

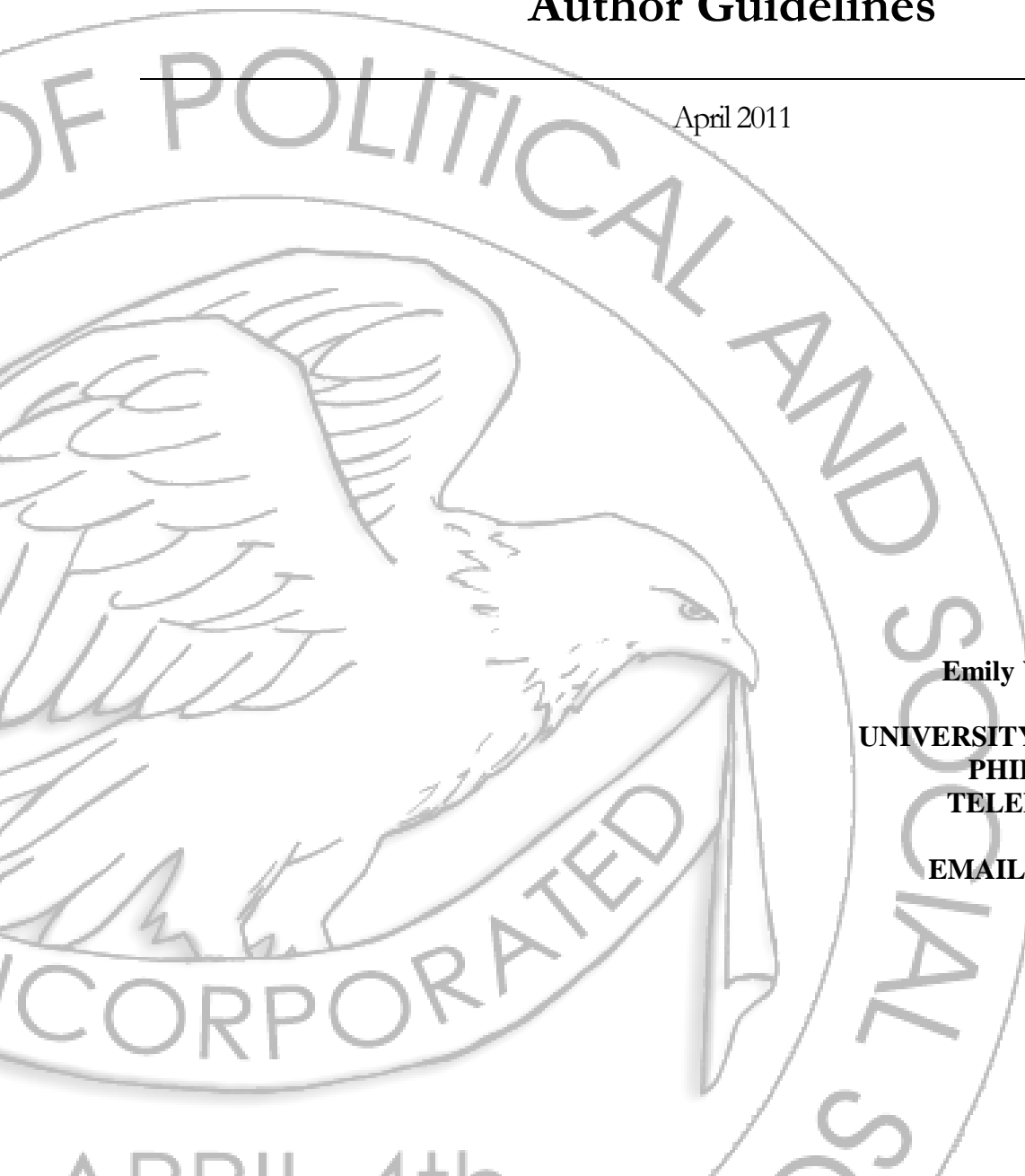


The American Academy of Political and Social Science

*The Annals of the American Academy of
Political and Social Science*

Author Guidelines

April 2011



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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.

