



# Canadian Review of Sociology

## Author guidelines

January 2024

### Submissions

Manuscripts must be submitted online:

*For submissions started prior to March 16, 2023 please visit [Manuscript Central](#) to manage or complete your submission.*

As of March 16, 2023 all new Canadian Review of Sociology manuscripts are submitted through the [Research Exchange](#) platform.

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 bottom right-hand corner of the page.

For editorial questions, please contact the Editors directly at [crs-journal@csa-scs.ca](mailto:crs-journal@csa-scs.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.

You may cite your own work, but do not use wording that identifies you as the author. For example, it is fine to say, "Maroto and Pettinicchio (2023) found that..." However, avoid saying, "We found that ... (Maroto and Pettinicchio 2023)."

### Types of articles published in the CRS

CRS publishes three types of articles – Original Articles, Research Notes, and Committing Sociology pieces.

#### **ORIGINAL ARTICLES:**

Original articles present the results of empirical research into sociological phenomena, and/or develop new theoretical insights. Original articles should be no more than 8,000 words in length excluding tables and references but including footnotes and endnotes. Original 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 [Wiley](#)

## **RESEARCH NOTES:**

Research notes are more concise contributions, usually 4,000 to 5,000 words in length. They typically take one of the following forms:

- They present the findings of research in progress and reflect on methodological challenges, opportunities, or debates;
- They critically evaluate existing research in the discipline and recommend next steps;
- 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;
- 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 [Wiley](#)

## **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. Like Research Notes, these are shorter than Original Articles and usually 4,000-5,000 words in length. 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 typically peer-reviewed, but editors will usually provide comments and feedback. Submission is through [Wiley](#).

## **Initial Submissions**

During the initial submission, the journal applies a free format submission policy. This means that we will review articles that are not formatted according to the journal's guidelines. However, we will return articles if they (1.) contain identifying information; (2.) greatly exceed 8,000 words; or (3.) fail to conform to broad norms of scholarly writing in the social sciences. Please see the end of this document for additional details regarding norms and requirements.

All new submissions will be made through the [Wiley](#) submission site. After choosing the type of submissions (Original Article, Research Note, or Committing Sociology), you will then be asked to upload your Manuscript, Title Page, and Conflict of Interest Statement. You may also upload Figures, Tables, Supplementary Material for Review, Additional Files for Review but Not for Publication, Supplementary Material Not for Review, and a Cover Letter.

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

### **Anonymized Manuscript**

The Manuscript must be uploaded as a Word (.doc or .docx) document. Wiley's system will then extract key information from the manuscript for you to review and confirm.

The main manuscript document may be submitted without journal-specific reformatting. It may include embedded figures and tables, but it should not include any supplementary materials.

It should not contain identifying information (authors' names, affiliations, and funding sources).

On the first page of the manuscript, please include an abstract of 100–150 words in length and 3–5 keywords that reflect your article's subject matter. Keywords should be in lowercase (except for proper nouns), in alphabetical order, and separated by commas with no end period. Title these sections ABSTRACT and KEYWORDS.

### **Title Page**

The title page (which will not be sent to reviewers) should include the following:

- Full manuscript title
- Authors' complete names and institutional affiliations
- Address for the corresponding author, including name, physical address, and email address
- Grant numbers and funding information
- Acknowledgements

### **Conflict of Interest**

If any authors have a conflict of interest, then you must upload a single conflict of interest document that describes the conflict.

If you do not have any conflict of interest to disclose, check the box that states: "None of the authors have a conflict of interest to disclose."

### **Supplemental Materials**

In addition to these files, you may also submit supplemental materials under the following headings: Supplementary Material for Review, Additional Files for Review but Not for Publication, and Supplementary Material Not for Review.

Supplemental Materials might, for example, include methodological appendices, additional tables or figures, and sensitivity analyses.

## 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. Cover letters should include information on the number of manuscript pages, tables, and figures. If you have anything you want the editor to know about your manuscript, you should describe it here. A cover letter is not mandatory, but it is encouraged.

## Additional Information

After confirming information from these files, the system will ask you to provide additional information.

*Funding:* Indicate whether you received funding and list all funders for this manuscript and associated research. This helps to ensure that you're compliant with any funder mandates.

*Keywords:* Indicate 3-5 keywords if you did not already do so within the manuscript.

*Special Issue:* Indicate whether the manuscript is being submitted for a special issue.

*Resubmission:* Indicate whether the manuscript has been previously submitted to the journal.

