



*Irish Journal of Sociology*

**Irish Journal of Sociology**

**Manchester University Press**

**SUBMISSION GUIDELINES**

**General**

**Headings**

**Quotations**

**Notes/references/bibliography**

**Punctuation/spelling**

**Capitalisation**

**Numbers**

**Abbreviations**

**Italics/Bold**

**Hyphens**

**Note on bias**

## **General**

### Word length

The word length includes all notes, references and quotations.

The word length is 7000 words.

### Presentation

Use A4 paper: single-sided; *double-line spaced throughout (including notes, references and quotations)*; unjustified text; leave generous margins for copy-editor; indent each new paragraph (except those immediately below headings); use 12 point sized type throughout, *including notes and references*.

An abstract and key words must be included.

Key words (not keywords) should follow the format: lower case, separated by comma and no full stop at end.

You *must* submit:

One copy of the complete typescript, keep an identical copy with the same pagination as a reference for copy-editing queries

A cover sheet with your full name, institutional affiliation and contact details. You must **only** include your name on this cover sheet and not at the end of the article or in a header/footer.

### Sending in a submission

Email your submission to [ijs@sociology.ie](mailto:ijs@sociology.ie). Keep a copy of the original submission.

## **Headings**

Use minimum capitalisation in *all* headings: i.e. use initial capitals for first word and proper nouns only.

Avoid numbered subheads unless *absolutely* necessary (i.e. for cross-referencing purposes).

To distinguish levels of subheads, use bold or different sized type.

Use no more than three levels of subhead unless absolutely necessary.

Do not use numbers alone as subheads, as this doesn't convey any useful information to the reader.

If you want to indicate a break between paragraphs to show the start of a new section, but do not want to include a subhead, include a line space (NB Do not use asterisks; do not include line spaces between all other paragraphs). Text following line space should start full out not indented.

## Quotations

Quotations less than about five lines long should be integrated (i.e. run on in the text) and placed in quotation marks.

Quotations longer than about five lines should be extracted (i.e. begun on a separate line and indented with a space above and below; no quotation marks).

Use ellipses (*three* unspaced dots with space before and after) to indicate missing material within a quote. Do not use at the beginning and end of the quote unless it would affect the sense. Use square brackets round ellipsis only where a large chunk of text is omitted.

Indicate whether italics occurred in the original or have been added by you (either in parentheses or in a numbered note).

Use square brackets to indicate material that has been added by you.

Double check that all quotations are correct. This is not the copy-editor's job.

### Integrated quotations

Use single quotation marks. Double quotes should be used *only* for a quotation within a quotation.

When quotation marks enclose less than a complete sentence, the closing quote mark should *precede* the final punctuation. When quotation marks enclose a complete sentence or more, the closing quote should *follow* the final punctuation.

If the source appears with the quotation, place it in parentheses *after the closing quotation mark but before the final full point*.

Example: According to Habermas, economic globalisation 'quote from Habermas'(2001:50).

If verse is integrated, use a stroke to indicate a line break.

### Extracted quotations

Use no quotation marks at start/end; use single quotation marks within extracts. Place the source line (if it is to appear here rather than in a numbered note) in parentheses immediately *after the closing full point with no further punctuation after it*.

Translations

If quoting from a non-English source, the quotation should usually be in the original language. Give translation (either author's or from a published translation) if reader is unlikely to understand original language. The translation should usually appear in the text in parentheses immediately below the quotation but can be given in a numbered note if preferred. Alternatively, the translation can be given in the text and the original quotation in a numbered note. You can indicate in the preface the overall editorial policy used for translations. Particular points relating to individual translations can be given in the notes (if numbered notes are being used).

Author translating quotation

Quotation is followed by translation in parentheses. If using notes, place note number after original quotation, and give reference in note; if using author-date system, give reference in parentheses after quotation.

Integrated translation quotes

(single quote marks, double for a quote within a quote)

'Quotation quotation quotation' (author, date, pp) (Translation translation translation).

or

'Quotation quotation quotation'<sup>note</sup> (Translation translation translation).

Extracted translations quotes

Quotation quotation quotation. (author, date, pp)  
(Translation translation translation.)

or

Quotation quotation quotation.<sup>note</sup>  
(Translation translation translation.)

Translation of quotations from a different published source

Both the original and the translation sources should usually be referenced. But if the translation has been published, you may prefer not to cite the original as well.

