International Social Science Journal

**GUIDE FOR AUTHORS CONSIDERING SUBMISSION
OF AN UNSOLICITED MANUSCRIPT**

1. PROFILE OF THE *ISSJ*

The *International Social Science Journal*, founded by UNESCO in 1949, is published quarterly in six language editions: English, French, Spanish, Arabic, Chinese and Russian.

Its purpose is to bridge diverse communities of social scientists, working in different problems and disciplines, from different parts of the world. It provides information and debate on subjects of interest to a broad international readership, written by an equally international range of authors. The ISSJ has a particular interest in policy-relevant questions and interdisciplinary approaches. It serves as a forum for review, reflection and discussion informed by the results of relevant research, rather than as an outlet of "first publication" for the results of individual research projects.

The Editor will be pleased to comment on the possible suitability of material in advance of submission.

2. CONTENTS

Of substantial part of each issue is devoted to a special theme. Its articles are normally commissioned by the Editorial Office with the assistance of an external Editorial Adviser for the issue. In certain cases, a specific call for papers may be issued for a thematic issue. Please refer to http://www.unesco.org/issj which is regularly updated. Authors considering submission should refer to the general guidelines below as well as to any specific indications in the call for papers.

Unsolicited manuscripts are also welcome for the sections "Open forum" (any topic within the domain of the journal), "Continuing debate" (following earlier thematic discussions), and "The social science sphere" (professional social science issues). Authors considering submission under these rubrics should bear

in mind the profile of the journal as described above, as well as the requirements of presentation that follow. All unsolicited manuscripts are peer-reviewed.

The English language version also carries, in lift-out form, the *ISSC Newsletter*, carrying news from the International Social Science Council and its member organisations.

Titles, tables of contents, and abstracts of the current and recent issues may be viewed in English at the website of the publisher of the English language version: www.blackwellpub.com. Likewise, for the French version see the publisher's website: www.edition-eres.com. The full-text Spanish language version is freely accessible at www.unesco.org/issj.

Subscription information on all language issues may be found on the inside back cover of the journal itself. For the English and French versions it may also be found on the publishers' websites mentioned above.

3. MODE OF SUBMISSION

Articles should be submitted as email attachments readable by Word for Windows and addressed to: issj@unesco.org. If this is not possible, a diskette may be accepted. Normally, hardcopy is not necessary. If neither of the above is possible, the author should contact the editorial office beforehand.

4. LENGTH OF MANUSCRIPTS

Unsolicited manuscripts for the "Open Forum" section should normally be between 6,000 and 8,000 words, including all notes, tables, graphics and references. Authors considering submission or longer or shorter pieces are advised to discuss the matter with the Editor in advance of submission.

Shorter pieces are welcome for the "Continuing debate" and "Social science sphere" sections.

5. GENERAL POINTS TO BEAR IN MIND WHEN WRITING

• In line with the profile of the *Journal*, articles should be appealing and accessible to those not specialised in their particular subjects. Excessive technicality, jargon and methodological protocol are to be avoided in favour of direct, clear language.

• Since the *ISSJ* is translated into six languages, and moreover is read by many persons in what, to them, is a foreign language, the exposition should be as clear as possible, avoiding colloquialisms and explaining any local circumstances, terms or concepts which might not be widely familiar.

- Whilst the editorial staff verifies the stylistic acceptability of texts, and authors may be consulted on any problems which arise, it is important that manuscripts be presented in fully finished form. UNESCO also reserves the right to editorial revision and abbreviation of the text, although any revision involving substantial change will be forwarded to the author for accord before publication.

- It is not the policy of the *ISSJ* to publish articles that have already been published elsewhere, or which are in press or under consideration by other journals. Authors are requested to honour this rule when submitting manuscripts.

- Controversial ideas or doctrines should, as far as possible, be discussed in a positive manner, and in such a way as to avoid the imputation of ulterior motives to those who hold different views.

- Texts should not contain passages likely to cause offence to Member States of UNESCO and should not impair the spirit of international understanding and cooperation.

- Acceptance of an article and payment of the honorarium for work done does not commit UNESCO to publish.

6. HOUSE STYLE

Authors should consult a recent issue of the ISSJ to serve as a guide for presentation. Note in particular:

Title: should be clear and informative, without straining for literary effect or allusion. Not too long (should preferably fit into one line, without subtitle), without quotation marks within it, and not in interrogative form.

Notes should not be multiplied unreasonably. It is generally possible and often preferable to integrate elegantly much note material (and indeed, sometimes all of it) as asides in the text itself. They should not be used as a means of calling references, which should instead be called directly from the text.

When used, notes should be numbered consecutively, called at the appropriate point of the text with the call number raised one space thus[1], and presented in numerical order at the end of the text (not at the bottom of the page).

Authors are requested *not* to use special endnote formatting systems, as this creates difficulties of manuscript manipulation for the editorial office, translators, publisher, and printer. Notes should be in plain text, the same font as the main text (12 point Times New Roman) and should not be automatically numbered.

Acknowledgements: if any, they should be placed in a note, marked by an asterisk rather than a numeral, at the beginning of the notes section, and called from the article title.

References: given the profile of the *Journal*, in general authors should not seek to compile comprehensive reference lists. The references should be restricted to those that are really useful to the readers or necessary for authentification. Normally, the list should not exceed 25 items. If the author believes that there is a need to go beyond that limit, the editorial office should be contacted before submission of the article.

