



Work, Employment and Society

Notes to Contributors

Thank you for your interest in submitting to *WES*. 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 *WES* should be prepared according to the Notes to Contributors and then submitted online through ScholarOne Manuscripts™. This applies to ALL manuscript types.

Contents

General guidance 3

Scope 3

Original contribution 4

Language 4

Journal style 4

Cover letter 4

Data 5

Publication Ethics 5

Main Research Articles 6

PhD Showcase 6

On the Front Line 8

Preparing your files 9

Anonymisation 9

Preparing your point-by-point response (for revisions only) 9

Preparing your cover sheet 9

Preparing your manuscript 10

Chancery Court, Belmont Business Park, Belmont, Durham, DH1 1JE
T: +44 (0)191 383 0839 E: enquiries@britsoc.org.uk www.britsoc.org.uk

The British Sociological Association is a Company Limited by Guarantee. Registered in England and in Wales. Company Number: 3890729.
Registered Charity Number: 1080235. VAT Registration Number: 734 1722 50.



Length 10

Tables/Figures/Drawings 11

Additional appendices 11

References 12

Spelling 12

Language, terminology and grammar 12

Important points about style 12

Refereeing 13

Deanonimised submission 13

Copyright 13

Author affiliation 13

Proofs 14

Open Access 14

Green Open Access 14

Gold Open Access 14

WES Themed Collections 15

How to apply 15

Accepted Themed Collections 16

Word limit 16

Appendix 1: SAGE Harvard references style 17

Appendix 2: Using ScholarOne Manuscripts™ 21

Appendix 3: Themed Collection Proposal Form 23

Chancery Court, Belmont Business Park, Belmont, Durham, DH1 1JE
T: +44 (0)191 383 0839 E: enquiries@britsoc.org.uk www.britsoc.org.uk

The British Sociological Association is a Company Limited by Guarantee. Registered in England and in Wales. Company Number: 3890729.
Registered Charity Number: 1080235. VAT Registration Number: 734 1722 50.



General guidance

Work, Employment and Society publishes a variety of manuscript types: Main Research articles, On the Front Lines and PhD Showcase. All submissions should be written in UK English.

The aim of the journal is to publish original research or original contributions to the existing literature on the sociology of work and employment. It analyses all forms of work and their relation to wider social processes and structures, and to quality of life. It embraces the study of the labour process; industrial relations; changes in labour markets; and the gender and domestic divisions of labour. It supports contemporary, historical and comparative studies and both qualitative and quantitative methodologies.

Manuscripts will be considered for *WES* 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 material in 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.

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

Scope

Articles published in the main section of the journal can:

- Utilise any theoretical, methodological or empirical approach;
- Explore any aspect of employment, unemployment and categories of paid and unpaid work in between;
- Draw upon disciplines adjacent to sociology.

However, all submissions to *WES*, of whatever type, must make an original contribution to *sociological understanding of work and employment*. The study of work encompasses not only employment in the formal or informal economy but also non-standard forms of work and forms of unpaid labour, as well as unemployment. Submissions informed by adjacent disciplines are welcomed but must be of sociological interest and ensure that they contribute to sociological debates and theorizing. Lack of a sustained and original theoretical contribution to and engagement with the debates in the sociology of work and employment is one of the key reasons for desk rejections in *WES*. Authors are responsible for making these contributions clear in their submitted manuscripts. Authors are encouraged to read the editorials published by [Beck et al. \(2016\)](#) and [Stuart, Grugulis and Tomlinson \(2012\)](#) as a good orientation to the journal and the types of submissions we encourage. Authors are also encouraged to read past issues of the journal in order to acquaint themselves with the journal's existing debates and themes that may be relevant to their submission.

Chancery Court, Belmont Business Park, Belmont, Durham, DH1 1JE
T: +44 (0)191 383 0839 E: enquiries@britsoc.org.uk www.britsoc.org.uk

The British Sociological Association is a Company Limited by Guarantee. Registered in England and in Wales. Company Number: 3890729.
Registered Charity Number: 1080235. VAT Registration Number: 734 1722 50.

3
BRITISH
SOCIOLOGICAL
ASSOCIATION



Articles that offer empirical examinations must be theoretically informed and must offer a theoretical contribution to the sociology of work and employment. They also must include sufficient information about the research methodology/methods used to enable reviewers to evaluate the robustness of the findings.

