

Guidelines for contributions to *Network*

This document is intended to help people contributing to the BSA's magazine, *Network*, whether this is in the form of letters, feature articles, opinion pieces, news items, graphics or information, or any other form of contribution. It sets out our procedures and what you have a right to expect from the BSA.

Network is no longer just a newsletter for BSA members, but a magazine that examines the work of sociologists in Britain and abroad. Its method of using content and graphics has changed, and it carries more information than before.

Before we begin, we would like to express our thanks to everyone who contributes. *Network* would be impossible without this help, and we very much hope this will continue.

THE GENERAL PHILOSOPHY

Network is the print magazine for sociology in Britain and abroad, published three times a year. No other printed magazine carries the level of information about British sociology that it does (although some of *Network*'s articles are run at greater length on the BSA website, it remains primarily a print publication).

The activities of the BSA and its members are important for its content, but it seeks to cover all areas of sociological activity in the UK, and some abroad. It centres on, but does not restrict itself to, those calling themselves sociologists: activities in associated social sciences such as cultural studies or social policy can also be covered. It will cover the activities of students, as well as university staff, and of sociologists working outside academia.

Though *Network* is a magazine about the work of sociologists, it is not an academic journal and does not necessarily follow the protocols of these journals.

Network must work within the laws of the land, particularly those of copyright, privacy and libel. It seeks to avoid personal attacks upon named individuals, and in general to uphold the tradition of civilised debate. It is committed to accuracy and to balance in its coverage.

SUBMISSIONS

Network has to balance the desire of each contributor to have their material is treated as fully as possible with the need to ensure that its readers have the chance to contribute and that readers can understand the contributions of others. To do this, we have brought in a system for contributors as follows:

1. The contributor submits an item (either at the invitation of the *Network* sub-editor, or on their own initiative).
2. The *Network* sub-editor will edit this contribution. This may be a matter of minor alterations to wording or punctuation, or could involve some rewriting or more extensive changes, including editing out some material. The *Network* sub-editor sends this version to the contributor for approval. (See below for the reason for this).
3. This step may be repeated several times until both sides are happy with the result. No item will be included without the agreement of the contributor and sub-editor (but see the exception below).
4. The item is then proofread by the editorial team and fitting into the layout. At this stage some adjustments may be needed to the text, and some may be deleted to fit the available space. Where these are major, the team will contact the contributor for their agreement, but not if the changes are minor, as time does not permit this. The headline is written by the team. Where the item is part of the news pages, no name check is given for the writer at the beginning, but the contributor can be credited at the end; if a feature, a byline is typically given at the beginning. In rare cases it may be necessary to delay printing an item until the next issue, if space is tight - no guarantee of printing can be given at any stage of the process.

5. If material is sent to us by the deadline, we will do our best to use it. If it is submitted afterwards, then we may use it if we have space.
6. Images and graphics are welcome, and Network reserves the right to crop and edit these to make them clearer. We do not ordinarily credit the photographer, unless this is requested. Contributors should ensure the image is large enough for print publication (magazine print at 300 pixels an inch - photos displayed on computer screen are typically at 72 or 96 pixels an inch, so can appear deceptively large).

The reason for the need to make changes to articles is that we receive more material than can be accommodated, even given the rise in the number of articles and pages over the past year. *Network* is a magazine, and abides by the usual journalistic emphasis on articles being as concise and readable as possible. This means that we try to ensure that terminology not immediately understood by all, or almost all, readers is either explained or avoided. Unlike most magazines, *Network* does seek to work with the contributor during its editing process, as outlined above. As part of the editing process, *Network* will adhere to its own [style guidelines](#) for the use of text.

The exception to the need to agree on the wording of an article relates to news stories about important events such as the closure of university departments, which are of obvious public interest. Here *Network* will attempt to check the information is has, but members do not have a veto over the printing of this information.

COPYRIGHT

This lies with the contributor, but in sending this in for contribution, the contributor gives *Network* permission to use the material, as outlined in the process above. *Network* reserves the right to reprint articles in the magazine at a later date and to put these on the BSA website. However, where it wishes to use the articles for promotional purposes, such as giving them to other websites or using them in promotional material, it will seek permission first and not go ahead if this is denied. Where the material is the copyright of another person or organisation, *Network* will seek its permission before printing.

MATERIAL

Network welcomes contributions in the following areas:

- Information about promotions, retirements and job changes
- Professional news
- Research news
- Opinion pieces
- News about study group activities
- News about departmental activities
- Interviews
- Desert Island Discourse
- Letters to the editor

If you would like to write a feature article or conduct an interview, please contact [Tony Trueman](#) for guidance.

Book reviews

- Book reviews are by prior agreement only. If you would like to review books for *Network*, please contact [Tony Trueman](#), to be added to our reviewer list.
- Books will be posted to reviewers free of charge.

Please read our guide for book reviewers before writing your review.

Copy deadlines

- For Spring issue – 1 February.
- For Summer issue – 1 May.
- For Autumn/Winter issue – 1 October.

These deadlines are guides only, and may be extended - please contact [Tony Trueman](#) for more information.

Word limits

- Single book reviews: 500.
- Study Group report: 300-700.
- Opinion pieces: 700.
- One-page articles: 700.
- Feature articles: 1500.
- Desert Island Discourse: 1500.
- Interviews: 1500 (Interviewers must provide a 300 dpi photograph of the interviewee).

These limits are guides only, and may well be extended - please contact [Tony Trueman](#) for more information. Please check with him before writing items for the magazine - we cannot guarantee all will be published.

File Formats

Text files:

- should be prepared in Word or another standard word processing programme.
- should include your name and institution at the bottom.
- should **not** include any formatting.

Image files:

- should be 300 dpi minimum.
- should be tiffs or jpegs or other formats capable of being opened by Photoshop.
- should preferably be in colour.
- should be accompanied by a caption and photographer credit.

Editorial Process

All submissions to *Network* are reviewed by the editorial team. *Network* does not offer any prior guarantee of publication. The editorial team reserve the right to edit contributions - any significant editing will be shown to the contributor for their approval before publishing. Final decision to publish lies with the editorial team.

Copyright

Copyright ordinarily rests with the BSA, unless otherwise agreed. Permission to reproduce any part of the magazine, in any format, must be requested in advance from [Tony Trueman](#).

Contacts

[Tony Trueman](#)

Disclaimer

Please note that the views expressed in *Network* and any enclosures or advertisements are not necessarily those of the British Sociological Association. Whilst every care is taken to provide accurate information, neither the BSA, the trustees, editors nor contributors undertake any liability for any error or omission.