

LAW & SOCIAL INQUIRY

AUTHOR GUIDELINES FOR MANUSCRIPTS AND REVIEW ESSAYS FORMAT AND STYLE REQUIREMENTS

Please prepare a final draft of your manuscript or review essay that conforms to the following format and style specifications. Manuscripts and review essays that do not conform to *LSI* requirements may be returned to their authors for correction. Inevitably, this may delay publication. Address any questions or requests for clarification to *LSI* at lsi-abf@abfn.org.

LSI strongly requests that final drafts be prepared using Microsoft Word. *LSI* will accept drafts prepared using Wordperfect, but warns that final draft manuscripts or essays prepared using Wordperfect will require more time to process for production, which may cause delays in publication.

(1) GENERAL:

Spacing: All material, including indented quotations, endnotes, and references must be DOUBLE-SPACED.

Font: Times New Roman, 12 pt throughout (this includes section headings, endnotes, indented quotations, references).

Margins: 1.5-inch margins on all sides (left, right, top, bottom).

Alignment: Text, section headings, reference section, and endnotes should be left-aligned. Do not justify or center.

Paragraphs: Begin each paragraph with an indented sentence (do not left-align first sentence). Do not leave an extra space between paragraphs.

Spelling: Use US-English spelling.

Page Numbers: Number pages sequentially, in one sequence, beginning with the abstract page (see below) and including all reference pages, tables, and appendices. Do not number the title page (see below).

Embedded Information: Remove any embedded information (headers, footers, endnotes, etc.). Embedded notes can only be viewed in “print preview” or when printed out. Endnotes are correctly inserted if they are viewable when the document is in “Print Layout” mode. If you have embedded notes, you will need to delete them and prepare regular endnotes instead. Be sure to save a copy of the article with the embedded notes before doing any deleting.

Section Headings: Format primary sections titles (i.e., “INTRODUCTION,” “CONCLUSION”) with **ALL CAPS, BOLDED**. Format secondary section titles with **Title Case, Bolded**. Format tertiary section titles with *Title Case, Italicized, and Bolded*. We request that the opening paragraph contain a heading (“INTRODUCTION,” etc.). We prefer no more than three levels of headings. If using secondary sections, there should be at least two sections per primary section; if using tertiary sections, there should be at least two sections per secondary section.

Notes: Use endnotes, not footnotes. [NB: Endnotes should *never* be embedded.] Notes will appear as footnotes in the journal’s typeset pages but for copyediting purposes we require final manuscript drafts to use endnotes. If your manuscript or essay is written in Word (or Wordperfect) you can convert from footnote to endnote style by using commands embedded in the program. In Word, e.g., open your manuscript or essay and go to Insert – Reference – Footnote, then select Endnote. This will automatically change footnotes to endnotes.

Tables and Figures: Tables, Figures and Figure captions should appear at the end of the document and sequentially numbered, not as separate documents. We prefer, though it is not a requirement, that tables are created in MS Word.

General Info:

Age terms – hyphenate nouns and adjectives, ex: three-year-old child, eight-to-ten-year jail term.
Decision making (noun), decision-making (adjective).

Democratic, Republican, Communist, Federalist, Green, Labour Party (“Party” is capitalized). If not specified, use lowercase, “the party.”

e.g. = for example (Do not use with citations).

e-mail (use hyphen).

i.e. = that is.

Lawmaking (noun and adjective).

Percent vs. % (symbol) - spell out “percent” in text and notes, ex. 50 percent. Use symbol in tables and figures, ex. 50%.

Policy making (noun); policy-making (adjective).

Rule of law (noun), rule-of-law (adjective).

Toward (not towards).

United States (noun), US (adjective, no periods, ex: US Constitution).

Web site (two words, Web is capitalized).

Abbreviations and acronyms - in its first appearance, spell out the full name of the organization, with the abbreviation/acronym in parentheses, ex: American Bar Foundation (ABF). You may then use the abbreviation/acronym alone throughout the article.

Adverbial phrases ending in “ly” – do not hyphenate, ex: highly paid official.

Contractions are acceptable in quotes but not in text or notes.

Latin words that appear in a US-English dictionary are not italicized, ex: ad hoc.

Numbers: we follow CMS 9.3 - spell out whole numbers one through one hundred, round numbers (ex., forty-seven thousand, two hundred thousand), and any number beginning a sentence. For other numbers, numerals are used. In any paragraph where one numeral is used, all numbers should be numerals, regardless of the above rule.