Integrated quotes (translation also in quote marks)

'Quotation quotation quotation' (author, date, pp), 'Translation translation translation' (author date pp).

or

'Quotation quotation quotation', 'Translation translation translation'.<sup>note</sup>

Extracted quotes (parentheses not used, as translation is from a published source)

Quotation quotation quotation. (author, date, pp)  
Translation translation translation. (author, date, pp)

or

## ***Intext references***

Please use the author-date system, e.g. (O'Carroll 2002)

References within the text and after extracts should be cited by the author's surname and year of publication (and page number if necessary), e.g. (Smith 1979: 80). If citing more than one work together, use semi-colons to separate, e.g. (Nolan and Wiley 2000; Watson and Williams 2001).

Distinguish two or more works published in same year (1996a, etc.). These should be labelled a, b, c etc. according to the order in which they are cited in the text.

It is acceptable to use *et al.* in the text for works with more than three authors, e.g. (Keegan, McGee Brady *et al.* 1999:13) with *et al* in italics.

If you are referring to multiple authors of different texts, organise by date (earliest to latest) and then alphabetically if the year is shared e.g. (Skillington 2000, Connolly 2002, Glavanis-Grantham 2003, Hourigan 2003, Meaney 2004)

If numbered notes are used to give information other than references, any references that appear in the notes should also use the author-date system.

Please use endnotes rather than footnotes and only if necessary.

## References

*Ordering:* works should be ordered alphabetically; surname should precede first name or initials (spaced). Works by the same author can be ordered either alphabetically or by date (always by date in author-date system). Articles and books can be mixed together. Original works precede works edited by the same writer; works by single author precede joint works, e.g.

Smith, A.

Smith, A. and B. Jones [initials for second and subsequent authors must not be inverted]

The date of publication should appear immediately after author name/s. Works published in the same year should be distinguished 1996a, 1996b etc. according to the order in which they are cited in the text

## Irish Journal of Sociology

### SUBMISSION GUIDELINES 2010

Ensure all bibliographical references correspond exactly to those in the text in terms of spelling, capitalisation, hyphenation, etc.

For multi-author works, all authors' names should be given (unless there are more than three)

For chapter/article references, include page spans throughout.

#### Books

Book titles: use initial capitalisation (i.e. all important words, including first word after colon); italic; no quotation marks, e.g. *Cosmopolitan Ireland: Globalisation and Quality of Life*.

Chapter titles within books: minimum capitalisation; roman (not italic) in quotation marks, e.g. 'Neither Boston nor Berlin: Class polarisation and neo-liberalism in the Irish Republic', pp. 56-73 in Colin Coulter and Steve Coleman (eds), *The End of Irish History? Critical Reflections on the Celtic Tiger*.

For all book references, give both place of publication and publisher. Spell out university presses (e.g. Manchester University Press, not MUP).

#### Single author of a book:

Allen, K. 2000. *The Celtic Tiger: The Myth of Social Partnership in Ireland*. Manchester: Manchester University Press.

#### Joint author of a book:

Haywood, C. and M. Mac an Ghail. 2003. *Men and Masculinities: Theory, Research and Social Practice*. Buckingham: Open University Press

#### Single editor of a book:

... L.Russell. (ed.) *Colonial Frontiers: Indigenous-European Encounters in Settler Societies*. Manchester: Manchester University Press

#### Joint editors of a book:

... Colin Coulter and Steve Coleman (eds), *The End of Irish History? Critical Reflections on the Celtic Tiger*. Manchester: Manchester University Press.

Allen, K. 2003. 'Neither Boston nor Berlin: Class polarisation and neo-liberalism in the Irish Republic', pp. 56-73 in Colin Coulter and Steve Coleman (eds), *The End of Irish History? Critical Reflections on the Celtic Tiger*.

#### Joint authors of a chapter within a book:

Kirby, P. and M. Murphy 2008. 'Ireland as a Competition State,' pp. 165-85 in M. Adshad, P. Kirby and M. Millar (eds) *Contesting the State: Lessons from the Irish Case*. Manchester: Manchester University Press

#### Modern editor of a dated work:

Burney, Fanny 1972. *Camilla: or A Picture of Youth*, ed. Edward A. Bloom and Lillian D. Bloom London: Oxford University Press

Translation:

Masini, Lara-Vinca 1984. *Art Nouveau*, trans. L. Fairbairn. London: Thames & Hudson.

Journals

Journal titles: always in full (unless list of abbreviations given or full form given at first occurrence); initial capitalisation; italics.

Article titles: minimum capitalisation; roman (not italic) in quotation marks.

Single author:

O'Carroll, J. P. 2002. 'Culture lag and democratic deficit in Ireland: Or, "Dat's outside de terms of d'agreement"', *Community Development Journal* 37(1): 10-19.

