
- Discuss the implications of any deviations from these assumptions and the implications for any conclusions that can be drawn from the analyses.
- Describe the eligibility criteria for inclusion of cases/participants in the study (at different follow up periods if applicable)
- Report numbers of participants/cases at each stage of study: included in the study, completing follow-up, and analysed
 - When relevant/possible, report numbers potentially eligible, examined for eligibility and confirmed eligible
 - If possible, give reasons for non-participation at each stage
- If applicable, explain how missing data or cases, and/or loss to follow-up were addressed
- If the paper uses an innovative statistical technique, explain what is innovative about it and why it is necessary.



Appendix 1: SOC Cover Sheet

Submission to	BSA SOC JOURNAL
Title of submission	

Author 1 (repeat for each author, in the order authors should be acknowledged)	
Name	
Institution	
Biography (up to 150 words)	

Author 2 (repeat for each author, in the order authors should be acknowledged)	
Name	
Institution	
Biography (up to 150 words)	

Please add more authors as necessary

Acknowledgements (if required)	
--	--

Self-references removed from text (if required)		
On page	Reference for body text	Reference for bibliography
12	(Savage and Burrows, 2009)	Savage M, Burrows R (2009) Some Further Reflections on the Coming Crisis of Empirical Sociology. <i>Sociology</i> 43(4): 762-772.
18	(Savage, 2010)	Savage M (2010) <i>Identities and social change in Britain since 1940: the politics of method</i> . Oxford: Oxford University Press.

Appendix 2: SAGE Harvard References Style

General

1. Initials should be used without spaces or full points.
2. Up to six authors may be listed. If more then list the first six authors and represent the rest by 'et al.' rather than write them out in full.

Text citations

All references in the text and notes must be specified by the authors' last names and date of publication together with page numbers if given.

Do not use *ibid.*, *op. cit.*, *infra.*, *supra*. Instead, show the subsequent citation of the same source in the same way as the first.

Note the following for the style of text citations:

1. If the author's name is in the text, follow with year in parentheses:

... Author Last Name (year) has argued ...

2. If author's name is not in the text, insert last name, comma and year:

... several works (Author Last Name, year) have described ...

3. Where appropriate, the page number follows the year, separated by a colon:

... it has been noted (Author Last Name, year: page nos) that ...

4. Where there are two authors, give both names, joined by 'and'; if three or more authors, use *et al.*:

... it has been stated (Author Last Name and Author Last Name, year) ...

... some investigators (Author Last Name *et al.*, year) ...

5. If there is more than one reference to the same author and year, insert a, b, etc. in both the text and the list:

... it was described (Author Last Name, year: page nos–page nos) ...

6. Enclose within a single pair of parentheses a series of references, separated by semicolons:

... and it has been noted (Author Last Name and Author Last Name, year; Author Last Name and Author Last Name, year; Author Last Name, year) ...

Please order alphabetically by author names.

7. If two or more references by the same author are cited together, separate the dates with a comma:

... the author has stated this in several studies (Author Last Name, year, year, year, year) ...

Please start with the oldest publication.

8. Enclose within the parentheses any brief phrase associated with the reference:

... several investigators have claimed this (but see Author Last Name, year: page nos–page nos)

9. For an institutional authorship, supply the minimum citation from the beginning of the complete reference:

... a recent statement (Name of Institution, year: page nos) ...

... occupational data (Name of Bureau or Institution, year: page nos) reveal ...

10. For authorless articles or studies, use the name of the magazine, journal, newspaper or sponsoring organization, and not the title of the article:

... it was stated (*Name of Journal*, year) that ...

11. Citations from personal communications are not included in the reference list:

... has been hypothesized (Name of Person Cited, year, personal communication).