Proper nouns with adjectives– open in both nouns and adjectives, ex: African American, Middle Eastern countries.

Serial comma: we follow CMS, ex: the photograph was of Lincoln, his wife, and son.

(2) TITLE PAGE

Please make the first page of the manuscript your title page. Do not number the title page. The title page must include the following information:

- The full title of the manuscript.
- Running head (if desired).
- Name(s) of author(s). [If there is more than one author, please indicate which author is the contact person.] Do not use endnote numbering or symbols (asterisk, etc.) by the author's name to reference an author note. Endnote numbering should begin in the body of the manuscript.
- Full postal address, telephone, fax number, and e-mail for the contact author.

Please include on the title page a biographical statement for each author written in full sentences, not abbreviated statements. Author statements will appear at the foot of the first page of the published article. Include in the biographical statement the following:

- Professional identity (e.g., Professor of Sociology at the University of Iowa).
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- Information on IRB approvals (if applicable).
- Author statements should *not* include any listing of books or essays published by the author, whether recent or remote, unless directly related to the current article/essay.

Essay Authors – in addition:

- In the subtitle to the essay, please include some direct or indirect reference to the author(s) or book(s) under review.
- Include a complete citation of the book(s) under review. Include the total number of pages of the book, including frontmatter (numbered in Roman numerals), the price in US dollars, and if book is cloth or paperback. For example:

Robertson, Stephen. 2005. *Crimes Against Children: Sexual Violence and Legal Culture in New York City, 1880-1960*. Chapel Hill: University of North Carolina Press. Pp. xiv + 337. \$59.95 cloth; \$22.50 paper.

(3) ABSTRACT PAGE

Please make the second page of the manuscript your abstract page. Begin page numbering on the abstract page.

Manuscript Authors: The abstract should be no more than 150 words in length.

Review Essay Authors: The text of the abstract must include mention of author(s), title(s) and publication date(s) of the work(s) under review. Please keep the remainder of the abstract to no more than 100 words.

All Authors: Please conform both **titles and abstracts to the following guidelines**

Please note: Online electronic search engines increasingly are guiding readers by text-searching titles and abstracts. **Titles and abstracts are therefore very important for attracting potential readers to your article.**

TITLE AND ABSTRACT GUIDELINES

- Use a clear, descriptive title.
- Ensure that your title contains the most important words that relate to the article topic.
- Reiterate key phrases in your abstract: the number of times your key words and phrases appear can have an effect.
- Focus on a maximum of three or four keyword phrases in the abstract.
- Note that potential readers tend to search using specific descriptive phrases or combinations of keywords rather than single words.
- Check to make sure the abstract reads well. While we emphasize the importance of making your abstract readily searchable, it's also important to remember that you are writing for researchers, not computer search engines.

More detailed guidelines for optimization of articles for search engines, including examples of well and poorly constructed titles and abstracts, are available at <http://authorservices.wiley.com/bauthor/seo.asp>.

(4) TEXT CITATION STYLE

Law & Social Inquiry uses the in-text author/date citation system supplemented by a full bibliographic reference section, as described in *The Chicago Manual of Style*, 16th Edition. This system is broadly familiar in the social sciences, less so in the humanities. Preparation of your manuscript or essay in this style requires that authors cite references as follows:

Text Citations: Text citations should appear in the body of the text following the material to which they refer. Include in parentheses the last name(s) of the author(s), the year of publication, and a page number or page interval (when appropriate), with a comma separating the page number from the rest of the citation. If source is unpublished, insert “n.d.” for the date. If source is scheduled for future publication, insert “forthcoming” for the date. Citations to directly quoted texts should always include specific page number(s) identifying the quoted material. Less specific citations may include page or page-range information at the author’s discretion; authors are strongly advised to credit all sources used as specifically as the use warrants. Citations of a piece with three authors or fewer should always list the names of all authors. For items with four or more authors, always use “et al.” for all but the first author, even in the first citation. Multiple citations should be separated by a semi-colon; multiple citations should be listed in chronological order, unless they reflect the relative importance of the items cited, then list in order of importance. Do not use “e.g.” with cites.

See http://www.chicagomanualofstyle.org/tools_citationguide.html for a guide of CMS citation styles. For *LSI*, follow only the “T” rules (T = text cite).

