

# Canadian Review of Sociology

## Author Guidelines

Revised Jan 2021

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. For help with this system click the 'Help' link in the right-hand corner of the page.

For editorial questions, please contact the editor directly at [tladams@uwo.ca](mailto:tladams@uwo.ca)

### Double-Blind Peer-Review:

The Canadian Review of Sociology (CRS) adheres to the double-blind peer review process. Therefore, authors must remove all identifying information, including author's name, references to the author's publications or research projects, acknowledgements, and any other material that could identify the author.

### Types of Articles Published in the CRS

#### ORIGINAL ARTICLES:

Original articles present the results of empirical research into sociological phenomena, and/or develop new theoretical insights. Typically 7,000 to 9,000 words in length (including any tables, references, and footnotes), these articles **seek to advance sociological understanding by building on and extending existing sociological research and theory**. Articles that combine empirical research — using qualitative, quantitative, historical, or other methodologies — with theoretical contributions are especially welcome. **Original articles are peer-reviewed.**

[Submission is through Manuscript Central.](#)

#### RESEARCH NOTES:

Research notes are **more concise contributions**, usually 5,000 to 7,000 words in length. They typically take one of the following forms: (1) They present the findings of research in progress and reflect on methodological challenges, opportunities, and/or debates; (2) They critically evaluate existing research in the discipline and recommend next steps; (3) They present the findings of a small-scale study or review, and discuss its significance for our sociological

understanding of a phenomenon, or future sociological research in the area; (4) They present empirical findings from a research endeavour to fill a gap in the literature, without a broader theoretical argument. **Research notes are also peer-reviewed.**

[Submission is through Manuscript Central](#)

## COMMITTING SOCIOLOGY:

The *Committing Sociology* section of the journal publishes **short, timely pieces, addressing current debates, social concerns, and recent events in sociology and its subfields**. We encourage the following:

- \* Review essays of three or four books on a related topic.
- \* Symposia consisting of a series of short articles discussing and debating emerging, central, or controversial issues in a specific sociological subfield. We are especially interested in symposia generated by the existing CSA research clusters.
- \* Other short pieces touching on controversies or emerging issues in the discipline.

Submissions can be made by individuals or groups (symposia, debates). ***Committing Sociology* submissions are not peer-reviewed.**

[Submit directly to the editor: tladams@uwo.ca](mailto:tladams@uwo.ca)

## Preparing Your Manuscript: Formatting Do's and Don'ts

### DO

- \* Type your text in 12-point Times New Roman.
- \* Double-space the text.
- \* Submit a file in Microsoft Word
- \* 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 section headings in **UPPERCASE** and bold.
- \* Type section sub-headings in *italics 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).
- \* In the text, use “percent” not “%” (the symbol is acceptable in a table or figure).
- \* Use whenever possible, the rounded or inclined apostrophe ( ‘ not ' ) and the proper quotation marks (“” and ‘ ’, not "").
- \* Use footnotes instead of endnotes.
- \* If you are typing words and phrases in a language other than English, include accents and other diacritical marks, if they are available on your system.
- \* Add a fixed space after bullet points.
- \* Place the references, tables and figures at the end of the text (in this order).
- \* 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 here]).
- \* Tables should have a table title and table footnotes where necessary. Tables should also be editable.
- \* Type names of authors in the bibliography in the upper-/lower case (e.g., Chomsky, N.).
- \* If you are using automatic footnotes and/or bibliography software, save, if possible, a backup file consisting of footnotes (reformatted as endnotes), together with the reference list, in case either of these is lost during file transmission/conversion).

**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 emdash, 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.

## NOTE 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 (double) quotation marks to set off short quotations within the text:

Example:

\* 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:

Example:

As Swain (1976) wrote,

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.

## 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.

Example:

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).

## In-Text Citations

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. For works with three or more authors, list all authors (up to 6 authors) at first citation; in subsequent citations to the same work, list the first author followed by "et al."

When applicable the publication date can be followed by a colon and the page number.

The following provide examples:

More than two decades ago sociologist Arlie Hochschild (1989, p. 4) identified a problem she termed the "stalled revolution."

... we want to draw attention to the other axes of difference that situate this group (Choo & Ferree 2010).

Canadian immigrants' experiences of linguisticism have been examined with a sociological lens (Creese 2010; Creese & Kambere 2003).

... objective factors such as the form of the action or its timing are not related to media coverage (Smith et al. 2001; Wilkes, Corrigan-Brown & Myers 2010).

## 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<sup>o</sup> (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.

- When several references by the same author are provided, write the full name out each time. Do NOT use em dashes or other marks instead.
- Generally, the principal elements of a reference are separated by periods, and a colon separates the place of publication from the publisher's name.

## **BOOKS**

Livingstone, D.W. (1999) *The Education-Jobs Gap: Underemployment or Economic Democracy*. Toronto: Garamond Press.

