



Network procedures

This document sets out what contributors to *Network* can expect when they write for the magazine, and the procedures that the editors undertake before printing an article.

The magazine

Network is printed three times a year, in December, March/April and July. The printing and delivery of the magazine takes two weeks, and the editing and layout, eight weeks before that. It is either 44 or 48 pages of A4. The magazine is sent to 2,600 BSA members and put online behind a log-in, as part of the BSA's service to its members.

The magazine aims to provide a service that cannot be found elsewhere: to chart the working lives of sociologists. In this we follow the model of the *Times Higher*.

This is not to say that the magazine is not interested in academic discussion or views on the wider world: we cover these in the form of reports of plenary addresses, book reviews, features on interesting research projects and opinion pieces. But it does mean that in our news columns we don't record a great deal of research in depth, in order that we can cover it in the round. We try to be democratic by offering all sociologists the chance to have their work and views recorded. We contact study groups and departments so that they can tell us about their work.

It is open not just to BSA members, but to all social scientists in the UK and beyond to contribute. The editors are keen to print all contributions, bearing in mind limitations of space. The area we are especially keen to cover is the working lives of sociologists in the UK in all its variety. This can include news items about the latest conferences held and books written, features on aspects of life in higher education and opinion pieces on sociological concerns. We also carry book reviews and event listings and, to a limited degree, news from abroad. We interpret 'sociological' in a loose sense: it can include criminology and social policy, and the activity of sociologists working in areas such as sport and leisure, economics, anthropology and other neighbouring sub-disciplines.

Network welcomes opinion pieces about society, but it is worth bearing in mind that with a production time of three months these may be out of date before they see light; other media such as Discover Society may be better vehicles for these. Academic journals may be a more appropriate site for detailed theoretical debate, but we welcome accounts of research procedures and findings.

Procedures

The deadline for submissions is usually around two months before it appears. Articles submitted after the deadline are less likely to appear and may be edited down to fit the limited space available. Articles can appear either as a result of a request from the editors or from an idea from a contributor. It is best to check with the editors if this will be used before writing it.

There are various types of articles.

Departments and study group news items



A few weeks before each edition appears, the editors ask departments and study groups if they wish to publicise their work (this can include non-BSA members). These items appear in the first quarter of the magazine. The editors usually prefer these items to be around 400-500 words. These need not be written as a finished article as contributions tend to be edited to *Network* news style and to length after submission. (See *Network* style guide). Sometimes extra space is given to a particular item from the news. Occasionally some items from a submission have to be omitted to allow the editors to give space to all submitting groups and departments. The full article can be published online with a link given in the text of the magazine.

Features

These tend to be either accounts of BSA events (usually written by the editors) or longer opinion pieces of at least 1,500 words by members or non-members (check with the editors before sending these).

'In my view' opinion pieces

All readers can contribute opinion pieces of 700-900 words. These sit towards the back of the magazine. Check with the editors that the subject matter is suited to the magazine before submitting.

Book reviews

All readers can contribute book reviews.

[A list of books we'd like reviewed](#)

[Guidelines for reviewing](#)

Reviews are usually 500-600 words long.

In general all items submitted are likely to be edited to some extent, a normal procedure for magazines. The suggested edits are sent to the contributors and a version acceptable to them and the editors is settled on. The most common reason for editing is to fit a story to a space in the magazine. The amount of material sent to us has grown greatly recently. BSA has increased the maximum number of pages from 36 to 44 or 48 pages to meet this demand, but its budget won't allow any further increases. That means contributions must be as concise as possible. The other main reason for editing is to make material easier for all readers to understand, including those who are not working in the same sub-discipline as the writer. We encourage the use of everyday English. (See *Network* style guide). Please note that the editors write the headlines rather than contributors as it is difficult to know the space available for these until the layout is decided upon.

We don't seek approval for some types of articles: news stories of general public importance such as redundancies and departmental closures for instance, on the ground that there is a public interest in reporting these which goes beyond the wishes of individual members. We don't seek approval for reports of public addresses, such as plenaries, because information given in one public setting such as a lecture or a book ought to be suitable for reporting in another.



Network photographic guide

Network depends almost entirely upon its readers for photographs. We are very grateful for their cooperation in finding and sending images to accompany articles. This brief guide sets out this procedure.

Technical details

Images used in print publications need to be high resolution. One way to think about this is that they will appear in print at a quarter of the height and a quarter of the width that they do on a computer screen. This means that most images downloaded from web pages will be too small for print purposes. Most images which are original digital shots will be big enough.

