

## Instructions for submitting an English manuscript for review

The manuscript must be written in MS-Word and delivered in the following format:

- A4
- Double row spacing
- Left aligned
- 12 point font size
- 2,5 cm margins
- New paragraph made with line break and blank line (no indent)
- Indented and free-standing quotations are written in the same size without quotation marks, 1 cm indent.

The name of the author should not be mentioned in the manuscript. Anonymise all references to own publications, by writing “Author” when referring in the text and in the list of references. Do not forget to delete your name from the document properties.

## Layout of the manuscript

- Title (subtitle on new line)
- Enter the number of words in the manuscript
- Abstract in English – *max 175 words*
- *Keywords – maximum 5*
- Article text with headings – preferably start with a subheading before the body text begins (for example, “Introduction” or whatever is desired).
- References – heading *References*

## Heading levels

- Heading level 1: 14 points, bold (does not refer to the title of the article, but to subheadings)
- Heading level 2: 12 points, bold
- Heading level 3: 12 points, italic

## Footnotes

Any notes are placed as footnotes. Endnotes should not be used.

## Tables, figures, and pictures

Make sure that tables, figures, and pictures are inserted in the running text where they should be.

Don't forget to insert a heading above the table, figure, or picture (starting with Table 1, Figure 1, etc.). Any longer descriptive information of the contents of the table or figure is placed below this and written in 10 point font size.

## Sociologisk Forskning – instructions for manuscripts in English

Sociologisk Forskning can only publish images (photographs, works of art, etc.) for which the copyright holder has given consent to publication, or where the images are free to use (e.g., images that have a creative commons licence, are public domain or whose creator has been dead for more than 70 years).

### Abbreviations

Avoid abbreviations in the running text. Abbreviations may be used in brackets with literature references.

All *abbreviations* are written with a full stop (e.g., “i.e.”, “etc.”).

However, *contractions* (e.g., “Dr”) are written without a full stop.

### Acronyms

When using acronyms for organisations, institutions, etc., please write the unabbreviated version the first time the acronym is used in the text. Example: “International Monetary Fund (IMF)”

### Terms and expressions in languages other than English

If you use terms, expressions, or names for organisations from languages other than English in your text, use the official English translation. For the sake of clarity, write out the original language version of the term/concept/organisation name the first time you use it in the text, by inserting a parenthesis. Example: “‘the LGBT Festival’ (*HBT-Festivalen*)”.

### Quotes and quotation marks

When excluding words or phrases from quotations (including interview quotations), use three dots in square brackets: [...].

Also use square brackets when adding words or comments inside quotes.

Do not use single typographic quotes around terms and concepts – use double typographic quotes throughout (in English text: “ and ”) the whole text, except in quotations within quotations (when single typographic quotes are used).

Block quotes (indented and stand-alone quotes) are written without leading and trailing quotation marks.

Do not italicize quotations in the text – unless they were italicized in the original.

## Literature references

Literature references in running text are made as follows: (Pilgrim & Rogers 1993:25) or Pilgrim and Rogers (1993:25).

In the case of several works referenced in the same bracket, write in chronological order as follows: (Sontag 1977:35-38; Pilgrim & Rogers 1993:25).

For references to works with more than three authors, please write (della Porta, Hänninen, Siisiäinen *et al.* 2015:79).

For literature references in which several works by the same author are cited, write: (Merton 1949, 1973, 1976).

## References in the reference list

General guidelines:

- In the reference list, write down the first ten authors. For texts with more than ten authors, write the first ten and then write “et al.”.
- For English titles of journal articles, books, book chapters, etc., **do not use title case**. Use capitals only for the first letter of the title (and subtitles) and for proper names and other words that in normal English text are capitalized. (Note, however, that journal names are written as they appear on their website or in print, which is often with title case.)
- For all references in your reference list for which there is a DOI number<sup>1</sup> registered, this should be included in the reference – in the form given in the example for journal articles below (i.e., with “https://doi.org/” at the beginning). Note that books and book chapters are also sometimes given a DOI number. The easiest way to get DOI numbers for your reference list is to copy it in its entirety and paste it into the box on this service: <https://search.crossref.org/references>. (Note, however, that this service may miss books and book chapters, whose DOI numbers you can find instead on some publishers’ websites - e.g., Routledge, Cambridge University Press).
- Avoid abbreviations such as f. (following page) and ff. (following pages), and instead write out the exact page interval in the source.

