



***Sociology Compass***

**NOTES FOR SOCIOLOGY COMPASS AUTHORS**

Thank you for agreeing to write an article for *Sociology Compass* – the unique online reviews and survey journal from Wiley-Blackwell. Please take a moment to read over these notes. Further information can also be found in the [Compass Author Centre](http://www.blackwell-compass.com/author_centre) - [http://www.blackwell-compass.com/author\\_centre](http://www.blackwell-compass.com/author_centre).

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## What is Sociology Compass?

*Sociology Compass* (<http://www.sociology-compass.com>) offers the quality of a scholarly journal combined with the speed and functionality of the Web.

*Sociology Compass* publishes peer-reviewed survey articles on a continuous basis, with new articles appearing as soon as they are ready. All articles are listed in the major abstracting index for the relevant discipline. Compass operates the same quality control procedures as for any Wiley-Blackwell journal, both in terms of editorial and production standards.

COMPASS JOURNALS DO NOT PUBLISH ORIGINAL RESEARCH ARTICLES AND SUCH ARTICLES WILL NOT BE CONSIDERED OR REVIEWED. AUTHORS ARE REFERRED TO [WWW.BLACKWELL-COMPASS.COM](http://WWW.BLACKWELL-COMPASS.COM) FOR SAMPLE ARTICLES WHICH EXEMPLIFY THE ACCEPTABLE FORMAT.

*Sociology Compass* articles allow scholars and advanced students to:

- keep up with new developments and trends in research
- teach in a new or unfamiliar area outside of their speciality
- ensure that students are exposed only to quality-controlled online content (as opposed to unvalidated content from search engines)

Encompassing all areas across the discipline, *Sociology Compass* publishes original, peer-reviewed survey articles on a continuous basis.

In addition, the journal also offers select [Teaching & Learning Guides](#), and VLE / CMS compatibility (e.g. Blackboard, WebCT, Moodle).

## Author Benefits

### Benefits for authors include:

- Article published within 8-12 weeks after acceptance of final copy
- A citable, peer-reviewed article, with a permanent DOI
- International exposure / broad readership
- PDF offprint downloadable via Author Services
- PDF offprint can be sent to up to 10 of your peers via Author Services
- Free personal access to *Sociology Compass* for 1 year
- Link to your university or personal webpage

**In addition, you will receive free Wiley-Blackwell books of your choice to the value of £30/\$50, if your manuscript is submitted by the agreed deadline.**

## **Compass Writing Style**

The *Compass* audience consists of research and teaching faculty, graduate students and advanced undergraduates – from potentially any area of the discipline. This is a distinguishing feature of the journal, and a benefit to authors in terms of enhanced exposure. You are writing for your peers, but also for researchers and students from unrelated areas. It is therefore crucial that *Compass* articles always remain accessible to non-specialists. The writing should be authoritative and lively.

*Sociology Compass* readers will be able to cite your article in their publications, email details of the article to their colleagues, or use it in their class reading lists.

## **Article Length and Scope**

In general, articles should run between 3000-5000 words. The Section Editor will agree the topic of your article with you before you begin to write your piece.

The writing style should be crisp, concise and informative, and livelier than a research paper. Remember: you are writing for non-specialists from many different areas. Your article will be their gateway into a new subject. Your aim is to engage as well as inform the reader.

Articles will fall into at least one of the following three categories and will answer one or more of the questions below:

**1) Recent research and debates in your field** – What debates are driving your field? What new research has been published? What does it add to these debates or the field more generally? Can you put that new research in context? Does a new school of thought or paradigm seem to be developing? Has a new controversy erupted?

**2) Comparative look across sections or boundaries** – Are there related things happening in different fields? Can you suggest comparisons that have not been fully explored? Can one area provide an insight into another when used in teaching or research?

**3) State of the field** – Can you offer a fresh perspective on developments in your field? Perhaps there are arguments or fads drawing attention away from what you think are the critical points? Perhaps the field is stagnating? Are students and teachers flocking to or fleeing from your field? Is your area well and fairly covered in the media? Are there resources or archives that are new or underused and are worthy of attention? Has the field been affected by or is it impacting on current affairs?