The journal is international in content and contribution. It welcomes contributions from authors of any country and the content of submissions likewise can focus on any national – or international or comparative - empirical and/or theoretical issue, development and debate. In addition, we particularly encourage contributions from the Global South.

Original contribution

If your article uses the same primary data set as one or more other articles, in your covering letter please supply a table showing areas of commonality and the distinctiveness of the present submission. Additionally,

- For quantitative articles, specify each article and list the variables they have in common, commenting as necessary on their centrality to the article.
- For qualitative data, specify the themes or concepts in the different articles. In the case of interview studies, please specify which interview questions inform the articles. Please add comments as appropriate.

In addition to the covering letter, please upload the other article(s) as Supplementary Files NOT For Review.

Language

Papers demonstrating a poor standard of English are less likely to be considered for review. If you think your manuscript may benefit from professional language services such as editing, translation, or formatting, details of SAGE language services are available [here](#). Authors are also strongly advised to consult previous issues of the journal for article style, structure and type.

Journal style

All submissions (including the main text, tables, references, figures and supplementary materials) must be prepared and edited in accordance with the journal's house style – please see below.

Cover letter

A cover letter must accompany all article submissions. The cover letter should include:

- A brief summary of the main contribution of the article
- A brief statement about whether or not the data reported in the manuscript have been used for other publications. Any prior, concurrent, or forthcoming use of data and/or study samples must be brought to the attention of the editorial team. This includes the use of data sets and/or samples in any articles previously published, those in press or currently under review. For both quantitative and qualitative data,

Chancery Court, Belmont Business Park, Belmont, Durham, DH1 1JE
T: +44 (0)191 383 0839 E: enquiries@britsoc.org.uk www.britsoc.org.uk

The British Sociological Association is a Company Limited by Guarantee. Registered in England and in Wales. Company Number: 3890729.
Registered Charity Number: 1080235. VAT Registration Number: 734 1722 50.

4
BRITISH
SOCIOLOGICAL
ASSOCIATION



the authors should explain how this current submission uses data in a way that is different from previous publications and whether there are any overlaps.

- A brief confirmation that the article has not been previously submitted to WES. Resubmissions to WES are not permitted unless the previous manuscript has been rewritten to the point where it is a completely new article. In this case, authors must declare their previous submission and fully explain how the new manuscript represents a different and original contribution.
- Information related to original contribution if your article uses the same primary data set as one or more other articles (see above).

Data

In the case of empirical articles, authors should include sufficient details of their method to permit readers of the article to make informed judgements of the quality and generalisability of the findings. Therefore articles should usually, as a minimum, give adequate description of sampling, method of data collection and method of data analysis. 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.

In the case of articles presenting quantitative analyses, authors will need to be judicious in selecting which of their results to report in order to meet the word limit requirements. Only those results most pertinent to the overall argument of the article should be included, but authors are strongly encouraged to include additional results and analyses in an appendix submitted alongside the article. This may include additional descriptive statistics and correlation matrices, full details of any data reduction analyses (e.g., factor analysis), the full results of regression models, and sensitivity analyses. The appendix will be considered by the editor and referees, and will be published on the journal website alongside the article. Quantitative articles without an accompanying appendix may be returned to the author if the main article does not include sufficient information for the editor and referees to evaluate it. Please note that quantitative appendices are not included in the word limit. More information on writing quantitative articles for WES can be found in [this editorial](#) by Charlwood et al. (2014).

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](#).

Chancery Court, Belmont Business Park, Belmont, Durham, DH1 1JE
T: +44 (0)191 383 0839 E: enquiries@britsoc.org.uk www.britsoc.org.uk

The British Sociological Association is a Company Limited by Guarantee. Registered in England and in Wales. Company Number: 3890729.
Registered Charity Number: 1080235. VAT Registration Number: 734 1722 50.



Main Research Articles

Main articles, fully anonymised and up to 10000 words, can be of three types:

1. Empirical articles - Articles in which qualitative or quantitative data are analysed to a) explore theoretical propositions generated from a literature review with a view to advancing understanding of theoretical perspectives, practices and policy; or b) develop new theoretical insights.
2. Review articles - Articles that review or map existing literature to form 'position pieces' that expound the 'state of the art' on a particular topic and also provide original insights into this literature.
3. Conceptual articles - Articles that are wholly theoretical or conceptual and seek to develop new theoretical and conceptual understandings.

