Author Guidelines

April 2011
THE GOALS OF THE ANNALS AND ITS TARGET AUDIENCES

For social scientists and other knowledge workers, *The Annals* seeks to facilitate communication across disciplines and provide easy access to the best available understanding of the causes of and possible remedies to contemporary social problems worldwide. It also seeks to capture the current state of knowledge about emerging fields of study and new sets of research methods.

To the broader communities of government, the media, and the public at large, *The Annals* seeks to inform discussion, satisfy intellectual curiosity, and otherwise help create more knowledgeable civic participation.

To libraries, *The Annals* seeks to provide an easily accessible publication that informs contemporary understanding of social problems, while providing an archive that can trace the evolution of that understanding since 1890.

In accomplishing these objectives, *The Annals* provides a foundation on which future research can be built, a vehicle for informing scholars and practitioners outside of a particular field of study as to its promise and challenges, and a means to enlighten public discourse and inform public policy. In short, *The Annals* and other programs of the Academy seek to build bridges across disciplines and between the social sciences and its larger publics. The Academy believes that the greatest value of social science is to improve the quality of human life and to advance the public good, and we are pleased that so many special editors and authors during our history have shared these beliefs with us.

MANUSCRIPT PREPARATION

**DUE DATES**

Due dates for *The Annals* are set by our contract with SAGE Publications, Inc., whose production schedule is determined well in advance; our deadline for submitting them volume content therefore has little flexibility.

**MANUSCRIPT LENGTH AND FORMAT**

The size of the article will range depending on how many articles will be included in an issue. An article for an issue containing 12 articles would be about 9500 words (including references and endnotes), or fewer words if there are tables/figures (an article with 7 tables/figures, as an example, should only be 7000 words). Please consult your Editor on length concerning your specific article.
The manuscript, including endnotes, references, and block quotations, should be double-spaced.

References account for a large percentage of author queries (relating to page numbers, volume/issue numbers, etc.), which are time consuming for all parties involved and can hold a volume up. While there may be reasons a given article requires a great number of references, it is hoped that ordinarily they would number in the range of 25–50.

In general, The Annals follows the Chicago Manual of Style, especially as to references, but with modifications. On numbers, we follow the simpler rule for scientific text that units of measure (e.g., age, time, money) are spelled out if below 10 (single digits), while numerals are used for all others (e.g. “nine years” and “10 years”). For forms of numbers (e.g., decimals, percents), numerals are always used (e.g., “2 percent” and “12 percent”). We also follow contemporary stylings of terms common to a field, if current usage is preponderantly against what the CMS would prescribe. Key points are to be sure that

- acronyms, abbreviations, and jargon are defined, unless they are well-known (such as FBI) or in the dictionary or CMS;
- direct quotes include page number(s) from the original source; and
- every citation has a reference, and every reference is cited.

When in doubt about form, consult the Chicago Manual of Style, 15th Edition, or feel free to contact The Annals’ managing editor (see cover for contact information).

The Annals’ editors will query authors with any questions. They reserve the right to edit to length if a volume is over length, but endeavor to do so sensitively. They also reserve the right for blind peer review. They may also apply a uniform style to terms used by many authors throughout a volume.

SAGE’s copyeditors may also query authors about missing material, inconsistencies, and material that appears unclear.

The Annals uses a system of in-text author-date-page number citations plus a reference list at the end of the manuscript. Enclose the citations in parentheses and include the author’s surname, the year of publication, and page number if using a direct quote. E.g., in-text: (Smith 2009, 12) or (Smith 2009).

Any substantive notes (i.e., to explain or amplify, rather than to identify a source) should be endnotes. If a quote or information in text was obtained from personal communication, please include the interviewee’s name (or a generic
identifier if interviewee agreed to speak on condition of anonymity), his/her title, place, and date of discussion in an endnote.

List the References alphabetically by author’s surname. Please include all authors’/editors’ names (not “et al.”, unless it appears that way in the publication). Please use sentence style in reference list (i.e., the first word of title and first word of subtitle are capitalized; all other words, except proper nouns [e.g., United States], are lowercased). The standard format for the references is as follows:

**Journal articles**

**Books & Edited volumes**


**Book chapters**

**Dissertations (unpublished)**

**Presented papers & Working papers**


**Online sources (including newspapers and reports)**


**Legal Cases** (see Chicago Manual of Style for more information)


**Archival Sources**
We do not use a dash to indicate “same author as above,” because doing so prevents that reference from being picked up as a citation electronically. So authors must leave the full author listing in.

It is unnecessary to include dates of access and URLs for common publications such as the New York Times. Also, rather than a long, multi-line URL, it is often easier simply to note, “available from www.whitehouse.gov.”

Tables and figures should be sent in a separate document(s).

- Please include captions:

  **Table 1**
  1965–2005 Trends in U.S. Activity Times

  - Indicate in the text of the manuscript where tables and figures should appear.
  - Tables/charts and figures should be manipulable Word or Excel documents; photos or drawings should be high-resolution (in JPEG, TIFF, or EPS formats) and suitable for black-and-white reproduction.

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Articles should be submitted electronically as Microsoft Word documents to your volume’s Special Editor. All articles MUST include the following parts:

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**Contact information:** email, mailing address, and telephone for corresponding author; email addresses for all other authors.

**Bios:** 50 words for each author.

**Abstract:** up to 150 words.

**Keywords:** 4–7 words

**Text**

**Endnotes** (in Word, select “place at end of section” so these follow text)

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The electronic file should be in the simplest form, with no embedded codes and no special fonts or formatting.

A separate file(s) including tables, figures, and photos/images should be submitted at the same time that the article is sent. Acceptable formats include Word (for tables or figures made in Word); Excel (for figures); and .jpeg, .tiff, or .eps for images or photos.

The contact information is necessary for sending proofs to authors and for sending them the copy of the issue or for retrieving missing information. Please include corresponding author’s full mailing address, email, and phone. For all other authors, please include an email address.

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The abstract should be a synopsis of the article, 150 words or fewer.

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A typesetter designs each article according to the journal’s specifications. The article is then given to the production editor for review and approval. If the production editor approves the article, it is sent for proofreading and review by the author and *Annals* editor.

**Proofreading**

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Proofs will be emailed in an Acrobat format that does not allow for changes to be made electronically. The author should return a list of corrections to the production editor by email. SAGE cannot make further changes once an issue has gone to press, which is normally a couple of days after proof corrections are due to SAGE.

Changes of a rewriting nature are subject to a charge of $2 per line affected. The proof review stage is an opportunity to correct small errors, not to rewrite. SAGE and the *Annals* editor reserve the right to reject unnecessary changes that will hold up the volume and risk the introduction of typographical errors.

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1. The purpose and character of the use, including whether such use is of a commercial nature, monetary gain, and/or professional advancement, or for nonprofit educational purposes;
2. The nature of the copyrighted work (i.e., fact or fiction);
3. The amount and importance of the portion used in relation to the copyrighted work as a whole (i.e., both quantity and quality are considered);
4. The effect of the use upon the potential market for, or value of, the copyrighted work (i.e., Does it compete in the same market or for the same audience?).
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