Articles submitted to *Compass* should not have been previously published or accepted to be published elsewhere. Papers presented at a conference or symposium may be accepted for publication by agreement with the relevant editor.

Read our more detailed guide, 'How to write a Compass article' at [http://www.blackwell-compass.com/author\\_centre](http://www.blackwell-compass.com/author_centre).

## Examples of Compass Articles

If you have not already done so, please feel free to visit the site, where you can see the kind of articles already published: [www.sociology-compass.com](http://www.sociology-compass.com). Free sample articles can also be found on the Blackwell Compass portal: [http://www.blackwell-compass.com/author\\_centre](http://www.blackwell-compass.com/author_centre).

## Writing Your Article

### Journal Style: Harvard

Harvard style should be used for inline citations and the list of references. Examples can be found towards the end of these guidelines.

All parts of the article (abstract, text, references, tables, and figure captions) must be double-spaced, paginated and be assigned a line number.

### Optimising Your Title and Abstract

Many students and researcher looking for information online will use search engines such as Google, Yahoo! or similar. By optimizing your title and abstract, you will increase the chance of someone finding it. This in turn will make it more likely to be viewed and/or cited in another work. In order to optimise your abstract, we recommend you

- Ensure the key phrases for your article's topic appear in the title and abstract e.g. 'Intercultural Communication.'
- Use the same key phrases, if possible, in the title and abstract. Note of caution: unnecessary repetition will result in the page being rejected by search engines so don't overdo it.

### Example of Well-Optimised Title/Abstract

#### ***Genocide and Holocaust Consciousness in Australia***

Ever since the British colonists in **Australia** became aware of the disappearance of the indigenous peoples in the 1830s, they have contrived to excuse themselves by pointing to the effects of disease and displacement. Yet although '**genocide**' was not a term used in the nineteenth century, 'extermination' was, and many colonists called for the extermination of Aborigines when they impeded settlement by offering resistance. **Consciousness of genocide** was suppressed during the twentieth century until the later 1960s, when a critical school of historians began serious investigations of frontier violence. Their efforts received official endorsement in the 1990s, but profound cultural barriers prevent the development of a general '**genocide consciousness**'. One of these is '**Holocaust consciousness**', which is used by conservative and right-wing figures to play down the gravity of what transpired in Australia. These two aspects of Australian public memory are central to the political humanisation of the country.

This article appears on the first page of results on Google for 'holocaust consciousness Australia.'

### Poorly Optimized Title/Abstract

#### ***Australia's Forgotten Victims***

Ever since the British colonists in **Australia** became aware of the disappearance of the indigenous peoples in the 1830s, they have contrived to excuse themselves by pointing to the effects of disease and displacement. Many colonists called for the extermination of Aborigines when they impeded settlement by offering resistance, yet there was no widespread public acknowledgement of this as a policy until the later 1960s, when a critical school of historians began serious investigations of frontier violence. Their efforts received official endorsement in the 1990s, but profound cultural barriers prevent the development of a general awareness of this. Conservative and right-wing figures continue to play down the gravity of what transpired. These two aspects of **Australian** public memory are central to the political humanisation of the country.

Remember:

- People tend to search for specifics, not just one word - e.g. "women's fiction" not "fiction". So use key phrases rather than individual words in your article title and abstract.
- Key phrases need to make sense within the title and abstract and flow well.
- It is best to focus on a maximum of three or four different keyword phrases in an abstract rather than try to get across too many points.
- Finally, always check that the abstract reads well - remember the primary audience is still the researcher, not a search engine, so write for readers not robots.

## **Figures, Illustrations & Multimedia**

Since *Compass* is online-only, there are almost no significant printing costs for colour visual material, and we have exciting opportunities to include supporting video and audio files. Supplementary files are an effective way to support your article, and they add valuable texture and interest to your article. However, please be aware of the guidelines below.

**NOTE: Authors are responsible for obtaining copyright permissions and paying any related fees for any supplementary material they wish to include**, be it images, video or audio. Please confirm with the Compass Editorial office that the supplementary material can be included before paying any such fees.