Articles in the main section of the journal should be no longer than 10000 words in length. The 10000 word limit includes the title, abstract, keywords, text, references, notes, tables and figures. Tables and figures are counted by literal word count. All papers should be appropriately anonymised and citations should not be included in the bibliography. Papers that are over the word count or not anonymised properly will be returned to the author.

PhD Showcase

Authors doing doctoral work or within three years of their PhD award are eligible for the WES PhD Showcase. These main research articles will receive additional editorial support during the peer review and editing process, and will be showcased in the journal as doctoral work.

All normal guidance for submissions applies to PhD Showcase work but authors should also:

- Select 'PhD Showcase' as the paper type on submission.
- Include information about the first and corresponding author's eligibility (i.e., year of PhD study or date of doctoral award) in the covering letter (see below).

Please note that the full range of editorial decisions, including desk reject, may be applied to PhD Showcase submissions. Extra support will be provided to those pieces deemed suitable for peer review.

Eligibility

- Only PhD candidates or recent PhD recipients (within three years of award date) submitting work done during a PhD are eligible. Please note that Master's work is not eligible.
- Authors must be within three years of their degree award, excluding sick, parental or bereavement leave.
- Papers may be co-authored but the first and corresponding author must be the eligible PhD candidate/recipient.

Chancery Court, Belmont Business Park, Belmont, Durham, DH1 1JE
T: +44 (0)191 383 0839 E: enquiries@britsoc.org.uk www.britsoc.org.uk

The British Sociological Association is a Company Limited by Guarantee. Registered in England and in Wales. Company Number: 3890729.
Registered Charity Number: 1080235. VAT Registration Number: 734 1722 50.



- Requests from international authors undertaking, or recently awarded, PhD equivalent qualifications where PhDs are not part of the standard academic structure will be considered by the editors on a case-by-case basis.

Authors must confirm their eligibility in the covering letter.

Papers submitted to PhD Showcase but which are not deemed eligible will be transferred to the normal research article submission track, unless the editor advises otherwise. Authors will be notified of this change.

Chancery Court, Belmont Business Park, Belmont, Durham, DH1 1JE
T: +44 (0)191 383 0839 E: enquiries@britsoc.org.uk www.britsoc.org.uk

The British Sociological Association is a Company Limited by Guarantee. Registered in England and in Wales. Company Number: 3890729.
Registered Charity Number: 1080235. VAT Registration Number: 734 1722 50.

7
BRITISH
SOCIOLOGICAL
ASSOCIATION



On the Front Line

On the Front Line (OtFL) gives a voice to frontline workers who otherwise would not have the space to write about their lived experience in their own words. The purpose of the section is to let workers speak for themselves, and to enable their voices to convey sociological insight into the contemporary realities of work and employment. OtFL articles are designed to appeal to a wider audience than the academy and are an important element of WES's commitment to public sociology. The maximum word length for OtFL is 5000 words including tables, endnotes and references.

Given that OtFL articles are first person worker accounts, these articles *are not intended* to meet the same criteria for 'academic excellence' as main research, RN or D&C articles. Authors are strongly encouraged to consult the journal for recent examples of the distinctive approach and format of OtFL articles, as well as to ensure that their own submission has a new contribution to make. Another useful resource for prospective OtFL authors is [this article](#) by Taylor, Warhurst, Thompson and Scholarios (2009).

OtFL articles are co-authored with the worker participant(s) and usually consist of first-person narratives or other forms of reportage that foreground worker voice and experience. Co-authorship by the worker means that they should play an active role in preparing and agreeing the content, and editing of their own narrative, including any revisions made during the peer-review process. However, ethical considerations require that the worker's identity and any details in the narrative suggesting their identity or others' identity (e.g., colleagues and managers) must be anonymized

OtFL contributions should include a short explanation that situates the narrative in its most appropriate contexts, whether organisational, sectoral or geographical, and briefly indicates how it engages with relevant sociological debates or developments. As OtFL articles are designed to be unmediated accounts by workers, they should end with the first-person narrative, thereby giving the worker the 'final word'. For this reason a reflective and summative academic-style conclusion is not appropriate.

Contributions will not be accepted if they are:

- underdeveloped versions of a standard article;
- recycled and/or reconstituted pre-existing interview data or other empirical material.



