

SOCIAL IMAGINARIES

<http://www.zetabooks.com/journals/social-imaginaries.html>

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Style Guide for Authors

These guidelines are intended to help the author, the Editorial Collective, the editorial assistants and the publisher.

Presentation and Elements of Manuscript

1. The text should be left justified text; indent each new paragraph (including those immediately below headings); use 12 point sized type throughout manuscript and references. For notes, use 10 point sized type.
2. Authors should use A4 paper: single-sided; 1.5 line spaced spaced throughout the manuscript and throughout references; notes should be single line-spaced.
3. Do not leave spaces between paragraphs and indent each new paragraph.
4. Authors can use UK or US English. Spelling should be consistent throughout.
5. Each article should be preceded by a 250 word article and 5-7 keywords
6. Use Times New Roman 12 point font.
7. The word length should include a short author biography, the keywords, the abstract, the article itself with endnotes and reference list.
8. For quotations, use ‘ ’. For quotations inside quotations, use double quotation marks “ ”.
9. Longer quotations should be extracted (indent with space above and below and no quotation marks) when the quotation is 40 words or more. Quotations should still be double-spaced.

Citation Style

Harvard in-text referencing should be used. Refer to the following samples of in-text citation for examples of different cases:

1. If the author's name is in the text, follow with year in parentheses (*Author Last Name (year) has argued ...*)
2. If author's name is not in the text, insert last name, comma and year (... *several works (Author Last Name year) have described ...*)
3. Where appropriate, the page number follows the year, separated by a colon (... *it has been noted (Author Last Name year, p. page number) that ...*)
4. Where there are two authors, give both names, joined by 'and'; if three or more authors, use et al.:
[... *it has been stated (Author Last Name and Author Last Name year) ...*]
[... *some investigators (Author Last Name et al. year) ...*]
5. If there is more than one reference to the same author and year, insert a, b, etc. in both the text and the list. The author's name should be listed in full for each reference:

- [... it was described (Author Last Name yeara, yearb) ...]*
6. Enclose within a single pair of parentheses a series of references, separated by semicolons:
[... and it has been noted (Author Last Name and Author Last Name year; Author Last Name and Author Last Name year; Author Last Name year) ...]
 7. Please order alphabetically by author names.
 8. If two or more references by the same author are cited together, separate the dates with a comma:
[... the author has stated this in several studies (Author Last Name, year, year, year, year) ...]
 9. Please start with the oldest publication.
 10. Where the work is translated list the year of publication of the original work in square parentheses ([...]) with the translation in normal parentheses ((...)). *(Author name [original year of publication] year of translation).*
 11. To reference the same works by the same author but in different languages, reference as: *(Author name year, p. page/author name year, p. page)* The first date reference is to the original text (in a non-English language), and the second date reference refers to the English language publication of the work
 12. Enclose within the parentheses any brief phrase associated with the reference:
[... several investigators have claimed this (but see Author Last Name year, pp. page nos–page nos)]
 13. For an institutional authorship, supply the minimum citation from the beginning of the complete reference:
[... a recent statement (Name of Institution year: pp. page nos) ...]
[... occupational data (Name of Bureau or Institution year, pp. page nos) reveal ...]
 14. For authorless articles or studies, use the name of the magazine, journal, newspaper or sponsoring organization, and not the title of the article:
[... it was stated (Name of Journal year) that ...]
 15. Citations from personal communications are not included in the reference list:
[... has been hypothesized (Name of Person Cited year, personal communication).

Reference List

1. Check that the list is in alphabetical order (treat Mc as Mac).
2. Where several references have the same author(s), do not use ditto marks or em dashes; the name must be repeated each time.
3. The reference list should conform to in-text referencing style.
4. Last Names containing de, van, von, De, Van, Von, de la, etc. should be listed under D and V respectively. List them as: De Roux DP and not Roux DP, de. When cited in the main text without the first name, use capitals for De, Van, Von, De la, etc. (Van Dijk, year)
5. Names containing Jr or II should be listed as follows:
 - a. Author Last Name Initial Jr (year)
 - b. Author Last Name Initial II (year)
6. References where the first-named author is the same should be listed as follows:
 - Single-author references in date order;
 - Two-author references in alphabetical order according to the second author's name;

- Et al. references listed in full alphabetical order; in the event of more than one entry having the same date, they should be placed in alphabetical order of second (or third) author, and a, b, etc. must be inserted.
Ricoeur, P 1976 Laclau, E and Mouffe, C 2001 Ricoeur, P 1991a Ricoeur, P 1991b
Ricoeur, P 1985 [1984]
Alexander, J, Barmański, D and Giesen, B (eds) 2012)
Smith W and Peters P (2003)
Smith W, Hughes J and Kent T (2003a)
Smith W, Kent T and Lewis S (2003b)
7. Check that all periodical data are included – volume, issue and page numbers, publisher, place of publication, etc.

Reference List Samples

Book

Durkheim, E 1995, *The Elementary Forms of Religious Life*, Free Press, New York.

Translation

Castoriadis, C 1987 [1975], *The Imaginary Institution of Society*, trans. K Blamey, Polity Press, Cambridge, UK.

Book chapter

Lévinas, E 1998b, 'Philosophy, Justice, Love', trans. MB Smith and B Harshav, *Entre Nous: On thinking-of-the-Other*, The Athlone Press, London.

Journal article

Eisenstadt, SN 2001, 'The Civilizational Dimension of Modernity: Modernity as a Distinct Civilization', *International Sociology*, vol. 16, no. 3, pp. 320-40.

Delanty, G (forthcoming), 'Europe in Global Perspective: Formations of Modernity and Major Historical Transformations', *British Journal of Sociology*.

Website

National Center for Professional Certification (2002) Factors affecting organizational climate and retention. Available at: www.cwla.org/programmes/triechmann/2002fbwfiles (accessed 10 July 2010).

Thesis/dissertation

Clark JM (2001) *Referencing style for journals*. PhD Thesis, University of Leicester, UK.

Newspaper/magazine

Higgins, M, 2014, 'Life After Brooklyn: Moving Out of Brooklyn because of High Prices', *New York Times*, 22 August 2014, viewed 29 January 2015:http://www.nytimes.com/2014/08/24/realestate/moving-out-of-brooklyn-because-of-high-prices.html?_r=0

Conference article (published or unpublished)

Taylor, G 2011, 'Delineations in Ricoeur's Concept of Utopia,' presented at the international Ricoeur conference, 'New Perspectives on Hermeneutics in the Social Sciences and Practical Philosophy,' held at the Higher School of Economics, National Research University, Moscow, September 16, 2011.

Blog

Clark JM (2006) Article title. In: Blog title. Available at: www.blogit.com/johnmatthewclark (accessed 20 August 2011).