### Figures and Illustrations

Authors are strongly encouraged to include as many illustrations, photographs, maps and diagrams as they wish. These are all referred to as 'figures' and should be numbered consecutively using Arabic numerals (Figure 4, etc.). You can see examples of possible visualization methods here: [http://www.visual-literacy.org/periodic\\_table/periodic\\_table.html](http://www.visual-literacy.org/periodic_table/periodic_table.html).

All figures should be computer generated. The figure should be submitted in EPS, TIFF or JPG format at 300 dpi. If exporting to EPS all fonts should be embedded. The maximum image size that can be loaded onto Manuscript Central is 40 Megapixels. Detailed guidelines may be found here: <http://authorservices.wiley.com/bauthor/illustration.asp>.

Captions should be concise but as informative as possible, and must be typed double spaced and listed on a separate sheet.

Titles should be incorporated into the figure caption. Captions should not be a part of the figure and should include any acknowledgements necessary.

### Video

*Compass* encourages authors to submit supplementary video files. We can accept a wide range of video file formats such as .WMV, .AVI, .MOV, and .MPG. If your video is not in one of these formats we may still be able to accept it - please let us know before submitting.

Videos should have a maximum length of 10 minutes and maximum filesize of 1024 MB. If you have larger files for inclusion, they should be split into two or more separate videos. All video files should be in their final form upon submission. The maximum filesize that can be uploaded to Manuscript Central is 100 MB. If your file exceeds this, please email the Editorial Office for details on how to submit larger files through our FTP site.

### Audio

*Compass* encourages authors to submit supplementary audio files. Audio files can be submitted in .aif, .aifc, .aiff, .asf, .au, .mp2, .mp3, .mpa, .snd, .wav, or .wma format. All audio files should be in their final form upon submission.

### **Short Biography / Biographies**

Authors should include a short biographical paragraph about themselves (and for co-authors where applicable). The biography should be submitted as a separate document and contain a few sentences about each of the following: educational history, recent professional/teaching history, research interests and some information about recent or forthcoming publications. Here is an example of a well-written biography:

John Doris' research is located at the intersection of psychology, cognitive science, and philosophical ethics; he has authored or co-authored papers in these areas for *Noûs*, *Bioethics*, *Cognition*, *Philosophy* and *Phenomenological Research*, *The Encyclopedia of Cognitive Science*, *The Encyclopedia of Ethics*, and the *Oxford Handbook of Contemporary Analytic Philosophy*. His book *Lack of Character* (Cambridge 2002) argues that reflection on experimental social psychology problematizes familiar philosophical and "folk" conceptions of moral character. Current research involves both theoretical and empirical research on moral responsibility, evaluative diversity, rationality, and the self. He has held fellowships from Michigan's Institute for the Humanities, Princeton's University Center for Human Values, and the National Endowment for the Humanities. Before coming to Washington University in St. Louis, where he presently teaches, Doris taught at the University of Michigan and the University of California, Santa Cruz. He holds a BA in Philosophy from Cornell University and a PhD in Philosophy from the University of Michigan, Ann Arbor.

## Submitting Your Article

- Go to <http://mc.manuscriptcentral.com/soco>. Manuscript Central is our online submission and editorial interface.
- Log in if you have already been sent your User ID and password (in a reminder or confirmation email). If you don't know your password, use the Password Help box.
- If the system has no account registered for you, click on 'Create Account' in the top righthand corner to get started.
- Once logged in, the Main Menu will be displayed. Click on 'Author Center'.
- Under 'My Manuscripts' click on '1 Invited Manuscript' link. This will load the basic details at the bottom of the page.
- Click 'Continue Submission' on the right to begin manuscript submission!

## Submission Checklist

Please submit, in **Microsoft Word** (.doc) format:

- An *anonymous* version of your article, incorporating the title, abstract, full text, reference list, any figures, tables or captions. Please do not include references to yourself as the author of the paper.
- A separate title page (inc. your article title, name, affiliation and correspondence address / email address).
- A one-paragraph short biography
- Any separate figure files in EPS, TIFF or JPG format at 300 dpi
- A cover letter containing a statement that the article has not been submitted for publication elsewhere, and will not be submitted elsewhere until a decision has been rendered by the Editor-in-Chief. You may also give details of any special circumstances that apply to your article in the cover letter.

All parts of the article (abstract, text, references, tables, and figure captions) must be double-spaced, paginated and be assigned a line number.

