



Visit our online author centre:  
[http://www.blackwell-compass.com/home\\_author\\_centre](http://www.blackwell-compass.com/home_author_centre)

## NOTES FOR AUTHORS

Thank you for agreeing to write an article for Sociology Compass – our unique online surveys journal from Blackwell Publishing. Please take a moment to read over these notes which will assist you in the preparation of your article. Please visit the Compass [Author Centre](#) for more information.

Sociology Compass will be used by a diverse audience, and many of the readers of the articles will be non-specialists. Your article should be accessible to them but still have fresh material that would be of interest to people in your field.

The article could be used by a tutor who wants to direct their students to a short article to use as the basis of a class discussion, by a researcher who wants to find out about the latest developments in adjacent fields, or by a tutor who wants to have to teach in an area outside of their specialty and needs to find out the main points that need to be put across to their students.

### Benefits for authors include:

- Article published within 6-8 weeks after acceptance of final copy
- A citable, peer-reviewed article, with a permanent DOI
- Indexing in *The Philosopher's Index*
- Full text available through *Blackwell Synergy*: ([www.blackwell-synergy.com](http://www.blackwell-synergy.com))
- International exposure / broad readership
- PDF offprint
- Free personal access to *Philosophy Compass*
- Online biography detailing your publications and research interests

In addition, you will receive free Blackwell books of your choice to the value of £30/\$50, if your manuscript is submitted by the agreed deadline.

### Compass Writing Style

The style should be crisp, concise and informative, and livelier than a research paper. Remember: you are writing for non-specialists from many different areas. Your article will be their gateway into a new subject. Your aim is to engage as well as inform the reader.

Articles will fall into at least one of the following three categories and will answer one or more of the questions below:

**1) Recent research and debates in your field** – What debates are driving your field? What new research has been published? What does it add to these debates or the field more generally? Can you put that new research in context?

Does a new school of thought or paradigm seem to be developing? Has a new controversy erupted?

**2) Comparative look across sections or boundaries** – Are there related things happening in different fields? Can you suggest comparisons that have not been fully explored? Can one area provide an insight into another when used in teaching or research?

**3) State of the field** – Can you offer a fresh perspective on developments in your field? Perhaps there are arguments or fads drawing attention away from what you think are the critical points? Perhaps the field is stagnating? Are students and teachers flocking to or fleeing from your field? Is your area well and fairly covered in the media? Are there resources or archives that are new or underused and are worthy of attention? Has the field been affected by or is it impacting on current affairs?

### **Topic and Length**

The topic and length of your article will be agreed with the Section Editor before you begin writing, but the average length is around 5000 words. Compass articles can be longer or shorter than this target length, based on the judgement of your Section Editor.

### **Presentation on the site**

Your article will be copy-edited and typeset like a print journal. Sociology Compass users will see an HTML version of the article on the screen, with the option to download a PDF version. Users will be able to cite your article in their publications, email details of the article to their colleagues, or use it in their class reading lists.

## Submitting your Article

Your article should be submitted to the Section Editor via [Manuscript Central](#).

If you have already been sent a User ID (in a reminder or confirmation email), there will already be an account registered for you. In order to retrieve the password for this account, simply use the Password Help box on the main Login page. Once you are logged in, the Main Menu will be displayed. Please click on the Author Center, and then the "Invited Manuscripts" link. You can click on the "Continue Submission" button to begin manuscript submission.

If the system has no account registered for you, you can simply click on 'Create Account' in the top right to register. If you are in any doubt, please contact [Philip.Smith@oxon.blackwellpublishing.com](mailto:Philip.Smith@oxon.blackwellpublishing.com).

Please submit, in **Microsoft Word** (.doc) format:

1. An *anonymous* version of your article, incorporating the title, abstract, full text, Works Cited list, any figures, tables or captions. Please do not include references to yourself as the author of the paper.
2. A separate title page (inc. your name, article title and affiliation).
3. A short biography document (see below for details)

Please note: If you do not use Microsoft Word, files in .rtf and plain text formats can also be accepted. If your article contains any special characters, it is

advisable to submit a supplementary PDF version of your paper, for cross-checking. [www.zamzar.com](http://www.zamzar.com) provide free file conversion, including PDF to Word.

