



BRILL

*Submission guidelines*

**Send all inquiries about *Studies in Critical Social Sciences* to**

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Please do not send unsolicited manuscripts in their entirety for consideration. To submit a project for consideration first send an email message of inquiry that includes a précis of the proposed book and an outline or proposed table of contents of the book.

All manuscript submissions should conform to the guidelines on the following pages.



BRILL

STYLESHEET  
PREPARING A MANUSCRIPT FOR *STUDIES IN CRITICAL SOCIAL SCIENCES*

**SOFTWARE**

Text must be provided in one of the following word-processing programs:

Word for Windows (preferred)

WordPerfect for Windows (acceptable but not preferred)

Please indicate clearly in an accompanying note what program is used (and, if possible, what version number). Files should be sent electronically unless otherwise noted.

Be sure to get your text converted to one of the above Windows formats before sending it.

**FIGURES AND TABLES**

Each table should be discussed in the text, but readers should be able to understand tables without reference to the text. Type all tables on separate pages at the end of the file and number them sequentially with Arabic numerals. For each table provide a concise, descriptive title and informative column headings. Figures should be discussed in the text and should be numbered sequentially with Arabic numerals (for example, Figure 1).

Size of illustrations, if any, should be in proportion to complexity of graphic content. Readers should be able to understand all illustrations without reference to the text. Captions for illustrations should be typed on a separate sheet and not included on the illustration itself. Illustrations must be of professional quality. Please provide them as separate files in jpg, tif, or pdf formats (the resolution of illustrations has to be 300 dpi; it will be up to Brill to determine if they are of sufficient detail and resolution, they may have to be resubmitted with higher resolutions to permit inclusion in the text).

If previously published material (including illustrations) of substantial extent is included in a manuscript, the author is asked to obtain written permission from the copyright holder and submit it with the copyright for the manuscript when requested. All material that is handed over to the Publisher must be free of copyright.

Tables should employ MS Excel or MS Word. Charts should always be prepared in MS Excel.

Tables and figures should be at the end of the file, each on its own page (or can be in separate electronic files – not preferred), but not integrated into the text. Location of tables and figures in the text should be clearly marked.

*Formatting and Titling Figures:*

All tables and charts should be clearly and simply titled, labeled, and sourced.



Avoid special fonts, elaborate colors or shading schemes, and any special artwork in tables and figures

#### *Titles*

Provide sentence-style explanatory titles, but do not end sentence with a period.

Example: Table 1. Income inequality among urban residents, 1990

#### *Source lines*

Source lines may be brief but should appear below label all tables, charts, maps, and figures. The source line should be italicized and placed at the lower left-hand corner.

Example: *Source: U.S. Census Bureau*

Tables, figures, illustrations, etc.: They must have a title and a reference to their source(s) with a complete bibliographical citation. The notes for tables do not belong to the successively numbered notes of the main text (indicate notes to a table by asterisks or their own numbering).

## NOTES

Employ **footnotes**. Notes should be numbered consecutively within the manuscript, using superscript Arabic numerals. References in notes should be listed as in the text by only providing author(s) and publication date. As with in-text references please make sure all texts cited in footnotes appear in the reference section at the end of the manuscript. Note numbers go outside the punctuation if any, and after the period if at the end of the sentence.

## QUOTATIONS

Quotations up to two sentences long should be in the main body of the text, enclosed within quotation marks.

Example:

According to Marx (1972: 132), social relations “are the product of historical forces” and not independent aspects of a political economy.

Quotations over that length should be in a separate paragraph offset indented with a wider left margin (at least +0.25 inches) than the narrative, separated from the text by an additional line before and after the quote, and without quotation marks (this paragraph SHOULD NOT be italicized). Quotations within the quote should be in ‘single quotes’.

Example:

Also called ‘social movement unionism,’ the approach reflected the changing composition



of the American workforce and drew vital lessons from the Civil Rights and women's movements (Gooding and Casavant 1997, Kurtz, 2002). Social movement unionism stressed strategic organizing, internal union democracy, cross-constituency coalition-building and world views that extend beyond direct self-interest:

In social movement unionism neither the unions nor their members are passive in any sense. Unions take an active lead in the streets, as well as in politics. They ally with other social movements, but provide a class vision and content... That content is not simply the demands of the movements, but the activation of the mass of union members as leaders. ... Social movement unionism implies an active strategic orientation (Moody 1997: 276).

Part of this transformation was Teamsters for a Democratic Union, the rank-and-file reform movement within the International Brotherhood of Teamsters (IBT).