**NOTE:** If you do not use Microsoft Word, files in .rtf and plain text formats can also be accepted. If your article contains any special characters, it is advisable to submit a supplementary PDF version of your paper, for cross-checking. [www.zamzar.com](http://www.zamzar.com) provides free file conversion, including PDF to Word.

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Once your article is submitted, please sign and return your Exclusive Licence Form as soon as possible by post. The form is at the end of these Notes for Authors. Authors can reuse their article elsewhere, provided they obtain permission and give a full acknowledgement.

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Authors who are able to deliver within the deadline agreed for their article will be entitled to free Wiley-Blackwell books up to the value of \$50/£30. You will be sent details on how to choose your free book once your article has been submitted.

### **Peer Review**

Once submitted, your article will first be evaluated by the relevant Section Editor(s) to ensure it fulfils the journal's principles and aims.

If this is the case, the article is then reviewed by referees, chosen by the Section Editor for their specific subject knowledge. When submitting your article you can suggest any preferred reviewers in your cover letter. However, the Section Editor will decide at their discretion whether to invite them to review. We recognise that there are different refereeing cultures across the discipline and Section Editors have the discretion to operate a different refereeing process (where the author's identity is made known to the referees) for ALL the papers in their section.

In all cases the referees' identities remain unknown, but we encourage referees to make their identity known in the text of their report if they so wish.

Authors of submitted articles are asked to consider the criticisms, suggestions and corrections of the referees and Section Editor(s) and where possible, to address them. The Section Editor(s) will mediate any conflicting reviews.

If the author disagrees with the reviews, they are entitled to set forth their views and justifications. However, the Section Editor is entitled to decline publication if they feel the review criticisms have not been sufficiently addressed. The decision of the Section Editor(s) is final. An invitation to contribute an article does not guarantee acceptance.

## ***Post-Acceptance***

### **How long to publication?**

In general it takes around 8-12 weeks from acceptance to publication. However, prompt return of author proofs can speed up this process.

### **Proofs**

Once accepted, your article will be sent to the copyeditor. You will then receive your PDF proof via email. At this stage you should be correcting minor errors only. Corrections will usually be communicated by email to the Production Editor. However, you will receive specific instructions with your PDF proof.

If you need to make extensive corrections to the proof then please print out the PDF file and mark it up in black or blue ink. The corrected proofs should then be sent by post to the Production Editor.

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Author Services also enables you to track your article through production and to sign up for email alerts. The system will also give you perpetual access to your article and allow you to nominate 10 people to receive a copy of your article once published.

Please note that your Author Services login will be a different login to your Manuscript Central login.

For details on how you can use your offprint or your article itself, please refer to the Exclusive Licence Form (at the end of these guidelines).

## ***Sociology Compass Style Guidelines***

**Harvard style** should be used for inline citations and the Reference List.

All articles must contain an **Abstract**, a **Reference List** and a **Short Biography**.

### **UK or US style?**

UK or US spelling and punctuation may be adopted but, whichever conventions are used, they must be followed consistently throughout.

e.g. italicise OR –italicize, behaviour OR behavior, centre OR center, spectre OR specter, etc.

### **Quotations**

Every quotation should be accompanied by a reference to its source (e.g. Author 1996).

Short quotations (less than 30 words) “should run on within the normal sentence structure” (Author 1996). Use quotation marks to distinguish the quote, and, if appropriate, precede by a comma (for shorter quotations) or a colon (for longer quotations).

Long quotations (more than 30 words) should be displayed. Displayed quotations do not require quotation marks. They should be set smaller than normal text type and indented by the normal paragraph indent, with no extra space above or below. (Author 1996)

The spelling, grammar, etc. of direct quotations should not be edited. Use [*sic*] to signify a direct quote of an error.

### **Tables**

Tables must be typed double spaced, using as few horizontal rules as possible and no vertical rules. They should be numbered consecutively using Arabic numerals (Table 4, etc.). Titles should be concise but as informative as possible. Decimals appearing in tables should include leading zeros i.e. 0.1273.

### **Endnotes**

*Sociology Compass* does not accommodate either footnotes or endnotes, and specific arguments or points should be amplified at an appropriate place in the text.

