Empirical papers submitted should be around 9,000 words, including abstract, title, notes, and references. Like most journals, *Gender & Society* can only publish a limited number of articles; yet, we receive more than 500 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](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. Please calculate the word count including the title page.

- There should only be ONE tables and figure file, containing all tables and figures for the paper. This file need not be double-spaced.

- 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. 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](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 (Barber 2016; Gowayed 2019; Henry 2018).

• Use up to three authors’ names. If there are more than three authors, use first author and et al. (Liu et al. 2017).

• Do not use commas to separate the author and date (Boeri 2018). However, use a comma to separate date and page(s), if used (Boeri 2018, 160).

• 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 (R. Connell 2005; T. Connell 2019).

• Use a semi-colon to separate references in the in-text citations (Schnabel 2016; Smith 2012).

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

JOURNAL ARTICLES, MULTIPLE AUTHORS (INCLUDING ALL AUTHORS)
(Note: Comma after each author.)

JOURNAL ARTICLES SINGLE AUTHOR
(Note: No quotation marks around article title. Italicize journal title.)

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

PRESENTATION AT A CONFERENCE OR ANNUAL MEETING

THESIS OR DISSERTATION

REPRINT OR WORKING PAPER
NEWSPAPER OR MAGAZINE ARTICLE WITH AUTHOR

NEWSPAPER OR MAGAZINE ARTICLE WITHOUT AUTHOR

TRANSLATION

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:

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