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

## **ARTICLES**

Creese, G. & E.N. Kambere. (2003) "What Colour Is Your English?" *Canadian Review of Sociology / Revue canadienne de sociologie* 40(5), 565–73.

Wilkes, R., C. Corrigan-Brown & D.J. Myers. (2010) "Packaging Protest: Media Coverage of Indigenous People's Collective Action." *Canadian Review of Sociology* 47(4), 327–57.

## **ARTICLES IN ANTHOLOGIES AND BOOK CHAPTERS**

Foucault, M. (1980) Prison talk. In: Gordon, C. (Eds.) *Power/knowledge: Selected interviews & other writings 1972-1977*. New York: Vintage Books, pp. 37-54.

## **WORK PRODUCED BY A COLLECTIVE (country, organization etc.)**

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

## **WORK DERIVED FROM A WEBSITE/URL**

Statistics Canada. (2016) *Number of Employed People Aged 25 to 54 by Industrial Sector, Canada, 1976 to 2015*. Available at: <http://www.statcan.gc.ca/pub/89-503-x/2015001/article/14694/c-g/c-g015-eng.htm> [Accessed 5th February 2019].

Kaye, J. & D. Béland. (2014) *Stephen Harper's Dangerous Refusal to 'Commit Sociology.'* *Toronto Star*, August 22. Available at: [https://www.thestar.com/opinion/commentary/2014/08/22/stephen\\_harpers\\_dang](https://www.thestar.com/opinion/commentary/2014/08/22/stephen_harpers_dang)

erous\_refusal\_to\_commit\_sociology.html [Accessed 29<sup>th</sup> November 2016).

## **ARCHIVAL RESEARCH CITATION**

Department of Social Welfare. 1967–1969. British Columbia Archives (BCA). GR365 box 3, grants.

Minister of Human Resources. 1976. British Columbia Archives (BCA). GR941, box 7, file 7, Letter to Bob Smith, May 30.

## **DATA SET**

NHS Digital., (2015). *Statistics on obesity, physical activity and diet, England* [Data set]. Leeds: NHS Digital. [Accessed 23 January 2017]. Available from:  
[https://data.gov.uk/dataset/statistics\\_on\\_obesity\\_physical\\_activity\\_and\\_diet\\_england](https://data.gov.uk/dataset/statistics_on_obesity_physical_activity_and_diet_england)

## **TRANSLATION**

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

## **NOTE**

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.*”

## **Information Needed Before You Upload Your Article**

The online submission system will ask you for certain information as you submit your article. It may be helpful to have this information prepared before submission.

## **DETAILS ABOUT YOU AND THE MANUSCRIPT**

The online system will ask you to provide the full article title, your name and contact information, and information on any funding that supported your research.

## **RUNNING HEAD**

A short version of your title that could appear at the top of the page upon publication.

## **ABSTRACT**

Abstracts should be 100–150 words in length.

## **KEYWORDS**

- Provide a few key words that reflect your article's subject matter.
- Heading: **KEYWORDS** in ALL CAPS and bold
- Placement: below the Abstract in the Abstract box
- Set in lowercase (except for proper nouns, etc.); alphabetical order; separated by commas; no end period.

## **RECOMMENDED REVIEWERS**

The online submission system will ask you for the names of possible reviewers for your manuscript. As a generalist journal publishing articles on topics across the discipline, it is sometimes difficult for us to identify experts with knowledge of your specific sub-area. Providing us with a list of potential reviewers not only eases our ability to find reviewers for your manuscript, but it also ensures your manuscript gets a fair reading from scholars who have knowledge of the area you are writing about and who find it important.

When submitting your manuscript, you will find it helpful to have a **short list of potential reviewers**, their institutional addresses and contact information (email addresses) at hand.

Keep in mind these should be **arms-length reviewers**. Since the CRS / RCS has a double-blind review process, they should *not* be people who have seen earlier drafts of your manuscript, and/or who might easily identify you as the author of it. They *should* be people who have expertise in, or at least knowledge of, your subject matter.

To clarify, recommended reviewers **should not be**

- \* scholars with whom you have published or done research with in the last 10 years;
- \* supervisors, mentors, or mentees;
- \* scholars working at your current (or recently former) institution;
- \* anyone else you have a close relationship with;
- \* anyone who has read and commented on an earlier draft of the paper;



\* someone *without* knowledge of your subject area.

Rather, they **should be arms-length scholars, with knowledge of your subject area, who are not currently working at the same institution as you.**

## **COVER LETTER**

The cover letter provides an opportunity for you to write a brief letter to the editor introducing your article and highlighting any issues you want to raise. If you have anything you want the editor to know about your manuscript, you should describe it here. A cover letter is not mandatory.

## **MANUSCRIPT DETAILS**

You will be asked for details on the number of manuscript pages, number of tables and figures. There will also be several information check-boxes relevant to conflicts of interest, adherence to journal policies, and whether the manuscript is intended for a special issue.