Reference list

General

1. Check that the list is in alphabetical order (treat Mc as Mac).
2. Names should be in upper and lower case.
3. Where several references have the same author(s), do not use ditto marks or em dashes; the name must be repeated each time.
4. Up to six authors may be listed. If more then list the first six authors and represent the rest by 'et al.' rather than write them out in full.
5. Last Names containing de, van, von, De, Van, Von, de la, etc. should be listed under D and V respectively. List them as: De Roux, D.P. and not Roux, D.P., de. When cited in the main text without the first name, use capitals for De, Van, Von, De la, etc. (Van Dijk, year)
6. Names containing Jr or II should be listed as follows:
 - Author Last Name, Author First Name, Jr (year)
 - Author Last Name, Author First Name, II (year)
7. References where the first-named author is the same should be listed as follows:
 - Single-author references in date order;
 - Two-author references in alphabetical order according to the second author's name;
 - Et al. references in alphabetical order; in the event of more than one entry having the same date, they should be placed in alphabetical order of second (or third) author, and a, b, etc. must be inserted.

Brown J (2003)
 Brown TR and Yates P (2003)
 Brown W (2002)
 Brown W (2003a)
 Brown W (2003b)
 Brown W and Jones M (2003)
 Brown W and Peters P (2003)
 Brown W, Hughes J and Kent T (2003a)

Brown W, Kent T and Lewis S (2003b)

8. Check that all periodical data are included – volume, issue and page numbers, publisher, place of publication, etc.

Reference styles

Book:

Author A, Author B (year) *Book Title*. Place: Publisher name.

* Up to six authors may be listed. If more then list the first six authors and represent the rest by 'et al.' rather than write them out in full.

Clark JM, Hockey L (1979) *Research for Nursing*. Leeds: Dobson Publishers.

Chapter in a book:

Author A (year) Chapter title. In: Author A (ed.) *Book Title*. Place: Publisher, 00–00.

Author A (year) Chapter title. In: Author A, Author B (eds) *Book Title*. Place: Publisher, 00–00.

* Up to six authors may be listed. If more then list the first six authors and represent the rest by 'et al.' rather than write them out in full.

Gumley V (1988) Skin cancers. In: Tschudin V, Brown EB (eds) *Nursing the Patient with Cancer*. London: Hall House, 26–52

Article in a journal:

Author A, Author B (year) Article title. *Journal* vol(iss): 00–00.

Author A, Author B, and Author C (year) Article title. *Journal* vol(iss): 00–00.

Author A, Author B, Author C, et al. (year) Article title. *Journal* vol(iss): 00–00.

* Up to six authors may be listed. If more then list the first six authors and represent the rest by 'et al.' rather than write them out in full.

Huth EJ, King K, and Lock S (1988) Uniform requirements for manuscripts submitted to biomedical journals. *British Medical Journal* 296(4): 401–405.

Article in a journal published ahead of print:

Author A, Author B, (year) Article title. *Journal* 00: 1–00 (accessed 00 month year).

Author A, Author B, and Author C (year) Article title. *Journal* 00: 1–00 (accessed 00 month year).

Author A, Author B, Author C, et al. (year) Article title. *Journal* 00: 1–00 (accessed 00 month year).



Sociology

* Up to six authors may be listed. If more then list the first six authors and represent the rest by 'et al.' rather than write them out in full.

Huth EJ, King K, and Lock S (1988) Uniform requirements for manuscripts submitted to biomedical journals. *British Medical Journal* 00: 1–4 (accessed 7 October 2009).

Note: volume is given as "00".

Website

National Center for Professional Certification. (2002) *Factors Affecting Organizational Climate and Retention*. Available at: www.cwla.org/programmes/triechmann/2002fbwfiles.

Unpublished thesis

Clark JM (2001) Referencing style for journals. Unpublished doctoral thesis, University of Leicester, Leicester.

Newspaper

Clark JM (2006) Referencing style for journals. *The Independent*, 21 May, p.10.

Appendix 3: Using ScholarOne Manuscripts™

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

Getting started

The first time you submit via ScholarOne Manuscripts™ you will need to set up an account. If you have an account as an author, reviewer or book reviewer you likely already have an account, so 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.

*Please keep your contact details up to date. These are the details we will use to contact you about your manuscript.

How to submit

Once you are logged in, select the Author Centre and click 'Start new submission'. You will need to complete six steps 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: 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 3: Attributes

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

Step 4: 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.



Sociology

Step 5: 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.



Sociology

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.