### **In-text Citation Examples**

- Jones (1988, p. 223) found that specific references were made...
- Carlson (1981) obtained results which...
- A recent study (Bloggs 1990) found that...

If volume, issue or page numbers need including:

- (Jones 2005, vol. 2, p. 23)
- (Jones 2005, vol. 2, p. 23; vol. 3, pp. 20-41)
- (Jones 2005, sec. 2)
- (Jones 2005, eq. 3)

### **Two authors**

- (Smith & Jones 2006)
- Smith and Jones (2006) theorized that...

Note: The ampersand is used when the authors' names are in brackets.

### Three or more authors

Use the first author only followed by 'et al.' For example, a work by Smith, Jones and Anderson becomes:

- Smith *et al.* (2006) discussed library search methods...
- A range of search methods (Smith *et al.* 2006) were discussed.

### Unpublished works

- (Crowley, unpub.)
- Crowley (unpub.) argues that...

### Citations from secondary sources

- Brown (cited in Smith 1995) reported ...
- (Brown, cited in Smith 1995)

### The Bible

Psalm 23:6-8

## **Reference List**

The reference list is a very important tool for readers. Each reference will be linked electronically to the online source, so it is important that your bibliography be as concise and comprehensive as possible. YOUR ARTICLE CANNOT BE PROCESSED WITHOUT A REFERENCE LIST IN THE CORRECT FORMAT (see below).

References should be listed in alphabetical order at the end of the article. Authors should use the Harvard system in which authors' names (no initials) and dates are given in the main body of the text with specific pages indicated only in the case of quotations (e.g. Linton and Moislely 1960, 29). References are listed alphabetically at the end of the paper under the heading References, set out as follows, with double spacing for all lines.

For not-yet-published titles, in the place of a date put "forthcoming". Where possible, follow this with a predicted date in parenthesis.

For multiple references with same first author in same year but different second/third authors, references should be listed in alphabetical order. With only one author- list by date order and then alphabetical.

Please note that all citations must be in the reference list and that all referenced texts should be cited in the body of your manuscript.

## **Reference List Examples**

### Book

Appelbaum, E. and R. Batt (1994). *The New American Workplace*. Ithaca, NY: Industrial and Labor Relations Press.

### Chapter in edited book

England, P. and L. McCreary (1987b). Gender Inequality in Paid Employment. In: Hess, B.B. and M. Marx Ferree (eds.), *Analyzing Gender: A Handbook of Social Science Research*. Newbury Park, CA: Sage, pp. 286–320.

#### Journal Article

Bloggs, J. (2008). Media in the Digital Age. *Sociology Compass* 2(1), pp. 347–56.

#### Thesis/Dissertation

Jones, F. (1998). *The mechanism of Bayer residue flocculation*. PhD thesis, Curtin University of Technology. Retrieved December 21, 2005, from Curtin University of Technology Digital Theses.

#### Conference Paper

Debono, C. (2000). The National Trust into the new millennium. *Proceedings of the ninth meeting of the International National Trust*, Australian Council of National Trusts, Alice Springs, NT, pp. 44-6. Retrieved January 20, 2006, from Informit Online database.

#### Newspaper Article

Towers, K. (2000). Doctor not at fault: coroner. *Australian*, 18 January, p. 3.

#### Other publications

Where there is doubt (e.g. occasional papers) include all bibliographical details. The place of publication should always be given when books are referred to.

#### Online Documents

The full title of a Website or page should be provided. Website URLs should be cited at the end of a citation to an online source as follows: URL (Last Accessed Date)

The last accessed date is required information for a citation, and authors should check all URLs before final submission of their article to ensure that they are still active. If they are not, alternative URLs or citations for the same information should be provided.

#### Forthcoming style for both books & articles

Larner, W. (forthcoming). Neoliberalism in (regional) theory and practice: the Stronger Communities Action Fund in New Zealand. *Geographical Research*.

Ridley, A., Peckham, M. and Clark, P. (eds.) (forthcoming). *Cell motility: from molecules to organisms*. Chichester: Wiley.

Author's name: .....

Author's address: .....

Title of article ("Article"): .....

Manuscript no. (if known): .....

Names of all authors in the order in which they appear in the Article: .....

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