Several authors:

Epstein, D., M. Kehily, M. Mac an Ghail and P. Redman 2001. 'Boys and girls come out to play: Making masculinities and femininities in school playgrounds', *Men and Masculinities* 4(2): 158-172

Unpublished sources

Unpublished books, theses and dissertations should be roman in quotation marks; use initial caps; give type of document, place of publication and date.

e.g. Cheshire, J. 1998. 'Early Victorian Stained Glass'. PhD dissertation, University of Exeter.

Unless published (in which case treat like an article from a book), conference papers should give the name of the organising body, the title of the conference and the date given.

Archival sources

Use the following order: place, reference no. of file, reference no. of document, status of document, author, title, date, page no. e.g. Public Record Office, London (hereafter PRO), T235/134, MAC (52) 153, memo by C. Cottrell 'Money', 6 August 1952, p. 2.

Newspaper articles

Use the following style for newspaper articles, giving the author's name if possible:

Barratt, P. 1996. 'The Big Fella: Michael Collins at the movies', *Irish Times* Saturday 12 October 1996.

Do not include *The* as part of newspaper titles (*The* should only be used for *The Times* and *The Economist*). When included as part of a sentence, use 'the *Observer*' etc.

Internet sources

Include <http://> if [www](http://www) is included.

Do not underline or italicise. Do not include brackets.

Include a full stop after the address if it occurs at the end of a sentence or note. Give dates when the sites were accessed if possible.

Internet addresses can be given under the author's name if appropriate. If you include full stops at the ends of entries in the references, then include them after internet addresses, e.g.

Patient Focus 2009 homepage, June, <http://www.patientfocus.ie>

#### Foreign titles

Publications in all modern European languages except French capitalise the initial letters of the first word and proper nouns only (all nouns in German).

French publications follow the same system unless the first word is a definite article or an adjective: in this case, the first noun and all preceding adjectives also have initial caps, e.g. *Les Femmes savantes*, *La Folle Journée*, but *A la recherche du temps perdu*.

Use initial caps for all journal titles.

## ***Punctuation/spelling***

#### Punctuation

*Apostrophe*: Thomas's, Jones's, but Moses', Bridges': i.e. when the word ending is pronounced 'iz', use an apostrophe only.

*Initials*: forename initials should be spaced (T. S. Eliot, not T.S. Eliot); all other initials are unspaced. [See 'Abbreviations'.]

*Parenthetical dash*: use a spaced dash to indicate a parenthetical dash (indicate in typescript by a single hyphen with a space either side).

*Parentheses*: as a general rule use parentheses not square brackets within parentheses.

*Quotation marks*: use single quotation marks. Only use double quotation marks for a quote within a quote.

#### American v. UK spelling

Use UK not American spelling. (However, retain American spelling in American proper names, such as Pearl Harbor, and in quotes.)

Use *ise* not *ize* ( *globalise* not *globalize*)

Irish Journal of Sociology  
SUBMISSION GUIDELINES 2010

The Oxford Dictionary for Writers and Editors (Oxford University Press, 2nd edn, 2000) is an extremely useful guide. If in doubt, follow this.

Exceptions to ODWE: use ~ise/~yse, not ~ize/~yze;  
encyclopedia/esthetic/etiology/fetus are acceptable (although ae/oe spellings may still be used).

List of problem words

- accommodate
- ageing (not aging)
- appendices (not appendixes)
- enquiry (but inquiry for official investigations)
- focused (not focussed)
- fulfil (not fulfill)
- gram (not gramme)
- judgement (but judgment in legal works)
- kilogram (not kilogramme)
- manoeuvre (not maneuver)
- programme (but computer program)
- sceptic (not skeptic)
- skilful (not skillful)
- hotel (not an hotel)

Foreign words/phrases

No accents on anglicised foreign words like elite, naive, role, etc., or on capital letters.

## **Capitalisation**

Minimum capitalisation

Use minimum caps for *all* headings (i.e. initial cap. for first word and proper nouns only).

MUP prefers a policy of minimum capitalisation for words in the text and titles (only using initial capitals where essential).