Preparing your files

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

Anonymisation

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

- Remove all occurrences of author name(s) and institution(s)
- Remove acknowledgements and funding information
- Remove author biographies
- Avoid using self-citations. If you include an essential self-citation then the citation should not be anonymized. If necessary, it should be referred to in the third person, e.g., write "Jones and Xi (2020) have shown", not "we have previously shown (Jones and Xi, 2020)".

WES uses double anonymised 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 deanonymised manuscript containing author details etc.

Delays may occur in the reviewing process if your submission is not anonymised. The journal accepts no responsibility for these delays.

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 and reviewer comments. Please address all comments in detail, including when you have decided to not follow a reviewer's guidance. In this case, please explain your reasoning.

Preparing your cover sheet

To accompany your article, you should prepare a separate cover sheet including:

- Article title
- For each author: name & institution
- ORCIDs for all authors (if applicable). Each author will need to have their ORCID account linked to their WES ScholarOne Manuscripts Central account for their ORCID to appear in their published manuscript. ORCIDs can be added to user accounts by going to the username at the top of the login screen and selecting 'Email/Name' from the dropdown menu. From here there is an option to associate the account with an existing ORCID via the links. ORCIDs cannot be added after an article is accepted.



*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 manuscript

WES accepts word processing files only. No PDFs will be accepted. All submissions should be double spaced, any single spaced files which are submitted may be returned.

Please present your manuscript in the following order:

- Title: Subtitle
- Abstract (150 words max.)
- Keywords (3-10, alphabetical)
- Body text
- Endnotes
- References
- All tables and figures

For more guidance on how to write a paper for WES, please read 'Writing articles for Work, employment and society: different voices, same language' (Grugulis et al, 2012). You can access this Editorial Foreword by clicking [here](#).

Length

WES word limits:

Articles and PhD Showcase	10000 words
On the Front Line	5000 words
Review essays	3000 words
Joint reviews	1500 words
Single reviews	800 words

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.

Chancery Court, Belmont Business Park, Belmont, Durham, DH1 1JE
T: +44 (0)191 383 0839 E: enquiries@britsoc.org.uk www.britsoc.org.uk

The British Sociological Association is a Company Limited by Guarantee. Registered in England and in Wales. Company Number: 3890729.
Registered Charity Number: 1080235. VAT Registration Number: 734 1722 50.



Tables/Figures/Drawings

Please put all tables/figures/drawings/etc. at the end of your document. Flag their correct position in the body text using 'TABLE 1 here'.

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. If you are not able to acquire electronic files, please contact the WES Editorial Office.

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

Additional appendices

In the case of quantitative articles, it is usually desirable for the results reported in the main article to be closely focused on advancing the argument of the paper, with additional results reported in a technical appendix published on the journal website. If the following information is not included in the main article it should be included in a technical appendix submitted alongside the article:

- Descriptive statistics for all variables used in the analysis
- Correlation matrixes for all variables used in regression type analyses
- Full results of any data reduction analyses (e.g. factor analysis etc)
- Full results of all regression type analysis (if only the key results are reported in the article)
- Results of additional sensitivity analyses

Please note, quantitative appendices are not included in the word count limit.

You can find more information on writing quantitative articles for WES [here](#).



References

References in the text should be presented in the Harvard system (APPENDIX 1).

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.

Quotations

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

Spelling

- 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.

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.britsoc.co.uk>).

Important points about style

- 'Article' should be used instead of 'paper'
- The review section, introduction and conclusion of articles should be written in the present tense and all reported data should be written in the past tense
- Instances of 'I' and 'we' should be eliminated except where germane (ie. Field notes & quotations)
- 'Whilst' and 'amongst' should be eliminated in favour of 'while' and 'among'
- Sentences should not start with coordinating conjunctions (i.e. and, but)
- Contractions (don't, won't, shouldn't) should be eliminated unless they are part of reported speech
- Widowed pronouns and oxford commas should be eliminated

NB: Please note the above stylistic points and edit your manuscript for these prior to submission. Correcting these items later can create delays.

Chancery Court, Belmont Business Park, Belmont, Durham, DH1 1JE
T: +44 (0)191 383 0839 E: enquiries@britsoc.org.uk www.britsoc.org.uk

The British Sociological Association is a Company Limited by Guarantee. Registered in England and in Wales. Company Number: 3890729.
Registered Charity Number: 1080235. VAT Registration Number: 734 1722 50.



