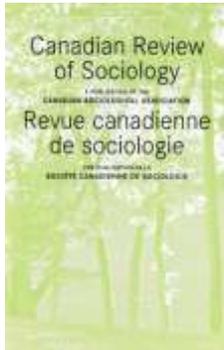




Canadian Review of Sociology



Author Guidelines

Manuscripts should be submitted online at <http://mc.manuscriptcentral.com/crs>. Full instructions and support are available on the site and a user ID and password can be obtained on the first visit. Support can be contacted by phone (888-503-1050), or via the Get Help Now link in the right-hand corner of the page.

Canadian Review of Sociology adheres to the double-blind peer review process. Therefore, authors must remove all identification materials such as author's name, reference to author's work, acknowledgements, and all material that could potentially identify the author. Author's name should also be deleted from the "Preferences" section in the submitted Word document.

WORD-PROCESSING DOS AND DON'TS

DO:

- Type your text in 12-point Times New Roman.
- Double-space the text.
- Use "ragged-right/left-justified" style (i.e., do not use full justification).
- Enter two hard-right carriage returns after each paragraph.
- Type the title of your article in Title Case and **bold**.
- Type sub-subheadings in UPPERCASE and **bold**.
- Use **bold** and *italics* where necessary in the text; do not underline.
- Use the default pagination on your system.
- Type only one space after punctuation (e.g., periods, colons).
- Use, whenever possible, the rounded or inclined apostrophe (’, not ') and the proper quotation marks (“ ” and ‘ ’, not " " or ' ').
- If you are typing foreign-language phrases, quotations, and so on in your text, include accents and other diacritical marks (´, ` , ¨, etc.) if they are available on your system. Otherwise, indicate them in red ink on your hard copy.
- Add a fixed space after bullets (•) in lists, if possible.
- Place the notes, bibliography, tables and figures at the end of the text.

- Put each table and each figure on a separate page. Indicate position of tables/figures in the text using a note set off by square brackets (e.g., [Insert Table 1 about here]).
- If you are using automatic footnote and/or bibliography software, include, if possible, a backup file consisting of footnotes reformatted as endnotes, together with the references list, in case either of these is lost during file transmission/conversion.
- Type names of authors in the bibliography in upper-/lower case (e.g., Chomsky, N.).

DO NOT:

- Indent paragraphs (this will be done by the publishing service).
- Break words at the ends of lines.
- Use periods in acronyms and non-geographical abbreviations (e.g., NAFTA, not N.A.F.T.A., *but* U.S.A., not USA).
- Underline.
- Reduce the size of superscript characters such as note reference numbers or marks (unless this occurs by default when you use automatic footnote software).
- Confuse the long and short *dashes* with the *hyphen*. The long dash (—) often called the em-dash, is used for separating clauses, to denote a break in thought, for emphasis, and so on. The shorter dash (–) or en-dash, and not the hyphen, is used between inclusive numbers (such as page numbers: pp. 376-78). It is also used when forming a compound that already includes an open compound, as in *pre-Cold War*. If you cannot find the dashes on your keyboard, use the hyphen (-) in place of the endash, and two hyphens (--) for the em-dash.

ON THE USE OF ITALICS

- *Italics* should be used in the following instances:
 - a) For book titles.
 - b) For little-used or obscure foreign words and phrases: *grève du zèle*, *vakfiye*, *Weltschmerz*.
 - c) Common Latin abbreviations such as et al. need not be typed in italics.
 - d) For examples in the text: What is meant by *random selection*? (Note that the question mark next to a word in italics should be italicized as well; this is also true for commas, apostrophes and quotation marks.)
 - e) For words that need to be emphasized: The gap between *mead* (beverage) and *mead* (a meadow) is narrow.

QUOTATIONS

- Use roman type and quotation marks to set off short quotations within the text:
- What this involves is "a whole body of wisdom, commonplaces, ethical precepts and at a deeper level, unconscious principles of an ethos."

- Quotations that would exceed two lines in the regular text should be set off from the rest of the text with line spaces:

As Swain (1976) wrote 15 years ago:

The French Canadians are making serious attempts to maintain their native language and culture. For the present, this appears to imply a concomitant move towards French unilingualism. The English Canadians, threatened neither by native language loss nor by cultural assimilation, and gradually accepting possible economic and educational advantages to the learning of French, are manifesting an increased interest in acquiring bilingual skills.

TEXTUAL REFERENCES

- Use the author-date system; in other words, do not cite the entire bibliographical reference within the text. List the last name(s) of the author, followed by the publication date. When applicable, the publication date can be followed by a colon and the page number. The following forms may be used:

The first stream is comprised largely theoretical work that points to the importance of class position (Turner 2015; Wright et al. 1982), ...

... According to Howell (1993), the divorce rate can be explained by...

Sayre (2008:131), following a thorough examination of the origins and different interpretations of carrying capacity, concluded that...

...abrupt environmental change within continental to planetary scale systems” (Rockström et al. 2009:32).