For Example:

(Trelease 1971; Thomas 1973; Benedict 1974a; Foner 1998)

(Thomas 1973, 102-09; Trelease 1971, Benedict 1974a; Foner 1998)

(Thomas 1973, 102-09) or (Thomas 1973) [if less specific citation or page number is not required] or (Thomas n.d.) [if unpublished] or (Thomas forthcoming) [if not yet published].

(Lockhart et al. 1991, 253-54)

NB: For style rules governing in-text citation of materials from archival, manuscript collections, and/or Web sites, contact LSI (lsi-abf@abfn.org).

(5) SOURCE CITATION STYLE

Full bibliographic details of all materials cited in the text should appear at the conclusion of the main text organized in separate lists in the following order: References, Cases Cited (if any), Statutes Cited (if any).

All materials cited by authors **must** be listed in the source citation section. The source citation section **must** include only materials cited: authors may not include any “general” or “background” or “informational” entries that refer to sources consulted but not cited.

Author(s) are solely responsible for verifying the accuracy of all bibliographic information provided in the source citation section (including spelling and punctuation). Neither *LSI*’s editorial staff, Blackwell Publishing staff, the copyeditor nor the proofreader will check source citations for accuracy.

References:

Include on one list in alphabetical order any materials from books, periodical articles, essay collections, dissertations, Web sites, etc. This list should include all materials cited, quoted, or paraphrased in the text. [NB: Some endnote/footnote software does not format to our guidelines. If using such software, verify whether formatting of references needs manual correction (for example, some endnote/footnote software inserts colons where the *Chicago Manual of Style* uses commas; some software places publication dates later in the entry, etc.).

See http://www.chicagomanualofstyle.org/tools_citationguide.html for a quick guide of CMS citation styles. For *LSI*, follow only the “R” rules (R = reference).

List references in alphabetical order by authors’ last names. Unless the author used only first-name initials in the original publication, supply the full names (first and last names). In cases of multiple authorship, the name of the first author is inverted, but those of additional authors are not. Titles of works that appear in non-Roman alphabets must be accompanied by a Roman alphabet transliteration; the transliteration should appear in square brackets immediately following the original title. If source is unpublished, insert “n.d.” for the date, and, if in your possession, insert “(in author’s possession).” If source is scheduled for future publication, insert “forthcoming” for the date.

Two or more references by the same author should be listed **chronologically** in the order of the year of publication (older references first), with six hyphens (-----) in place of the author’s name when the authorship is the same as the preceding citation. References to multiple publications by a single author or group of authors appearing in the same year should be distinguished by adding letters (a, b, c, etc.) to the year. Such publications are then listed in alphabetical order by title.

For example:

Books: *Please italicize titles of books.*

Minow, Martha. 1990. *Making All the Difference: Inclusion, Exclusion, and American Law*. Ithaca, NY: Cornell University Press.

Foucault, Michel. 1977. *Discipline and Punish: The Birth of the Prison*. Trans. Alan Sheridan. New York: Pantheon Books.

Periodicals: *Please italicize names of journals.* Spell out the full title of journal as used by the journal. If the journal uses an ampersand in its name, continue to use “&”; do not spell out “and.” Include issue number whenever possible (see Ewick and Silbey).

Ewick, Patricia, and Susan Silbey. 1995. Subversive Stories and Hegemonic Tales: Toward a Sociology of Narrative. *Law & Society Review* 29 (2): 197-226.

Macaulay, Stewart. 1963. Non-contractual Relations in Business: A Preliminary Study. *American Journal of Sociology* 28:55-67.

Schoonmaker, Mary Ellen. 1996. Is There Life After Layoff? Five Stories. *Columbia Journalism Review* May/June, 48-51.

Newspapers and Magazines: insert as much source information as is available.

Niederkorn, William S. 2002. A Scholar Recants On His “Shakespeare” Discovery. *New York Times*, June 20, Arts section, Midwest edition, A30.

If newspaper or magazine article does not have a named author, for example, is an op-ed piece:

New York Times. 2002. Name of Op-Ed Article. *New York Times*, May 20, A22.

Collections: A journal symposium without an issue editor is listed under the name of the journal. A chapter from an anthology or compendium lists the chapter title, book title, and editor(s). Use first names of editors, not just initials, whenever possible. Examples:

Law & Society Review. 1994. Law and Society in Southeast Asia. Special Issue: *Law & Society Review* 28:413-720.