**EDITORIAL
SPECIFICATIONS**

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.**

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**NOTE FROM SAGE
ON REFERENCES**

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

Smith, John R., and Juan Ramirez. 2009. Reference style guidelines. *Journal of Guidelines* 4 (2): 2–7 [or 4:2–7].

Books & Edited volumes

Smith, John R., Juan Ramirez, and Ho Kim. 2009. *Reference style guidelines*. Thousand Oaks, CA: SAGE.

Smith, John R., ed. 2009. *Reference style guidelines*. Thousand Oaks, CA: SAGE.

Book chapters

Smith, John R. 2009. Make sure tables and figures are manipulable. In *Reference style guidelines*, eds. Robert Brown and Steven Brown, 155–62. Thousand Oaks, CA: SAGE.

Dissertations (unpublished)

Smith, John R. 2009. Reference style guidelines. PhD diss., University of California, Los Angeles.

Presented papers & Working papers

Smith, John R. 2009. A citation for every reference and a reference for every citation. Paper presented at the annual meeting of the Reference Guidelines Association, 10 June–12 June 2009. St. Louis, MO.

Smith, John R. 2009. A citation for every reference and a reference for every citation. National Bureau of Publishing Research Working Paper 2020, Philadelphia, PA.

Online sources (including newspapers and reports)

Smith, John R. 2009. Reference style guidelines. In MESH vocabulary file [database online]. Bethesda, MD: National Library of Medicine. Available from www.sagepub.com (accessed 12 June 2010).

Smith, John R. 11 June 2009. Title of news article. *New York Times*.

Smith, John R. 2009. *Title of report*. Washington, DC: National Academies Press. Available from www.nap.edu.

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

Smith v. Doe. 1978. 433 U.S. 654.

Smith v. Doe. 1978. 623 So. 2d 780.

Archival Sources

Smith, John. September 1966. Papers: The State Public Appraises John R. Smith. Box 624, Folder: Campaign Materials–U.S. Senate, 1966–Opinion Polls. Library of Congress, Washington, DC.

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.”

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

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TABLE 1
1965–2005 Trends in U.S. Activity Times

- Indicate in the text of the manuscript where tables and figures should appear.
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Artwork includes charts and graphs, maps, photographs, line art, and tables with 17 or more columns. It is the responsibility of the author to provide correct, final copies of the figures by the time the article is sent to SAGE.

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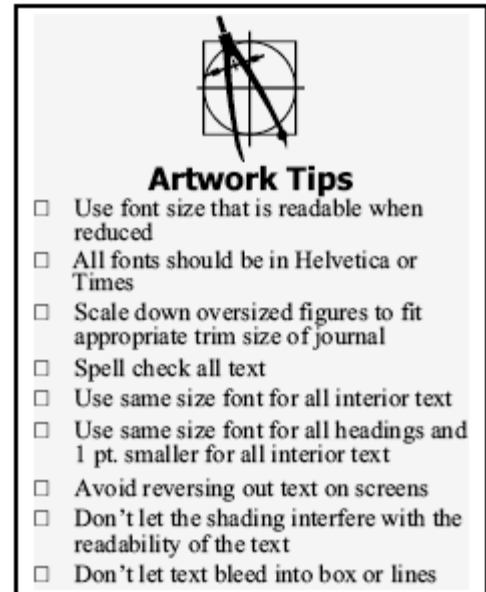
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MEDIUM

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)

References

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.

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INFORMATION**

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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ABSTRACT

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

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TYPESETTING

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

All articles are read by a proofreader for grammar, spelling, punctuation, and editorial style. *The Annals* will notify authors of the production schedule once SAGE notifies the journal. SAGE will email the proofs to each author. The turnaround time the author will have varies, but it is usually about one week. The cover email for the proofs will indicate the due date; if SAGE does not receive proof corrections by that date, they will assume the author has no corrections. Corrections arriving after the deadline may be too late to incorporate.

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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.

- In any correspondence, please reference the name of the journal, preferably in the email subject line.
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