A more precise specification is that images are used at 300 dots/pixels per inch. The smallest images used in *Network* tend to be almost three inches wide, so any image that is less than 900px wide is likely to be too small.

Another way of looking at it is that the filesize of images should be at least 1MB (1 megabyte, or 1024 kilobytes). The way to find out an image's filesize is to right-click it, and then left-click on the Properties heading at the bottom of the menu. This is slightly complicated by the fact that jpeg images are compressed and so may be bigger than their stated size – in this case, opening the image in image editing software will reveal its true size.

In case of confusion, contact Tony Trueman: tony.trueman@britsoc.org.uk or on 07964 023392.

Some hints on what makes a good shot

We try to use all images sent in, though pressure of space means we can't guarantee this. Some images have to be ruled out for various reasons:

1. The image is too dark – a common problem when taking shots indoors without a flash.
2. The image's central feature is too small – if a shot is taken from the back of a conference room most of the image will comprise the audience's backs, with the speaker quite small in the shot.
3. There are too many people in a group shot – if the image is a couple of inches wide, any more than three heads means each is indistinct. This is not a problem where the people are simply background to the shot, but will be where a group shot is intended.
4. The shot was taken on holiday – not necessarily a disaster, but it can be incongruous to illustrate a learned thought piece with a pic of the author in a sombrero on a beach.

Artistic licence

The editors will not distort the image without the subject's permission. They can crop it, brighten or darken it, sharpen it and amend the colours in order to make it clearer, however. Most images go through some type of editing in this way.



The image can be reused, but only for articles similar to the one it was supplied for; we won't use it for advertising or for non-editorial purposes, or to support particular viewpoints that the author has not agreed to.

Personal images sent to us are not credited to the creator unless this is requested. Images given to us by institutions or professional photographers are usually credited.



Notes for Network book reviewers

1. A good length for book reviews is about 600.

We may edit this down slightly, but we will check any significant changes with you before publication. Some hints on style are given at the end of this guide.

2. We set the details of the books out as follows, in this order:

- Title
- Author (first name, middle initial if given, surname)
- Publisher's name
- Year of publication
- Number of pages (for simplicity, add the last page number in the book to the number of unnumbered pages in the introduction to give one overall total)
- Price for hardback, price for paperback (if known; if not, 'no price stated' is fine)
- ISBN (13-digit, for the hardback version)

3. At the end of review we will state your job title (Dr, Professor, etc), your name, your centre or department, and your university (if you are in academia).

4. Tony Trueman is the point of contact for queries. He will advise on deadlines and organise the review copy for you. He can be contacted at: tony.trueman@britsoc.org.uk or on 07964 023392.

5. Once again, thank you. We could not make *Network* such an important part of the service we offer to our members without your help.

Style hints for Network book reviewers

1. Our style in *Network* tends to the demotic rather than academic. Readers with limited time will appreciate clear, simple language, though this need not preclude expressing complex arguments. Reviewers can assume that standard sociological terms and references to significant writers will be understood by readers, but terminology specific to a sub-discipline should be explained fully for those not working in it.

2. Don't assume the readers will have read the book, or intend to read it, or have read any of the works by the book's author. Many readers will have very limited knowledge of the general subject area. So the review must be comprehensible as a piece in itself. Try a thought experiment: if you were to read the review to Master's sociology students whose degrees do not cover the area tackled by the book, would they understand it all?

3. If a person (other than the book's author and well-known sociological figures) is mentioned, say who they are briefly: "This book makes frequent reference to the Indian sociologist Meera Kosambi, who wrote on women's studies and urban sociology..."

4. Six hundred words is quite limited, so don't feel the need to summarise each chapter of the book. Rather, give a flavour of the work overall. What is its main message? How does it add to the store of sociological knowledge? What are its strengths and weaknesses? What is missing from it?



5. Make the review lively and entertaining: quote from the more interesting or controversial aspects of the book, use direct and active sentences, try a metaphor or two, relate the book to your own life and studies, be humorous.

6. What does a well-written review look like? These are good examples:

<http://www.theguardian.com/books/2015/jun/18/man-made-so-few-women-are-positions-power-eva-tutchell-john-edmonds-review>

<http://www.theguardian.com/books/2015/aug/09/syria-burning-isis-death-arab-spring-review-revolt-hell>

<http://www.theguardian.com/books/2015/jul/31/the-worm-at-the-core-on-the-role-of-death-in-life-solomon-greenberg-pyszczynski-review>



Style guide for Network

This is a brief style guide to ensure clarity and consistency in the text of *Network*. It is basic, and can be added to as needed. For a more comprehensive style guide, please see: <http://www.guardian.co.uk/styleguide> and we adopt this as the default style except where indicated below.