## REFERENCES

An alphabetical list of documents consulted—titled References rather than Bibliography—appears immediately after the main text. The manuscript must include citation of all materials referenced in the manuscript that are not of the writer's authorship. *Please double-check accuracy and agreement with text.* We expect complete, accurate, and consistent citation of research materials drawn on by authors. Careful attention to the content and format of notes and references is a critical responsibility of authors.

Citations in the text should have corresponding Reference lists; all items listed in the References should have a reference in-text. Listed entries alphabetically, by author (or first coauthor) with first name inverted and date immediately following.

When two or more entries by the same author (or authors) are cited, they are listed chronologically (earliest to most recent). However, if a book is written by the same author with a different coauthor (or coeditor), spell out the names, and alphabetize the coauthored works by the coauthors' last name(s), giving works by two authors before works by three. If there are more than three coauthors use "and others" and put this entry last.

Examples:

Kopinak, Kathryn. 1989. "Living the Gospel through Service to the Poor: The Convergence of Political and Religious Motivations in Organizing Maquiladora Workers in Juárez, Mexico." *Socialist Studies: A Canadian Annual* 5: 217-245.



Reed, Rosslyn. 1996. "Entrepreneurialism and Paternalism in Australian Management: A Gender Critique of the 'Self-Made' Man", in David L. Collinson and Jeff Hearn, eds., *Men as Managers, Managers as Men*. London: Sage, pp. 17-45.

Walby, Sylvia. 2002. *Gender and the New Economy: Towards a Framework for Comparative Analysis*. Paper presented at workshop of the Globalization, Gender and Work Transformation Research Group, Tokyo, Aug. 29 - Sept. 1.

Walby, Sylvia and Heidi Gottfried. 2003. *Gendering The New Economy: Theorizing the Trajectories of the G-4y, Regulation and Gender*. London: Palgrave.

## OTHERS

*Ellipses*: When words are omitted there is a space, three dots, and another space. If omitted words go beyond the end of a sentence the following word must be capitalized to indicate a new sentence. If this is not the word that started the original sentence then the first letter is capitalized in square brackets. Ellipses used for dramatic effect follow on the left without a space.

*Abbreviations*: If the word is English it is not italicized. If the abbreviated word ends a sentence there is only one full stop. Abbreviations cut a word short and are generally followed by a full stop, e.g. vol., ed., fig., etc. The fact that the plural vols. and eds. have the final 's' does not turn them into contractions. Keep the full point.

Do not use points when initial letters form a word e.g. UNESCO.

Avoid points in UK, USA, DC, BBC, TV, ID, etc.

Use points in a.m., p.m., e.g., i.e.

Use points in initials of names, e.g. O.J. Simpson.

*Contractions* include the final letter of the word and should normally have no full stop after them e.g. Mr, Mrs, Revd, Ltd, St (Street, Saint), Mt, Mme, Mlle, cwt, lb, per cent, oz, exam, gym, lab, vet, rep, sub, turps, prep, gent, etc. But NB: no., nos.

*Numbers and dates*: Numbers from one to nine (and first to ninth) are spelled out, and from 10 to 999,999 are in figures. Thereafter, use 1 million, 25 million, etc. Percentages use figures and the single word percent, as in 5 percent.

Avoid starting a sentence with a date or numbers. All dates should be consistent and follow Day Month Year or Month, Day, Year formatting. Use 19<sup>th</sup> century or 20<sup>th</sup> century in the text.

Months should be in full in the text; in foot/endnotes the months should be abbreviated, except March, April, May, June, July; i.e. Jan., Feb., Aug., Sept., Oct., Nov., Dec.)



55 BC and AD 49 (note space between numbers and letters)  
1914 to 1918 or 1914–1918 (maintain consistency throughout text)  
1960s not 60s or 60's (but 1960s and '70s)

*Acronyms:* Do not punctuate (NATO and not N.A.T.O.). Indicate what they stand for in parentheses the first time they are used, including in bibliographies (PS, Partido socialista). In French and Spanish, only the first word is capitalized.

*Foreign Language Terms:* Terms or citations in a language other than that of the article must be in italics and translated, except when the meaning is difficult to render. In that case the translation is to be provided in a note. Use American English spelling ('ize') rather than UK English ('ise')

*Accents:* Always used on italicized foreign words, but omit from words often used in English, which are therefore not accented.

*Capitals:* Use as seldom as possible, except for proper names.