

# Guidelines for articles

**Manuscripts** should be approximately 4000 – 6000 words in length (including the Notes, excluding Bibliography section). Please note that overly long papers will be returned without review at the Editors' discretion.

1. **Papers:** All submitted work should be provided in Word files and set in double-line spacing and conform to the LSEUPR housestyle set down below.
2. Papers identified as appearing to be in an early draft form will be returned to authors and removed from the assessment process.
3. The LSEUPR employs a peer review process where both authors and assessors are anonymous, authors should therefore ensure that their identities are not revealed in any way within their submitted articles and where this is not done authors will be asked to resubmit a version which hides their identity.
4. **Title page:** The title of the article, number of words (to include abstract, text, notes, bibliography and appendices) and date of submission or when the paper was last updated (i.e. no author names or contact details) should appear on a separate sheet to be uploaded onto the system.
5. **Article Text:** should contain the title, wordcount, abstract and six keywords and should contain no identifiable references to the author either in the text or in the acknowledgements or endnotes.
6. **Abstracts:** When submitting to LSEUPR, you should provide an abstract of up to 300 words, giving a concise statement of the intention, results and conclusions of the paper.
7. **Dates:** should be given in the form '12 December 1972' or 'on December 12th'.
8. **Numbering:** The least number of figures should be used in page numbers, dates etc. (eg pp. 22-4; 105-6 and 1948-9). In text and tables, decimals should be expressed: 0.012, 1.01 etc.
9. **Spelling practices** should be consistent throughout the article: acknowledgment (not acknowledgement); judgment etc.; organize, recognize etc. BUT analyse not analyze; focusing, focused; co-operation; in so far as (four words), inasmuch as (two words), none the less (three words), nevertheless (one word).
10. **Abbreviations:** full stops should follow abbreviations e.g. pp., p., ed. (but eds), vol. ( but vols), no. ( but nos), and full stops should not be used for Dr, Mr or in acronyms such as NATO or UN, or well-known abbreviations, BBC, USA, MP.
11. **Quotation marks:** always single except for a quote within a quote: 'Parliament "ought" to approve the legislation', he said.
12. The words 'per cent' and not 'percent' or '%' should appear in the text but '%' may be used in the Notes section, figures and tables.
13. Authors should avoid the use of sexist and racist language. Many professional bodies, such as the British Sociological Association, provide guidelines to assist authors.
14. **Tables and figures** should appear on separate sheets with self-explanatory titles. The position in the text of each table and figure should be clearly indicated in the manuscript. They should be consecutively numbered using Roman numerals (Table I, Table II etc.) and tables should contain the minimal number of lines with no boxes. If tables and figures cannot be included at the end of the text of the paper for any reason, then separate files for these need to be PDF'd and uploaded during the submission process. If the article is accepted for publication you may be asked to supply line and combination line/tone artwork as .eps files (one per figure) of 800 dpi, and tone artwork (photographs) as .tif files of 300 dpi. Colour must be converted to greyscale, ensuring that any resulting tints of black are distinguishable from each other where this is important to the diagram.
15. **Notes appearing in the text** should be kept to a minimum. They should be consecutively numbered using superscripts and placed at the appropriate point in the text.
16. **Acknowledgements** should be noted by following the title of the article and the acknowledgement itself included in the Notes section.
17. **Notes section:** All the material relating to notes cited in the text should be set in double line spacing and placed in a 'Notes' section at the end of the article before the Bibliography. See the following layout:

## Notes

1. The materials used for this study result from a series of questionnaires distributed to interest groups over the period in question.
2. This was an interesting response by several participants which was later retested later on in the same questionnaire.

18. **Bibliographical referencing in text:** The *Journal* uses the Harvard version of the author-date system for bibliographical references where the author and year of publication appear in the text and the full reference appears in a 'Bibliography' section at the end of the article. Please ensure all quotations are correctly referenced in the text and entered in the Bibliography.

a. *The form to be followed in the text is*

- 'of patriarchal authority (Connell 1987: 159-60)
- 'for example, Riley (1983) ...'
- 'a new view of operations (Abu-Lughold 1994; Watson 1999; Davis 1999)
- in the case of two works being referred to in the article which are by the same author and published in the same year the reference should be as follows 'see, for example Smith (1990a)', and if both are to be included in the one reference: 'Smith (1990a, b)', or if published by same author in a different year: 'Smith (1990, 1994)
- where several references are cited together in the text they may be placed in alphabetical or chronological order or in order of importance and separated by semi-colons. However, whichever style is adopted this should be applied consistently throughout the article.
- where there are four or more authors for a work the first name should be used, followed by et al.: ('Smith et al. 1969: 235-6')
- for mention of first editions and translations within the text, authors should cite the edition to which they are referring followed by the original publication date placed in square brackets e.g. (Marx 1970[1844]: 333).
- op.cit., ibid., idem. etc. should not be used – the author, date and page reference should be cited in full.

b. *The form for the Bibliography section*

- all material relating to references contained in the text should be placed in a separate Bibliography section, set in double-line spacing, after the Notes.
- authors should appear in alphabetical order. Where more than one article by an author appears these should be placed in chronological order and the name/s repeated and not replaced by a long dash. (–)
- entries should follow the following form. Please note the emboldening:

**Smith, A.J.** 1992 *Sociology Today*, London: Routledge.

**Smith, D., Jones, P. and Palmer, D.** (eds) 1991 'The Truth', *Education Journal* 10(3): 113–49.

**Travers, P.** 1991 'The Problems of Sociology' in J.J. Peterson (ed.) *Sociology Revisited*, Oxford University Press.

**Travers, P.** 1992 *Sociology in the 1990s*, Oxford: Blackwell.

**The Independent** 1995 'The State of Sociology Today', 3 June 1995: 20.

- for first editions and translations the author should enter

**Marx, K.** 2000 *Economic and Philosophic Manuscripts*, London: Smith and Pollack [first published London: Lawrence and Wishart, 1844].

**Sombart, Werner** 1976 *Why Is There No Socialism in the United States?*, London: Macmillan [first published in 1906].

- please ensure that all entries in the text are referred to in the Bibliography, and vice versa.

19. **Appendices:** Should be appended after the text of the article and before the Notes and Bibliography section. Tables and figures appearing in this section should be labelled AI, AII etc. and follow the normal rules applying to tables and figures given above.

20. **Proofs**, where possible, will be supplied as downloadable pdf files to authors of accepted articles for the correction of typesetting errors only. Expenses incurred by the introduction of new material, in all but exceptional cases, will be charged to the author.