## Suggested Reviewers

Share the names and contact information for 4-10 potential 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. Because 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.

**Opposed Reviewers:** You also have the opportunity to indicate individuals who you oppose as peer reviewers for your manuscript.

## Manuscript Structure

Although there is variation in how scholars approach putting together a manuscript for peer review, manuscripts must all conform to the broad norms of writing scholarly work in the social sciences. For examples, please see published articles in prior issues like:

Kwon, E. (2023). Considering the Role of Integration Experiences in Shaping Immigrants' Post-Migration Food Choices and Eating Practices. *Canadian Review of Sociology/Revue canadienne de sociologie*, 60(4), 741-762.

Shafer, K., Scheibling, C., & Milkie, M. A. (2020). The Division of Domestic Labor Before and During The COVID-19 Pandemic in Canada: Stagnation Versus Shifts in Fathers' Contributions. *Canadian Review of Sociology/Revue canadienne de sociologie*, 57(4), 523-549.

Seabrook, J. A., & Avison, W. R. (2012). Socioeconomic Status and Cumulative Disadvantage Processes Across the Life Course: Implications for Health Outcomes. *Canadian Review of Sociology/Revue canadienne de sociologie*, 49(1), 50-68.

Maroto, M. and Pettinicchio, D. (2020). Barriers to Economic Security: Disability, Employment, and Asset Disparities in Canada. *Canadian Review of Sociology/Revue canadienne de sociologie*, 57(1), 53-79.

Normally, papers include the following sections: (1.) Abstract, (2.) Introduction, (3.) Background or Theoretical Framework, (4.) Data and Methods, (5.) Results and Findings, and (6.) Discussion and Conclusion. Sections may include descriptive headings and subsections.

An **Abstract** is a short statement that presents the key issues, describes the larger study, and identifies the contributions of the work. It should address the scope, purpose, results, and contents of your manuscript in 100-150 words.

The **Introduction** reviews the central goals, methods, and findings for the project. It outlines the key problem and research question or puzzle. It indicates the researcher's expectations and empirical, theoretical, methodological, and/or practical contributions, and it provides a road map to the rest of the article.

The Introduction is followed by the **Background or Theoretical Framework**. This section includes a discussion of the key theoretical considerations motivating the work that have direct bearing on

the research expectations and empirical strategy. This section should be organized around key theories and concepts where previous research is used to support the argument. It should not simply be a review of the literature. Sometimes, if authors must explain their (empirical) case in greater detail and could not do so in the Introduction, the theoretical considerations are followed by a discussion of their case.

For empirical articles, this is followed by the **Data and Methods** section. This section must thoroughly explain the nature of the data and measures used - whatever the data might be - followed by a detailed discussion of the analytical strategy. For a **quantitative study** this should include (at minimum) a discussion of the dataset, collection procedures, sample size, response rates, and coverage areas. For a **qualitative study**, this should include (at minimum) a discussion of the sample, recruitment procedures, and process for collecting data (e.g., interviews, participant observation, textual analysis). Please ensure to provide sufficient information and context around data and analytical approaches used, regardless of whether the methodology is qualitative or quantitative.

**Findings** should then be discussed in light of the initial research expectations outlined in the Introduction and Theoretical Framework sections. These should tie back into the theoretical considerations already laid out. Many findings sections will include tables and graphs to help summarize the findings. All tables and figures should be numbered with titles and captions. It is helpful to organize this section by research questions, variables, or themes with subsections for each.

The **Conclusion and Discussion** should briefly summarize the main theoretical and analytical take-aways, and it should also move beyond that to consider broader research implications. Authors may also wish to discuss practical and policy implications. This is also where authors outline the limitations of their analysis.

Please use appropriate and helpful signposts throughout the paper. For example, it's more helpful to provide a substantive heading for the body of the paper than simply "literature review." Similarly, if authors have a robust conclusion, it may be necessary to divide that into a separate conclusion section and a discussion section.

These formal sections should then be followed by the Endnotes, References, Tables, Figures, and Appendices.

## Formatting Guidelines

Please ensure your manuscript follows these formatting guidelines. Guidelines exist to improve the organization and readability of your manuscript.

### General Formatting Requirements

- Type text in 12-point Times New Roman.
- Double-space the text.
- Margins should be no smaller than 1 inch all around.
- Submit a file in Microsoft Word (.doc or .docx).
- Include page numbers.
- Use ragged-right/left-justified style (i.e., do not use full justification).
- Use endnotes instead of footnotes and keep these to a minimum.
- Place the references, tables, and figures at the end of the text (in the order in which they appear).