### **Cover Letter**

Articles should be accompanied by a cover letter containing a statement that the article has not been submitted for publication elsewhere, and will not be submitted elsewhere until a decision has been rendered by the Editor-in-Chief. You may also give details of any special circumstances that apply to your article in the cover letter.

### **Title page**

The title should be concise and informative. Only the first letter and proper names are capitalized. The title page should include the title of the paper, name(s), primary professional/academic affiliation(s) i.e. Department/Unit and Institution and e-mail address(es), of the author(s) as they wish them to appear.

### **Abstract**

Please include an abstract of your article of not more than 150 words at the beginning of your manuscript. You should also select key words from the list provided (information to follow). ARTICLES CANNOT BE PUBLISHED WITHOUT AN ACCOMPANYING ABSTRACT. Please see the Compass [Author Centre](#) for information about how to optimise your abstract for search engines.

Optimising Your Title and Abstract : Many students and researcher looking for information online will use search engines such as Google, Yahoo! or similar. By optimizing your title and abstract, you will increase the chance of someone finding it. This in turn will make it more likely to be viewed and/or cited in another work. In order to optimise your abstract, we recommend you:

- Ensure the key phrases for your article's topic appear in the title and abstract e.g. 'Intercultural Communication.'
- Use the same key phrases, if possible, in the title and abstract. Note of caution: unnecessary repetition will result in the page being rejected by search engines so don't overdo it.

Click [here](#) for more information.

## **Presentation Style**

### **Text**

Ideally you should prepare your article using a well-known word processing program (such as MSWord) and save it as a .doc or .rtf file. The text should be submitted in a well-know 12-point font (such as Arial, Helvetica, or Times), with 2.54 cm (1 inch) margins on all four sides of the page. Authors may also use a special typeface (e.g. bold, italic, Greek, etc.) where necessary. All parts of the article (abstract, text, references, tables, and figure captions) must be double-spaced and paginated. Format your article as follows, starting each section with a new page: (1) title page, (2) abstract, (3) text, (4) acknowledgements, (5) references, (6) figure captions, (7) figures, (8) tables.

### **Use of English**

You may write in the version of English (e.g. UK, US, international) that is most comfortable to you. However whichever conventions you use must be followed throughout consistently (e.g. -ise or -ize).

### **Language**

Articles should be written in non-sexist, non-racist language, and phrasing that might generate antagonism or be construed to be cynical or derogatory should be avoided.

### **Dates**

Dates in the text should be given in the form 20 September 1985.

**Latin Abbreviations** (e.g. i.e. cf. N.B.) appear in plain text without a trailing comma.

### **Notes**

Sociology Compass does not accommodate either footnotes or endnotes, and specific arguments or points should be amplified at an appropriate place in the text.

### **Headings**

Only the first letter and proper names are capitalized.

#### **This is a first level heading**

First level headings are flush left on a separate line. The first text line following is flush left.

#### *This is a second level heading*

Second level headings are flush left on a separate line. The first text line following is flush left.

### **Short Biography**

PLEASE SUBMIT YOUR SHORT BIOGRAPHY AS A SEPARATE DOCUMENT TO THE ARTICLE.

Heading should be 'Short Biography'

At the end of the article please include a short biographical paragraph about yourself. You should include a few sentences about each of the following: educational history, recent professional/teaching history, research interests and some information about recent or forthcoming publications. Here is an example of a well-written biography:

*John Doris' research is located at the intersection of psychology, cognitive science, and philosophical ethics; he has authored or co-authored papers in these areas for Noûs, Bioethics, Cognition, Philosophy and Phenomenological Research, The Encyclopedia of Cognitive Science, The Encyclopedia of Ethics, and the Oxford Handbook of Contemporary Analytic Philosophy. His book Lack of Character (Cambridge 2002) argues that reflection on experimental social psychology problematizes familiar philosophical and "folk" conceptions of moral character. Current research involves both theoretical and empirical research on moral responsibility, evaluative diversity, rationality, and the self. He has held fellowships from Michigan's Institute for the Humanities, Princeton's University Center for Human Values, and the National Endowment for the Humanities. Before coming to Washington University in St. Louis, where he presently teaches, Doris taught at the University of Michigan and the University of California, Santa Cruz. He holds a BA in Philosophy from Cornell University and a PhD in Philosophy from the University of Michigan, Ann Arbor.*

### **Reference List**

The reference list is a very important tool for readers. Each reference will be linked electronically to the online source, so it is important that your bibliography be as concise and comprehensive as possible. YOUR ARTICLE CANNOT BE PROCESSED WITHOUT A OR REFERENCE LIST IN THE CORRECT FORMAT (see below).