Job titles/affiliations/subjects

- \* the President, but a president, presidential [NOTE: for Vice-President and other compound titles, capitalise both initials]
- \* the Taoiseach
- \* the T.D.
- \* the King (referring to a specific individual), but a king
- \* Member of Parliament
- \* the Prime Minister, but a prime minister
- \* the Professor of Political Science, but a professor of political science

Institutions/organisations/places

- \* the Church (institution) but the church (building)
- \* the Dail
- \* the Seanad
- \* the Government (specific) but government (general)
- \* Fianna Fail, Fine Gael, Labour, Greens (use cap. Only for Fianna Fail party or party member); also applies to Fine Gael etc.
  - \* the Crown (meaning the monarchy)
  - \* the E.U.
  - \* House of Commons/Lords (always initial caps.); also the House
- \* Liberal (use cap. only for Liberal Party or party member); also applies to Conservative, Labour, Communist, etc.
- \* Northern Ireland, but northern England
- \* the Parliament (but parliamentary)
- \* the Senate (always cap.)
- \* the State (when referring to political communities)
- \* the West, Western Europe, etc., but western England and western societies
- \* the Third World not the third world

## **Numbers**

When to spell out

Spell out numbers (whether ordinal or cardinal) below 100: 'one, first'.

Exceptions: a series of numbers appearing close together in a mixed sequence (under and over 100), in which case use digits for all numbers in that section; numbers giving exact measurements or with abbreviated units of measurement such as 7 kg, 15.8 mm; in usual cases like 5.00 p.m. (but five o'clock); phrases involving hundreds, thousands, millions, etc., where round numbers are given (e.g., two hundred, fifteen thousand); always use digits with 'per cent' (NB 'per cent' rather than % except within tables and diagrams).

Spell out fractions with a hyphen: one-third not 1/3

Be specific about singular amounts: one thousand not a thousand

Ages

12-year-old girls not twelve year old girls

Description

3 male not three male

Sections

In section 1 not In Section One or In the first section

Elision/spacing

Use minimum digits in number spans (e.g. 133–4, not 133–34 or 133–134; 160–1, not 160–61 or 160–161), except for the teens (e.g. 112–13, not 112–3). Numbers greater than 999 should show a comma after the thousands digit (3,500, 11,650, etc.).

#### Units of measurement

Use metric units of measurement; no ‘s’ to appear in plural (5 kg, not 5 kgs). If pre-decimal currency is used, follow this style: £5 15s 6d

Use digits with abbreviated units of measurement, but spell out numbers if units are also spelled out (5 cm, but five centimetres); as a rule, use abbreviated forms, except for per cent.

Always put a number either side of a decimal point, e.g., 0.6 (not .6).

#### Dates

Use the style 31 January 1986, not 31<sup>st</sup> January or January 31.

Elide years to double digits: use 1985–86, not 1985–6, or 1985–1986; but 1999–2001, 2001–3. (NB 1985/86 may be used where years form a unit such as a financial year.)

BC years must be given in full: 536–514, not 536–14.

Spell out ‘nineteenth century’ (not 19<sup>th</sup>) but use 1800s (NB hyphenate only when attributive – e.g. ‘nineteenth-century furniture’ but ‘in the nineteenth century’).

Use 1930s, not thirties, 30s or ’30s.

Spell out events: Second World War not WWII

NOTE: Do not use vague phrases such as ‘over the last few decades’, ‘in recent years’, ‘currently’, which will be misleading for readers the longer the book is in print; be more specific, use ‘since the mid-1970s’, ‘between about 1970 and 1980’, ‘until early 1990’, post-Enlightenment etc.

## **Abbreviations**

As a general rule, avoid uncommon abbreviations.

The full form of abbreviations (except those used in references, such as i.e., ed., vols etc.) should be used at the first occurrence in the text followed by the abbreviation in parentheses not square brackets. The abbreviation only should be used thereafter (unless the context demands that the full form should be used). National Economic and Social Council (NESc) on first use; NESc thereafter.

Places/Addresses

Abbreviations should not be used for addresses:  
Wall Street not Wall St.

Abbreviations for places should be used:  
USA not US, United States or America  
UK not United Kingdom

idem, loc. cit., op. cit. should not be used.

'&' may be used for names of companies, institutions, etc. (e.g. Faber & Faber) but use 'and' when referring to two authors of a publication.

cf. (roman, not italic): note that cf. means 'compare', not 'see'.

fos for 'folios', not ff., which means 'following'.

ll. ('lines') should be avoided as this can be confused with roman numeral II or arabic number 11: spell out instead.

v. not vs. (roman, not italic).

For example not e.g.

Accident and Emergency not A&E

Professor not Prof

Use full author names where introduced in text: as Carmel Murphy and Linda Smith argue not as Murphy and Smith argue

### ***Punctuation/spacing***

Use full points after abbreviations (e.g., i.e., p., etc., *et al.*, *ibid.*, v., vol., p.m., Rev., ed.).