### Headings and Titles

- Type the title of your article in **Sentence case** and bold.
- Type section headings in **UPPERCASE** and bold.
- Type section sub-headings in **Sentence case** and bold.

### Tables and Figures

- 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 and figures should be numbered consecutively and have a descriptive title and footnotes that include the source of the data and any necessary notes. Tables should also be editable.

### Citations and References

- 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 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).

### Statistical Significance

- Use asterisks \*, \*\*, and \*\*\* to indicate significance at the  $p < 0.05$ ,  $p < 0.01$ , and  $p < 0.001$  levels.
- Results at  $p > .05$  (e.g.,  $p < 0.10$ ) should not be indicated as significant.

## **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.

## **Endnotes**

The CRS/RCS uses endnotes, rather than footnotes. Endnotes should be numbered from 1 to x and must correspond to the same number in the text. Endnotes should be kept to a minimum and each note should not exceed 100 words. They can be used to amplify text or reference material that cannot be referenced in-text. In many cases, longer notes can either be incorporated into the text or included as part of an appendix.

## **In-text Citations**

Use parenthetical in-text citations and the author-date system. 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 to six authors, list all authors at first citation. In subsequent citations to the same work, list the first author followed by “et al.” For works with seven or more authors, always list the first author followed by “et al.”

When applicable the publication date should be followed by a comma and the page number when including a direct quotation.

*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, Corrigall-Brown & Myers, 2010).

## References

- List 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, e.g., 1977a, 1977b, and 1977c.
- Using a hanging indent.
- 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° (Numéro in French; becomes No. in English), réd. rédacteur(s)/trice(s); becomes ed. or eds. 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.
- Generally, the principal elements of a reference are separated by periods, and a colon separates the place of publication from the publisher's name.

*Examples:*

### Books

Satzewich, V. (2015) *Points of entry: how Canada's visa officers decide who gets in*. Vancouver: UBC 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. & Kambere, E.N. (2003) What Colour Is Your English? *Canadian Review of Sociology / Revue canadienne de sociologie*, 40(5), 565–73.

Wilkes, R., Corrigall-Brown, C. & Myers, D.J. (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**

Côté, R.R. (2012) Networks of advantage: Urban indigenous entrepreneurship and the importance of social capital. In: Newhouse, D., Fitzmaurice, K., McGuire-Adams, T. & Jetter, D. (Eds). *Well-Being in the Urban Aboriginal Community*. Toronto: Thompson Educational Publishing, pp 73-101.

### **Work Produced by a Collective (country, organization etc.)**

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

Canadian Bar Association. (2017) Immigration consultants. Ottawa: Canadian Bar Association Immigration Law Section.

### **Work Derived from a Website/url, Newspaper**

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. & Béland, D. (2014) Stephen Harper's Dangerous Refusal to 'Commit Sociology.' *Toronto Star*, August 22. Available from: [https://www.thestar.com/opinion/commentary/2014/08/22/stephen\\_harpers\\_dangerous\\_refusal\\_to\\_commit\\_sociology.html](https://www.thestar.com/opinion/commentary/2014/08/22/stephen_harpers_dangerous_refusal_to_commit_sociology.html)

### **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.

### **Dataset**

NHS Digital. (2015) Statistics on obesity, physical activity and diet, England (electronic dataset) NHS Digital Repository, Leeds. Available at [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.

### **Dissertation**

Bailey, K. (2020). Racism within the Canadian university: Indigenous students' experiences. PhD Dissertation, Department of Sociology, McMaster University.

**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.

## General Formatting Tips and Notes

- Use **bold** and *italics* where necessary in the text; do not underline.
- 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).
- Whenever possible, use the rounded or inclined apostrophe ( ‘ not ’ ) and the proper quotation marks ( “ ” and “ ” , not “ ” ).
- 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.
- Do not break words at the ends of lines.
- Do not use periods in acronyms and non-geographical abbreviations (e.g., NAFTA, not N.A.F.T.A., but U.S.A., not USA).
- Do not underline.
- *Italics* should be used in the following instances:
  - For book titles.
  - For little-used or obscure foreign words and phrases: grève du zèle, vakfiye, Weltschmerz.
  - 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.)
  - For words that need to be emphasized: The gap between mead (beverage) and mead (a meadow) is narrow.
  - Common Latin abbreviations such as et al. need not be typed in italics.
- Do not reduce the size of superscript characters such as note reference numbers or marks (unless this occurs by default when you use automatic footnote software).
- Do not 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.