ABOUT THE REFERENCES

- DO NOT translate names of authors, titles of books or articles or names of publishers that appear in another language in the original work.
- DO translate the names of cities that have English equivalents (e.g., Naples, The Hague) as well as abbreviations such as N^o (Numéro in French; becomes No. in English), réd. rédacteur(s)/trice(s); becomes ed. or eds. and so on.
- DO list your references in alphabetical order by author or by principal author. If you cite more than one publication by the same author, list the references in chronological order, beginning with the oldest. To distinguish between several articles published by one author in the same year, use lowercase letters: 1977a, 1977b, and so on.
- BOOKS are referenced in the following manner (if you are using a software application to create your references and bibliography automatically, set it to reproduce this preferred system):

- a) Surname of the first author (see last point under "Word-processing DOs").
- b) Initial(s) of the first author.
- c) Initial(s) and surname(s) of the co-author(s), if applicable (see example below).
- d) Year of copyright.
- e) *Title* (in italics).
- f) *Subtitle* (in italics), if there is one.
- g) Name of the collection, if applicable (optional).
- h) Place of publication.
- i) Publisher.
- j) Number of pages (optional).

Corrigan, P. and P. Leonard. 1978. *Social Work Practice under Capitalism: A Marxist Approach*. London: Macmillan.

Bourdieu, P. 2003. *Firing Back: Against the Tyranny of the Market 2*, edited by L. Wacquant. London and New York: Verso.

Brownlie, I. and K. Baker. 1990. *Principles of Public International Law*. Vol. 553. Oxford: Clarendon Press.

Note that in a bibliography, the principal elements of a reference are separated by periods, and a colon separates the place of publication from the publisher's name.

- ARTICLES published in PERIODICALS are referenced in the following manner:

- a) Surname of the first author (see last point under "Word-processing DOs").
- b) Initial(s) of the first author.
- c) Initial(s) and surname(s) of the co-author(s), if applicable (see example below).
- d) Year of copyright.
- e) "Title" (between quotation marks).
- f) *Name of periodical* (in italics).
- g) Issue's volume and number (number should be in brackets, and should be followed by a colon).
- h) Page numbers of the article.
- i) Name of the association, conference, etc. (optional).
- j) Place of publication (optional).
- k) Publisher (optional).

Boas, T. and J. Gans-Morse. 2009. "Neoliberalism: From New Liberal Philosophy to Anti-Liberal Slogan." *Studies in Comparative International Development* 44(2):137–61.

Tiedens, L.Z. 2001. "Anger and Advancement versus Sadness and Subjugation: The Effect of Negative Emotion Expressions on Social Status Conferral." *Journal of Personality and Social Psychology* 80(1):86–94.

Note that when typing the title of a book in English, the first letters of all nouns, verbs, adjectives, adverbs and pronouns are capitalized. Only capitalize the first letters of articles, conjunctions and prepositions (no matter what their length) when they appear as the first or last word in the title, or if they appear immediately after a dash or colon: *On the Creation and Use of English Compound*

Nouns: A Model. Lower-case the "to" in infinitives. When typing the title of an article, lower-case all words except for the first or last word in the title, proper names, and articles, conjunctions and prepositions appearing immediately after a dash or colon: "On the creation and use of English compound nouns: A model."

- ARTICLES appearing in ANTHOLOGIES are referenced in the same way as those published in periodicals, with three exceptions:
 - a) Include page numbers after the article name (e.g. Pp. 10-12)
 - b) The word "in" precedes the title of the anthology.
 - c) Include the name(s) of the editor(s) after the anthology name (e.g. edited by)

Foucault, M. 1980. "Prison Talk." Pp. 37–54 in *Power/Knowledge: Selected Interviews & Other Writings 1972–1977*, edited by C. Gordon. New York: Vintage Books.

- An ANTHOLOGY may also be classified as a book, under the name(s) of its editor(s).

Rabinow, P. and N. Rose. 2003. "Introduction: Foucault Today." *The Essential Foucault: Selections from the Essential Works of Foucault, 1954–1984*. New York: New Press.

- When a work is produced by a COLLECTIVE (country, organization, society, etc.), the latter is considered as the author and the bibliographic entry is classified according to such:

Québec. Office de la langue française. 1973. *La normalisation linguistique*. Québec: Éditeur officiel.

- When a work is derived from a WEBSITE/URL, reference as per the following examples:

Conway, J.F. 2013. "Thou Shalt Not Commit Sociology." *CAUT Bulletin*. Retrieved November 29, 2016 (https://www.cautbulletin.ca/en_article.asp?articleid=3705).

Kaye, J. and D. Béland. 2014. "Stephen Harper's Dangerous Refusal to 'Commit Sociology.'" *Toronto Star*, August 22. Retrieved November 29, 2016 (https://www.thestar.com/opinion/commentary/2014/08/22/stephen_harpers_dangerous_refusal_to_commit_sociology.html).

Statistics Canada. 2016. "Labour Force Survey Estimates (LFS), Duration Unemployment by Sex and Age Group." Retrieved December 5, 2016 (<http://www5.statcan.gc.ca/cansim/a26>).

Durkheim, É. [1890–1900] 1950. *Leçons de sociologie. Physique des moeurs et du droit (1890-1900)*. Paris: PUF. Retrieved June 7, 2017 (<https://doi.org/doi:10.1522/cla.due.lec>).

- TRANSLATION entries should be listed in the following manner (note sequencing of titles and translator's name):

Foucault, M. 2007. *Security, Territory, Population*. Translated by G. Burchell. New York: Palgrave MacMillan.

FOOTNOTES

- Notes are numbered from 1 to x and must correspond to the same number in the text. To cite a particular work, give the same information as for a bibliography entry, but with the following changes: (1) give the author's surname; (2) the publication year followed by a colon; (3) list the page number where the quotation appears. Ex:

1. In particular, Duesenberry's "demonstration effect" highlights how coming into regular contact with superior goods can often undermine preferences for existing, all of a sudden, "inferior" goods (Lichtenberg 1996:278–79)