Book and article titles

Journal and book titles are italicised, article titles should be plain text with single inverted commas around them. Article, PhD and presentation titles are not capitalised apart from the initial word and words that ordinarily take capitals. Short conference titles are put in plain text with all words capitalised, as are website, blog, wiki and online forum titles.

Working for Ford, by Huw Beynon

'Social divisions, social mobilities and social research: methodological issues after 40 years' – an article in *Sociology*

He attended the Moral Panics conference

In the news pages books will generally be referred to without giving the publisher or date unless these are particularly relevant to the meaning of the story. The exception is in long features that are based on a book.

Capitals

Avoid them if you have the choice as they interrupt the reader's eye – seasons and regions can be capped down, for instance, as can a reference to an organisation that is not its title:

I work for the University of Watermouth, based in southern England. The university has a large library that opened in the autumn.

But note, specific names for regions take caps: **the West Country**

Cap down references to academic disciplines unless it's essential to avoid ambiguity: **sociology, criminology.**

We cap down **study group.**

Dates

6 May 2009

The 1960s

('60s only in quotes and headlines: "**The '60s were a great time for sociologists,**" said Professor Smith – note the ')
6pm, 8-30am, noon (not 12 noon), **midnight.**



ise/ize

Use the British **-ise** rather than the American **-ize** unless the latter is in the name of an organisation. The same applies to other differences in spelling and grammar: 'protested against the policy' not 'protested the policy'.

Names

Acronyms should be kept to a minimum.

If the organisation is not well known among readers, use the full title once, then refer to the type of organisation, for instance:

The British Educational Research Association is releasing a report today. The association says that...

Where the acronym is well-known, it can be used without spelling it out: **BBC, Nato, BSA, Hefce.**

Note that capitals are used throughout where each letter is said when speaking the organisation's name (**BSA, BBC**); in other cases, where the name forms a word, only the first letter is capitalised (**Hefce, Nato, Haps**). The exception is the publishers SAGE.

Numbers

Spell out zero to nine but from 10 onwards put in figures. Except:

- if it is the first word of a sentence where we always spell out a number
- in tables, headlines and long lists, where putting all numbers in figures is best.

There were 12 sociologists attending, of whom eight were professors. Forty other academics were present.

Use **£3,500**, not £3500. **£4.3 million, £2 billion**. In headlines **M** and **bn** can be used.

With amounts, write 'more than' rather than 'over', except in headlines.

Quotation marks

Around a journal article title these are single. Around direct speech quotations, these are double. A quotation within a quotation takes single quotes. Direct quotation marks are introduced by a colon unless the quote begins mid-sentence, where they are not introduced by any punctuation.

The paper 'The sociology of religion and peace' looks at churches and peace processes. In the article Professor Patel says: "In South Africa the churches played an important role in reconciliation. Our analysis shows that what is called 'bottom- up reconciliation' is helped by church involvement." Professor Patel also said that the situation in Northern Ireland was "more complicated".



Title

Dr Jones (not spelled out and no dot)

Professor Jones (**Prof Jones allowed in headlines, no dot**)

Dr Chen and **Dr Smith** (not Drs Chen and Smith)

At first mention say **Dr Jenny Bunn**, and thereafter **Dr Bunn**

Academic titles should be given in the news pages except when referring to historical figures. Where contributors write features, no formal titles are necessary. Where long lists of academics are given in a news story we may omit the titles for reasons of space.

Job titles generally take caps: **Jack Jones has been appointed Web Manager at Watermouth University**

But not when talking about a type of job:

Jack Jones is one of the best web managers working today

We cap up Professor, Dr and Reader, but not lecturer or senior lecturer.

Web

The web

The internet (not Internet; 'net' is allowed in informal features and quotes)

Write www.bbc.co.uk rather than <http://www.bbc.co.uk>

unless the 'www' part does not feature in the full address, in which case type the address in full:

<http://news.bbc.co.uk/bsa>

If the address is the end of a sentence, do not add a dot at the end as a full stop, and try to avoid having to close brackets or end quotation marks afterwards:

You can find more details at www.bbc.co.uk/bsa

Note: website, web page, online, homepage.