What happens next

Refereeing

Each manuscript, if considered suitable by the Editors, will be refereed by up to three anonymous referees and the Editors may recommend revisions. Book reviews are not necessarily subject to this review process. WES Editors use a desk reject policy and do not send all manuscripts for review before making a decision.

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 for all articles we publish. WES's 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

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

Chancery Court, Belmont Business Park, Belmont, Durham, DH1 1JE
T: +44 (0)191 383 0839 E: enquiries@britsoc.org.uk www.britsoc.org.uk

The British Sociological Association is a Company Limited by Guarantee. Registered in England and in Wales. Company Number: 3890729.
Registered Charity Number: 1080235. VAT Registration Number: 734 1722 50.



Proofs

If accepted for publication and allocated to a specific issue of the journal, the corresponding author will receive, in due course, a PDF of the page proofs for checking. 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

Green Open Access

Authors may make publicly available the accepted, post-peer review version of their article on a university repository or elsewhere after the embargo period stated in the signed contributor agreement.

Gold Open Access

Work, Employment and Society is part of the SAGE Choice programme and will make the published article fully open access on payment of an Article Processing Charge.

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

Chancery Court, Belmont Business Park, Belmont, Durham, DH1 1JE
T: +44 (0)191 383 0839 E: enquiries@britsoc.org.uk www.britsoc.org.uk

The British Sociological Association is a Company Limited by Guarantee. Registered in England and in Wales. Company Number: 3890729.
Registered Charity Number: 1080235. VAT Registration Number: 734 1722 50.



WES Themed Collections

WES invites proposals for Themed Collections that will draw together related articles that enable the research community to identify and access the development of particular debates and key articles on a particular theme.

Each Themed Collection will focus on a particular theory, concept, methodology, debate or empirical development or topic. Each will consist of an introductory overview of up to 3000 words and a collection of approximately 10-11 papers selected from the journal archive. It is expected that e-special proposals will draw from the full back catalogue of the WES archive (i.e. not all contemporaneous papers, or all from a single decade). Likewise, we would not expect the identified articles to include multiple contributions from single authors.

The introductory overview will comment on the theme's importance, the contributions made by the articles selected and, perhaps, future theoretical and/or empirical directions and/or issues. Themed Collections that focus on a very narrow theme are best situated against a bigger set of debates or contributions. Themed Collections are published as online-only articles.

Current Themed Collections can be seen online: <https://journals.sagepub.com/page/wes/collections/e-special-issues/index>

The full WES back catalogue is available online: <http://wes.sagepub.com/content/by/year>

How to apply

Themed Collections are chosen through a proposal process. We ask that guest editors submit a proposal through ScholarOne Manuscripts™ (<http://mc.manuscriptcentral.com/wes>). Proposals are subject to peer review.

Proposals will consist of the following:

- a completed proposal form (see Appendix)
- a 1-page CV for each guest editor
- A statement of appropriateness for each guest editor

Applicants should have a clear vision of the purpose and content of their Themed Collection. They should be willing to work closely with the editors and publisher to produce and promote the Themed Collection.

All Themed Collection proposals will follow the same process as regular submissions to the journal and may be refereed according to the editors' discretion. Authors may be asked to revise the proposals based on comments from Editors and referees.

Chancery Court, Belmont Business Park, Belmont, Durham, DH1 1JE
T: +44 (0)191 383 0839 E: enquiries@britsoc.org.uk www.britsoc.org.uk

The British Sociological Association is a Company Limited by Guarantee. Registered in England and in Wales. Company Number: 3890729.
Registered Charity Number: 1080235. VAT Registration Number: 734 1722 50.



Accepted Themed Collections

If a proposal is accepted, the author will be asked to submit the full Themed Collection and introduction through the submission datacase. The formatting of the introduction should be the same as other submissions to the journal. Please take five minutes to read the above points on formatting and style that apply to accepted Themed Collections as well as other types of manuscripts. Following the guidance will help to ensure that the submission process will be smooth and speedy. All submissions to WES should be prepared according to the Notes to Contributors and then submitted online through ScholarOne Manuscripts™.

Please note that Themed Collection submissions need not be anonymised.