Do not use a full point after units of measurement (kg, mm), contractions (vols, eds, Dr, Mrs, Mr, Ltd: i.e. where first and last letters are given) except no. (number), or initials (BBC, DNA, GMT, NATO, USA, ICI, TV) except name initials which should also be spaced (T. S. Eliot).

Insert a space after p., no., vol., fos (p. 67, not p.67).

Include spaces around forward slash: fiscal / social not fiscal/social

In a list separated by commas, do not include a comma before the final *and*:  
scarcity, change and demand

Where *for example* is inserted in a sentence, separate by commas: They might, for example, point to

### ***Italic/bold***

Use italic for:

titles of publications (except series), including books (except the Bible, the Koran, etc.), journals, films, videos, plays, TV/radio programmes, titled musical works (but roman for Symphony no. 5 in C minor, etc.)

long poems (e.g., *Four Quartets*), but roman and quotation marks for short poems

titles of paintings and sculptures

names of ships

genera, species and varieties

foreign terms/phrases (except anglicised terms, such as 'elite', 'role', 'naive', which also appear without accents, and phrases which are quotations)

names of parties in legal cases (but v. is roman: NB use v. not vs.)

*ibid.*, *et al.*, *c.* (NB do not use *ca.*), but *via*, *vice versa*, *i.e.*, *e.g.* are roman

Avoid using italics for emphasis unless absolutely necessary.

Italics may be used for key terms/glossary terms, in which case they should not be used for emphasis elsewhere.

Note on use of bold

As a general rule, avoid using bold type. If emphasis is required for key terms/glossary terms, use italic.

Headings, contents, list of figures, etc. will be marked up later and should be typed in roman (unless bold is being used to distinguish different levels of heading).

### ***Hyphens***

Some common instances where hyphens should be used:

\*far-reaching

\*income-related

\*policy-makers

\*old-age

\*state-controlled

\*church-state

\*public-private

Some common instances where hyphens should not be used:

- \*lifetime
- \*latecomers
- \*shortcomings
- \*middleclasses

### **Note on bias**

Avoid using terms and phrases that express gender, racial or other bias.

#### Examples

- \* humanity or humankind, not mankind
- \* workers or workforce, not workmen
- \* chairperson or chair, not chairman
- \* artisan or craftsperson, not craftsman
- \* firefighters, not firemen
- \* manufactured, not manmade
- \* ancestors, not forefathers
- \* senior citizens or the elderly, not old people
- \* person with a disability, not cripple or handicapped/retarded/disabled person

#### Racial/ethnic groups

Be specific and accurate when referring to a racial, ethnic or national group. For example:

- \* in reference to the Travelling Community in Ireland, use Travellers not travellers
- \* aborigine signifies the original inhabitants of any country; for native australians use Aborigine (cap A)
- \* Afro-Caribbean, African or black African, Afro-American, etc., are preferable, although black people/blacks (lower-case b) are acceptable when referring to people of black-African origin
- \* Asian covers the whole of Asia, not just India and Pakistan: be more specific if possible
- \* black refers to people of black-African origin and does not include people of Asian or Arabic origin [See under Afro-Caribbean, above]
- \* coloured people: avoid this term; specify racial/ethnic origin
- \* Eskimo: use Inuit instead
- \* Indian: use Native American or Native Canadian to refer to American Indians, not Indian (this signifies a native of India) or Red Indian

#### Avoiding gender bias

Use 'he or she', 'her or him' (note alphabetical order), not just 'he', except to avoid a clumsy construction: in this case, reword in plural if possible; otherwise alternate use of 'he' and 'she' in examples. Do not use 's/he'.

NOTE: Do not refer to objects or places, such as ships or countries, as 'she': use 'it'.

Be careful not to make assumptions about, for example, the predominant sex in a particular profession/trade.

#### Use of places

\* Europe includes East Europe and cannot be substituted for West Europe or European Community

\* North America: remember that this includes Canada and Mexico; use United States if this is what is meant

\* use 'in Ireland' not 'at home' etc.

\* 'Britain' includes England, Scotland and Wales; the UK also includes Northern Ireland. Use England/Britain/UK accurately

#### Cultural bias

Do not assume that the reader shares your knowledge of societies, traditions, nicknames, organisations, systems etc.

When you refer to anything that is specific to a particular country or society, for example, include a footnote to explain it

e.g. the Irish secondary school system ( to readers outside Ireland basic information on this would be helpful in a footnote such as post-primary level, children aged approximately 11-18 years etc.)