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 five minutes 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.

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Original manuscripts only
The journal aims to publish outstanding original research or original contributions 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 papers using both quantitative and qualitative research methods; articles challenging conventional concepts and proposing new conceptual approaches; 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.

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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.

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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.

Preparing Your Files
We ask that all submissions to SOC include an anonymised manuscript word file and a coversheet.

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 manuscript
SOC 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 (3-10, 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 and references and tables/figures in the literal word count.
Please note that over-length submissions will be automatically 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.

**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.

Line drawings and photographs should be supplied 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 Sociology Editorial Office.

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

**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 anything that can identify you as a co-author 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
  - Please note, this includes chapters in books edited by a contributing author

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' 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.

**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 end notes, but before tables/figures.
- Book reviews should not contain references unless absolutely necessary.

**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.britsoc.co.uk](http://www.britsoc.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**

**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 but may well be peer reviewed before a decision is made.

**De-anonymised 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.

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- Independent researcher
- Independent sociologist
- Freelance researcher
- Freelance sociologist
- BSA member

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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)

<table>
<thead>
<tr>
<th>On page</th>
<th>Reference for body text</th>
<th>Reference for bibliography</th>
</tr>
</thead>
</table>
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 W (2003a)
   - Brown W (2003b)
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.


**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.


**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.

* 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.


**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.


Note: volume is given as “00”.

**Website**

**Unpublished thesis**

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

**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.
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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.