



Ethical Behavior

Submission implies that all authors are in agreement about the content of the manuscript and its submission to the journal; the manuscript has not and will not be submitted to any other journal while still under consideration for this journal. It has not been published previously, in part or in whole, in English or any other language. The manuscript should have been checked by a qualified native speaker.

Length

The typical article submission, including all substantive footnotes, is 8,000 words, but *Comparative Sociology* will review submissions up to 12,000 words; the bibliography is counted separately in each case, allowing additional words to the totals above. The typical research note or research communication is 4,000 words, and this is upheld strictly.

Online Submission

Comparative Sociology now uses online submission only. Authors should submit their manuscript online via the Editorial Manager (EM) online submission system at

<http://www.editorialmanager.com/comsoc/>.

For all submissions, follow scrupulously the current style of the *American Sociological Review* and other ASA publications, and thus the standard guide on the ASA website. This covers listing and formatting references, internal citations, tables, figures, illustrations, and miscellaneous style considerations.

First-time users of the EM need to register. Prior to submission, authors are encouraged to read the Instructions to Authors and the EM instructions available by following the above link and clicking on the 'help' icon in the top left hand menu on the page. Online submission considerably shortens overall publication time.

When submitting via the website, you will be guided stepwise through the creation and uploading of the various source files. Authors also have the opportunity to suggest and oppose reviewers by submitting their names and contact details (including e-mail address). Various formats are allowed for submission, but source files are preferred.

The revised document is uploaded the same way as the initial submission. The system automatically generates an electronic (PDF) proof, which is then used for reviewing purposes. All correspondence, including the editor's request for revision and final decision, is sent by e-mail. For queries, please contact the editor, Masamichi Sasaki (masasaki@tamacc.chuo-u.ac.jp).



Electronic submission details

- 1) Use Courier New, 12 pt font;
- 2) Use default pagination at standard 8.5" x 11";
- 3) Allow 1" margins;
- 4) Double-space;
- 5) Include page numbers;
- 6) Include one cover page with author(s) name(s), article title, and for each author(s): affiliations and complete mailing addresses, e-mail addresses and telephone numbers; submissions should otherwise be cleansed of any and all internal identifiers of author(s);
- 7) Include one abstract page, identified only by the title of the manuscript, not exceeding 120 words but with 2–6 keywords also listed on this page;
- 8) Otherwise submissions should use as little formatting as possible (e.g. no word breaks at the end of lines and no justifying right margins).

Basic Format

Follow the current style of the *American Sociological Review* and other ASA publications, and thus the standard guide on the ASA website. This covers listing and formatting references, internal citations, tables, figures, illustrations, and miscellaneous style considerations.

Use footnotes (not endnotes) for necessary substantive observations. Include at the end any acknowledgements and a bibliography of references.

Tables and illustrations should be placed on separate pages, numbered consecutively and given captions (tables) and legends (illustrations). Footnotes for tables appear at the bottom of the tables. Indicate the appropriate place for inserting tables and illustrations in the text, e.g., "TABLE 1 HERE."

As always in the social sciences, submissions indicate on their face exclusivity of review; any partial reproduction of text or findings published previously or scheduled to be published elsewhere must be clearly identified.

Consent to publish

Transfer of copyright

By submitting a manuscript, the author agrees that the copyright for the article is transferred to the publisher if and when the article is accepted for publication. For that purpose the author needs to sign the **Consent to Publish** which will be sent with the first proofs of the manuscript.



Open Access

In case the author wishes to publish the article in **Open Access** he/she can choose the **Brill Open** option, which allows for a non-exclusive Open Access publication in exchange for an Article Publishing Fee, and sign a special **Brill Open Consent to Publish**.

More information on Brill's policy on Open Access can be found on brill.nl/openaccess.

The Brill Open Consent to Publish can be downloaded from brill.nl/downloads/BrillOpen-Consent-to-Publish.pdf.