Word limit

3000 words excluding abstract, keywords and references

[Updated 14 November 2022]

Chancery Court, Belmont Business Park, Belmont, Durham, DH1 1JE
T: +44 (0)191 383 0839 E: enquiries@britsoc.org.uk www.britsoc.org.uk

The British Sociological Association is a Company Limited by Guarantee. Registered in England and in Wales. Company Number: 3890729.
Registered Charity Number: 1080235. VAT Registration Number: 734 1722 50.



Appendix 1: 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)

Chancery Court, Belmont Business Park, Belmont, Durham, DH1 1JE
 T: +44 (0)191 383 0839 E: enquiries@britsoc.org.uk www.britsoc.org.uk

The British Sociological Association is a Company Limited by Guarantee. Registered in England and in Wales. Company Number: 3890729.
 Registered Charity Number: 1080235. VAT Registration Number: 734 1722 50.



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:

Chancery Court, Belmont Business Park, Belmont, Durham, DH1 1JE
 T: +44 (0)191 383 0839 E: enquiries@britsoc.org.uk www.britsoc.org.uk

The British Sociological Association is a Company Limited by Guarantee. Registered in England and in Wales. Company Number: 3890729.
 Registered Charity Number: 1080235. VAT Registration Number: 734 1722 50.



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).

* 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.

Chancery Court, Belmont Business Park, Belmont, Durham, DH1 1JE
T: +44 (0)191 383 0839 E: enquiries@britsoc.org.uk www.britsoc.org.uk

The British Sociological Association is a Company Limited by Guarantee. Registered in England and in Wales. Company Number: 3890729.
Registered Charity Number: 1080235. VAT Registration Number: 734 1722 50.



Appendix 2: Using ScholarOne Manuscripts™

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

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 where it says 'Click here to submit a new manuscript'. You will need to complete six steps in order to fully submit your paper:

Step 1: Type, Title & Abstract

You will be required to select from a drop-down menu the type of manuscript you are submitting (e.g., article, special issue). 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: Attributes

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

Step 3: 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.

Chancery Court, Belmont Business Park, Belmont, Durham, DH1 1JE
T: +44 (0)191 383 0839 E: enquiries@britsoc.org.uk www.britsoc.org.uk

The British Sociological Association is a Company Limited by Guarantee. Registered in England and in Wales. Company Number: 3890729.
Registered Charity Number: 1080235. VAT Registration Number: 734 1722 50.



Step 4: 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.

Step 5: 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 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.

Chancery Court, Belmont Business Park, Belmont, Durham, DH1 1JE
T: +44 (0)191 383 0839 E: enquiries@britsoc.org.uk www.britsoc.org.uk

The British Sociological Association is a Company Limited by Guarantee. Registered in England and in Wales. Company Number: 3890729.
Registered Charity Number: 1080235. VAT Registration Number: 734 1722 50.



Appendix 3: Themed Collection Proposal Form Work, Employment and Society

Themed Collection Proposal Form

Please submit complete forms via the WES ScholarOne Manuscripts™ submissions platform:
<http://mc.manuscriptcentral.com/wes>

You can find the Notes on Contributors (including Themed Collections) on the WES website:
<https://journals.sagepub.com/author-instructions/WES>

Theme

Rationale

*Please describe why this **topic** should have a **Themed Collection**.
(700 word limit)*

Chancery Court, Belmont Business Park, Belmont, Durham, DH1 1JE
T: +44 (0)191 383 0839 E: enquiries@britsoc.org.uk www.britsoc.org.uk

The British Sociological Association is a Company Limited by Guarantee. Registered in England and in Wales. Company Number: 3890729.
Registered Charity Number: 1080235. VAT Registration Number: 734 1722 50.



Guest Editors

Please list the name, position and institutional affiliation for each guest editor.

Articles for inclusion

*Please list the articles that will comprise the **Themed Collection**. This list may include all article types published in WES at any time. The list should be limited to approximately 10-11 items, mirroring the make-up of a regular journal issue.*

Chancery Court, Belmont Business Park, Belmont, Durham, DH1 1JE
T: +44 (0)191 383 0839 E: enquiries@britsoc.org.uk www.britsoc.org.uk

The British Sociological Association is a Company Limited by Guarantee. Registered in England and in Wales. Company Number: 3890729.
Registered Charity Number: 1080235. VAT Registration Number: 734 1722 50.