



# 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 five minutes 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.

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## Original manuscripts only

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.

Guidance for particular types of submissions (articles, debates, On the Front Line, etc.) is available from <http://mc.manuscriptcentral.com/wes> 'Instructions and Forms'

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 a 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.

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

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.

## 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 WES include an anonymised manuscript word file and a coversheet. Guidance for particular types of submissions is available from <http://mc.manuscriptcentral.com/wes> 'Instructions and Forms'**

### 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

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 for free by clicking [here](#).

### Length

WES word limits:

Articles	8000 words
Debates & Controversies	5000 words
Research Notes	5000 words
On the Front Line	5000 words
Review essays	3000 words
Joint reviews	1500 words
Single reviews	800 words

E-special issue proposals See guidance and pro forma application form at <http://mc.manuscriptcentral.com/wes> under 'Instructions and Forms'

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

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.

### 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
- 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

WES 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.

### 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 of 8000 words.

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 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.

### 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 on can create delays.***

## 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.



### 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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### 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

### 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

From 1 April 2013, *Work, employment and society* will offer both Green and Gold routes to open access publication in compliance with the requirements of Research Councils UK as published in their policy:

<http://www.rcuk.ac.uk/research/Pages/outputs.aspx>

### 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

[wes.journal@britsoc.org.uk](mailto:wes.journal@britsoc.org.uk)



## Appendix 1: WES Cover Sheet

<b>Submission to</b>	BSA 'WES' JOURNAL
<b>Title of submission</b>	

<b>Author 1</b> (repeat for each author, in the order authors should be acknowledged)	
<b>Name</b>	
<b>Institution</b>	
<b>Biography</b> (up to 150 words)	

<b>Author 2</b> (repeat for each author, in the order authors should be acknowledged)	
<b>Name</b>	
<b>Institution</b>	
<b>Biography</b> (up to 150 words)	

Please add more authors as necessary

<b>Acknowledgements</b> (if required)	
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<b>Self-references removed from text</b> (if required)		
On page	Reference for body text	Reference for bibliography
12	(Smith, 2006)	Smith C (2006) The double indeterminacy of labour power: Labour effort and labour mobility. <i>Work, employment and society</i> 20(2): 389-402.
18	(Thompson and Smith, 2010)	Thompson P, Smith C (eds) (2011) <i>Working Life: Renewing Labour Process Analysis</i> . Basingstoke: Palgrave Macmillan.



## 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 J (2003)  
 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:**

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](http://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.



## Appendix 3: 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 (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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### 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.

Updated January 2018