

## **Author Guidelines**

### **Submission of manuscripts**

Use these instructions if you are preparing a manuscript to submit to *Social Theory and Dynamics*. *Social Theory and Dynamics* considers all manuscripts on the strict condition that

- the manuscript is your own original work, and does not duplicate any other previously published work, including your own previously published work.
- the manuscript has been submitted only to *Social Theory and Dynamics*; it is not under consideration or peer review or accepted for publication or in press or published elsewhere.
- the manuscript contains nothing that is abusive, defamatory, libelous, obscene, fraudulent, or illegal.

Any manuscripts that fail to adhere to the above conditions will be rejected. All submitted manuscripts are subject to initial appraisal by the editor, and, if found suitable for further consideration, to peer review by independent, anonymous expert referees.

#### **1. General guidelines**

- Manuscripts are accepted in English. Please use single quotation marks, except where 'a quotation is "within" a quotation'. Long quotations of 35-40 words or more should be indented without quotation marks.
- Manuscripts should be typed, double spaced on either A4 (297x210mm) or letter (279x216mm) size paper, using ample margins. Manuscripts should consist of a maximum of 10,000 words including tables, figures, notes and references.
- Manuscripts should be compiled in the following order: title page; abstract; keywords; main text; acknowledgements; references; appendices (as appropriate); table(s) with caption(s) (on individual pages); figure caption(s) (as a list).
- Abstracts of up to 250 words are required for all manuscripts submitted.
- Each manuscript should have 3 to 5 keywords.
- All authors should provide a covering letter indicating their telephone number, fax number and email address plus full address details of the author checking the proofs (if different).
- Authors should supply a running head (short title) of no more than 50 characters

(including spaces).

- Tables and figures should be clearly laid out on separate sheets and numbered in Arabic numerals in order of appearance in the text. Their approximate location in the text should be clearly indicated.
- All persons who have a reasonable claim to authorship must be named in the manuscript as co-authors; the corresponding author must be authorized by all co-authors to act as an agent on their behalf in all matters pertaining to publication of the manuscript, and the order of names should be agreed by all authors.
- For all manuscripts non-discriminatory language is mandatory.
- **The anonymity and privacy of those who participate in the research process must be respected. Personal information concerning research participants must be kept confidential.**

## 2. References

References should be indicated in the manuscript using the following format. The full list of references should be given in alphabetical order, on a separate sheet at the end of the article.

- When the author's name is in the text, indicate only the year of publication after the name: Call (1988). When the author's name is not in the text: (Call 1988).
- Pagination is to follow the year of publication: (Seltzer, 1991: 896).
- If the manuscript lists more than one publication by the same author, the publications should be distinguished in the following manner: 1969a, 1969b, 1969c.
- To list multiple authors in the same section of the text: (Dimaggio, 1991; Rohlen, 1974).
- For Japanese book titles, capitalize only the first letter of the title. Please add a brief English translation after the title in parenthesis. For name of publishers, capitalize all beginning letters, as indicated in the examples below.
- Titles of books and names of journals should be indicated in italic (or with an underline).

### Examples

#### *Books*

Merton, Robert K. 1968. *Social Theory and Social Structure*. Enl. ed. New York: Free Press.

Morioka, Kiyomi ed. 1977. *Gendai kazohu no raifu saikuru* (The Life Cycle of Contemporary Families). Tokyo: Baifukan. \*Note: For certain editions and volumes of books, indicate what edition, what volume after the title (e.g., 2d ed., 3d ed., Vol. 3, Rev. ed., etc).

### *Institutional Authors*

Somucho Seishonen Taisaku Honbu ed. 1998. *Seishonen hakusho* (The White Paper for Youth), 1998 version. Tokyo: Okurasho Insatsukyoku.

### *Journal Articles*

Schooler, Carmi, and Atsushi Naoi. 1988. "The Psychological Effects of Traditional and of Economically Peripheral Job Setting in Japan." *American Journal of Sociology* 94: 335–355.

### *Article or Chapter in Book*

Wolfenstein, Martha. 1955. "The Image of the Child in Contemporary Films." Pp. 277–293 in *Childhood in Contemporary Cultures*, edited by Margaret Mead and Martha Wolfenstein. Chicago: The University of Chicago Press.

### *Online Article not yet published in an issue*

Suzuki T (2008). "Korea's Strong Familism and Lowest-Low Fertility." *International Journal of Japanese Sociology* doi: 10.1111/j.1475-6781.2008.00116.x

## **3. Reproduction of copyright material**

If you wish to include any material in your manuscript in which you do not hold copyright, you must obtain written permission from the copyright owner, prior to submission. Such material may be in the form of text, data, table, illustration, photograph, line drawing, audio clip, video clip, film still, and screenshot, and any supplemental material you propose to include. This applies to direct (verbatim or facsimile) reproduction as well as "derivative reproduction" (where you have created a new figure or table which derives substantially from a copyrighted source).

You must ensure appropriate acknowledgement is given to the permission granted to you for reuse by the copyright holder in each figure or table caption. You are solely responsible for any fees which the copyright holder may charge for reuse.

## **4. Permissions**

Permission must be obtained from the Institute of Social Theory and Dynamics for all other reuse of journals content. Please contact us at the address below.

info@istdjournal.org