Chapters in books: *Please italicize the name of the book, not the name of the chapter. Insert chapter page range after editors’ names.*

Wiese, Andrew. 2006. “The House I Live In”: Race, Class, and African American Suburban Dreams in the Postwar United States. In *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue, 99-119. Chicago: University of Chicago Press

Paper presented at meeting or conference:

Doyle, Brian. 2002. Howling Like Dogs: Metaphorical Language in Psalm 59. Paper presented at the [fill in name of meeting], [fill in month and date(s) of meeting], in [fill in city and state, if in US; city and country if international].

June 9, 2009

Dissertations:

Brandwein, Pamela Teal. 1994. Reconstructing Reconstruction: The Supreme Court and the Production of Historical Knowledge. PhD diss., Department of Sociology, Northwestern University, Evanston, IL.

Web Addresses:

When referencing a Web site include full address and the legend “(accessed [fill in appropriate date]),” after the Web address, inserting the last date site was accessed by author(s). Ex.

“www.webaddress.com (accessed March 30, 2009).” If Web site no longer active, please insert “(Site no longer active)” in place of the “(accessed [fill in appropriate date])”

Cases and Statutes

Include statute and case reference information on separate lists in the source citation section.

Case List: Include on one list (titled “CASES CITED”) in alphabetical order any cases cited. Provide enough identifying information that a reader can easily locate the original text of the opinion [Reporter volume number, the usual Blue Book abbreviated name of the reporter or other volume where the case is reported, and the first page number in the case report. Where relevant and/or appropriate identify the particular court in question, as with circuit appellate courts.]

For example:

Commonwealth v. Aves, Pickering (Mass.) 193 (1936).

National Bank v. Commonwealth [of Kentucky], 76 U.S. (9 Wall.) 353 (1870)

In re Turner, 24 Fed. Cas. 339 (no. 14,247)(C.C.D. Md. 1867)

Statute List: Include on one list (titled “STATUTES CITED”) in alphabetical order any statutes cited. Provide enough identifying information that a reader can locate what the author located. Where US states are concerned, specific Blue Book recommendations are available for each jurisdiction. For most statutes, the relevant information is the year, the statute's title, and the first page in the annual compilation of the session laws for the statute.

For example:

Civil Rights Act of 1866, 14 Stat. 27.

Atomic Energy Act of 1947, Public Law 585, 79th Cong., 2nd sess. (August 1, 1946), 12, 19.

Telecommunications Act of 1996, Public Law 104-104, *U.S. Statutes at Large* 110 (1996): 56.

NB: For style rules governing bibliographic referencing of materials from archival and/or manuscript collections cited in the text, contact LSI (lsi-abf@abfn.org).

(6) ENDNOTES

Endnotes are for explaining or amplifying matters discussed in the main body of the text. Endnotes should not be used to provide the citation information listed in (5) above. Please do not place figures or lengthy tabulations in notes. Authors who anticipate a need to use endnotes for complex citations, figures, or tabulations contrary to this instruction must advise LSI lsi-abf@abfn.org. If interview information is listed in endnotes, include date/year interview occurred and, if pertinent, location of interview. If using pseudonyms, please state so either in the text or in the first endnote that includes interview information. Please include if interviews were conducted by the author or by others, and if fieldnotes and/or transcripts are in author's possession.

(7) OTHER SUPPLEMENTARY MATERIALS

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Tables

Number tables consecutively throughout the body of the manuscript. All tables must be cited in the text. Indicate in the text approximately where each table should be included. The text of the tables must not be embedded within the manuscript. Tables should be placed at the end of the document.

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Manuscripts and essays are line edited at the *LSI* office, in consultation with the author, before they are forwarded to Blackwell for production. Authors may still make reasonable substantive changes to their manuscripts during line editing. Authors must undertake a careful check of the line-edited manuscript. The author bears responsibility for the quality of the presentation and the accuracy of citations and other material.

After line editing has produced a finalized substantive text, all manuscripts and essays are submitted to Blackwell Publishing, where they are copyedited in consultation with the author. The Blackwell copyedit is a technical edit (production style and format) and not a substantive edit. That is, Blackwell undertakes only minimal copyediting of the final version of the manuscript. After the line-edited manuscript or essay has been sent to Blackwell for copyediting and typesetting, authors will have the opportunity to review the copyedited draft of the manuscript/essay, and also (subsequently) the page proofs, but it is costly to make substantive changes at those times.

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