References should be listed in alphabetical order at the end of the article. Authors should use the Harvard system in which authors' names (no initials) and dates are given in the main body of the text with specific pages indicated only in the case of quotations (e.g. Linton and Moisley 1960, 29). References are listed alphabetically at the end of the paper under the heading References, set out as follows, with double spacing for all lines.

### **Papers**

Barnett, Rosalind C. 1994. "Home-to-Work Spillover Revisited: A Study of Full-Time Employed Women in Dual-Earner Couples." *Journal of Marriage and the Family* **56**: 647–56.

### **Books**

Appelbaum, Eileen and Rosemary Batt 1994. *The New American Workplace*. Ithaca, NY: Industrial and Labor Relations Press.

### **Chapter of book**

England, Paula and Lori McCreary. 1987b. "Gender Inequality in Paid Employment." Pp. 286–320 in *Analyzing Gender: A Handbook of Social Science Research*, edited by Beth B. Hess and Myra Marx Ferree. Newbury Park, CA: Sage.

### **Other publications**

Where there is doubt (e.g. Occasional papers) include all bibliographical details. The place of publication should always be given when books are referred to.

### **Web Sites and Pages**

The full title of a Web site or page should be provided. Web site URLs should be cited at the end of a citation to an online source as follows: url (Last Accessed Date)

The last accessed date is required information for a citation, and authors should check all URLs before final submission of their article to ensure that they are still active. If they are not, alternative URLs or citations for the same information should be provided.

Please always ensure that a reference list is included at the end of your article because Sociology Compass will be making use of new technology to link to library catalogues.

### **Figures**

Images and illustrations should convey ideas efficiently or enhance the text. Figures must be legible, concise, and referred to in the text. All figures must be in digital form (jpeg or tiff for images).

Line weights less than one point should be avoided.

All type should be from common font families (e.g. Arial, Helvetica, or Times), unless a unique type font is critical to the theme of a map, for example, to help to engender the feelings of an historical era. Any type must be sufficiently large to be easily read at final print size and type sizes smaller than 6 point should be

avoided. Titles should be incorporated into the figure caption. Captions should not be a part of the figure. Type placed on screen tints or area patterns must be clearly readable.

### **Photographs and Illustrations**

Black-and-white or colour versions of all photographs and illustrations must be submitted as electronic files with a resolution of not less than 600 dpi. IT IS THE AUTHOR'S RESPONSIBILITY TO OBTAIN ANY NECESSARY PERMISSIONS, AND INDICATE ACKNOWLEDGEMENTS IN THE CAPTION.

### **Figure Captions**

Figure captions should be concise but as informative as possible, and must be typed double spaced and listed on a separate sheet. Figures and photographs are numbered consecutively using Arabic numerals (Figure 4, etc.). All diagrams illustrations and photographs are referred to as 'Figures',

### **Tables**

Tables must be typed double spaced, using as few horizontal rules as possible and no vertical rules. They should be numbered consecutively using Arabic numerals (Table 4, etc.). Titles should be concise but as informative as possible. Decimals appearing in tables should include leading zeros i.e. 0.1273.

## **Copyright**

Before the article is published on Sociology Compass you will be asked to sign an Exclusive Licence Form or ELF found in our [Author Center](#). Please return this at your earliest convenience to:

*Kirsten Claiden-Yardley  
Blackwell Publishing  
9600 Garsington Road  
Oxford  
OX4 2DQ  
UK*

We can also accept ELFs scanned as a pdf or by fax so long as the quality is good. Please fax your ELF to 01865 471297 or email it to [kirsten.yardley@oxon.blackwellpublishing.com](mailto:kirsten.yardley@oxon.blackwellpublishing.com).

## **Access to Compass**

Once your article has been published in Sociology Compass you will be given free personal access to the site.