The references in the reference list are structured as follows:

*Book:*

Goffman, E. (2017[1967]) *Interaction ritual: Essays in face-to-face behavior*. New York: Routledge. <https://doi.org/10.4324/9780203788387>

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<sup>1</sup> DOI (Digital Object Identifier) is a unique permanent identifier and a stable web link assigned to articles to make them more easily searchable on the Internet. DOIs are generated and administered by the Crossref organisation. As a condition for Sociologisk Forskning’s articles to receive a DOI number, it is required that all articles in the journal have reference lists in which DOI numbers are given for each reference that has such a number.

- For translated books and reissues of older books, please indicate the original year of publication in square brackets.

*Article:*

Haavio-Mannila, E., J.P. Roos & O. Kontula (1996) "Repression, revolution and ambivalence: The sexual life of three generations", *Acta Sociologica* 39 (4):409–430. <https://doi.org/10.1177/000169939603900403>

- Don't forget to specify page ranges for articles. Enter the full numbers (e.g., 250–275 – not 250–75)
  - Note that the dash when specifying page ranges should be an em dash (–) and not a hyphen (-).
- For journal references, don't forget to write both volume and issue.
  - For journal articles published online and not yet assigned a volume and number, write "Published online" where volume and number are usually given.
  - For journal articles that are accepted but not yet published (either online or in print), write "forthcoming".
  - Manuscripts submitted to a journal for review but not yet accepted are considered unpublished manuscripts. Write "Unpublished manuscript" where the journal, volume and issue are usually indicated. The year in which the manuscript was completed is given as the year.
  - Note that there is a space between the specified volume and the specified number, but no space between the colon and the page range.

*Chapters in book:*

Dryler, H. (1994) "Etablering av nya högskolor: Ett medel för minskad snedrekrytering?", 285–308 in R. Erikson & J.O. Jonsson (Eds.) *Sorteringen i skolan*. Stockholm: Carlsson.

- Don't forget to specify page ranges for book chapters. Enter the whole numbers (e.g., 250–275 – not 250–75)
  - Note that the dash when specifying page ranges should be an em dash (–) and not a hyphen (-).
- Place of publication: do not include country or US state abbreviations in place of publication.

*Presented and as yet unpublished paper:*

Wahlström, M. & M. Wennerhag (2012) "Vem demonstrerar mot rasism? En jämförelse mellan deltagare i antirasistiska demonstrationer i Amsterdam, London och Stockholm". Paper presented at Sociologidagarna 15–17 March 2012, Stockholm.

*Material on the Internet that does not count as published texts<sup>2</sup>:*

World Social Forum (2007) "Meeting defines mobilisation schedule for WSF 2008 and 2009 process and working groups",  
[http://www.forumsocialmundial.org.br/noticias\\_01.php?cd\\_news=2393&cd\\_language=2](http://www.forumsocialmundial.org.br/noticias_01.php?cd_news=2393&cd_language=2) (Accessed 23 September 2007).

*Printed daily press or other publications issued on certain dates:*

Nandorf, T. (2002) "Protester för global rättvisa", *Dagens Nyheter*, 10 February 2002.

*Swedish Government Official Reports (Statens offentliga utredningar, SOU):*

Demokratiutredningen (2000) *En uthållig demokrati! Politik för folkstyrelse på 2000-talet. Demokratiutredningens betänkande*. SOU 2000:1. Stockholm: Fritzes offentliga publikationer.

*Government law proposals (Propositioner):*

Regeringen (2010) *Umgängesstöd och socialtjänstens förutsättningar att tala med barn*. Regeringens proposition 2009/10:192. Stockholm: Ministry of Justice.

*Swedish laws:*

SFS 1998:204. *Personuppgiftslag*. Stockholm: Ministry of Justice.

*Film:*

*Shaft* (1971) Director: Gordon Parks. Metro-Goldwyn-Mayer (MGM) & Shaft Productions.

- Information about the director and the company that produced the film is available at <https://www.imdb.com>

*Books and reports published by public authorities, organisations, etc.:*

Look for one or more people listed as authors. If so, this person or these persons should be listed as the author, not the public authority or organisation. However, the public authority or organisation should be listed as the publisher. If this is unclear, see what is stated at <https://libris.kb.se>. Example:

Herjevik, M. (2020) *Rättssäker examination*. Stockholm: Swedish Higher Education Authority.

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<sup>2</sup> By published texts, we mean texts that have been assigned an ISBN or ISSN number and are listed in, for example, the Swedish National Library's catalogue (<https://libris.kb.se>). If the referenced text has an ISBN or ISSN number, and/or is listed in the Swedish National Library's catalogue, the web address should not be given. In this case, the reference is given as if it were a book, a chapter in a book or an article in a journal, based on the standard that applies to these types of published texts.