As with notes, authors are requested *not* to use special reference formatting systems, as this creates difficulties of manuscript manipulation for the editorial office, translators, publisher, and printer. References should be in plain text, the same font as the main text (12 point Times New Roman).

Bibliographical details should be complete and correct. They should be gathered at the end of the article (not at the foot of each page) after the notes (if any) in the following forms for articles and for books. A more detailed guide to citation of other kinds of sources is available from the editor on request.

LI, T.M., 1996. Images of community: Discourse and strategy in property relations. *Development and Change*, 27(3), 501-27.

HOY, D.C., 1986. Power, repression, progress: Foucault, Lukes and the Frankfurt School. *In:* D.C. Hoy, ed., *Foucault: A Critical Reader*. Oxford: Basil Blackwell, 123-48.

ARMSTRONG, J., 1985. *Long-Range Forecasting: From Crystal Ball to Computer*. Toronto: Wiley.

MERCER, P.A. AND SMITH, G., 1993. *Private Viewdata in the UK*. 2nd ed. London: Longman.

These references would be called in the text thus: (Armstrong 1985), (Li 1996, p.521).

Before submitting the printed article the author is requested to double-check that each reference call in the text is answered in the list of references and conversely. Also, to check that the date of publication and spelling of the authors' names agree in call and reference list, and that the publications details in the reference list are complete. Please pay particular attention to the correct placing of punctuation marks, capitals, small capital fonts, italics, etc. as such issues can be very time-consuming at a later stage.

Quotations. They should be as few as possible and should not exceed one paragraph in length. "Keynote" quotations are not accepted. Quotations should be in the same language as the main text of the article.

When the quotation has been translated by the author, it *must* be accompanied (on a separate sheet for the editor) by the full original language version. The *ISSJ* is translated into six languages (one of which may even be the original language of the quotation), and chain translation produces linguistically unacceptable and bibliographically incoherent results.

Spelling. Apply the spell-check and grammar-check of the word-processing system before submission. For articles written in English, please use English rather than American spelling (e.g. labour, centre, through, analyse). Optional spelling for words like globalise/globalize.

Large numbers. If the article uses the term 'billion' in the text or tables, please make it clear to the reader whether this is meant as 'thousand million' (US usage) or 'million million' (UK usage). Both are accepted, but the meaning <u>must</u> be clear.

Emphasis. Avoid excessive use of emphasis – too much emphasis destroys its effect. It should be expressed by italics (rather than bold or underlining).

Formatting. Use 12 point type in Times New Roman with standard margins at one-and-a-half line spacing; justified text; one extra space between paragraphs. Do not indent paragraphs. Put emphasis and foreign words in italics.

All titles and headings should be in the same font and size as the text. Title and author name should be bold and centred. Main headings in bold flush left; second level of headings in italic flush left, third level in italic underlined indented 1.5 cm. Try to avoid further layers of headings.

As indicated above, notes and references should be in the same typeface as the main text, *without* automatic formatting systems.

Tables and figures. They may be included but should not be multiplied beyond necessity. None should require more than one printed page and each should carry a number (e.g. Table 1) and title above, and a source below. Footnotes should not be attached to figures or tables; such information should be incorporated into the caption or source.

Tables should normally be presented in the same word-processing software as used for the main text (e.g. Word), and presented with that text in a single file. They may be placed in the text, or grouped at the end (after the notes but before the references).

If there are figures, they should be in software readable by Microsoft Office, and should be presented in a separate electronic file. If scanned or otherwise digitally captured, these must be provided for publication in high resolution (800 dpi). However, in order to facilitate file exchanges, lower resolutions are recommended at the submission / evaluation stage. Their placement in the text (or at its end) should be indicated clearly (e.g. "Figure 1 about here"). It is understood that problems of pagination may oblige the printer to relocate slightly.

7. COMPLEMENTARY ITEMS TO BE SUBMITTED WITH THE TEXT

Abstract of less than 200 words. It is not necessary to list key words.

Short biographical note of less than 75 words, giving the author's name, institutional affiliation and e-mail address, main research interests and (optionally) most recent and/or forthcoming publication with date only. This will be published in a box with a fixed limit (560 signs and spaces) on the first page of the article.

8. SEQUENCE OF PRESENTATION

Please order the material of the article as follows, beginning each item on a new page:

- Abstract (with title of article and author's name)
- Biographical note
- Body of the text (with title and author's name repeated at top of first page)
- Notes if any
- Other auxiliary material e.g. appendices, tables, figures, if any
- References

9. COPYRIGHT

If a manuscript is accepted, under the contract signed by UNESCO and the author (UNESCO contract form 205C, article III), copyright is vested in UNESCO, with exclusive right to print or publish the text in whole or in part in any language and in any form, including electronically. This has the following corollaries:

- If the copyright for certain incidental elements of the text (such as figures, tables, graphic materials) is held by a third party, the author must signal this fact to the editor at the time of submission.

- If the copyright for the text as a whole is held by a third party, the author must also signal this fact to the editor at the time of submission. Normally, the

ISSJ does not accept to publish such texts, but in very exceptional instances it may agree to do so.

- In both of the above cases, it is the author's responsibility to take full care of all matters and expenses relating to copyright clearance for publication in the *ISSJ* covering all its six languages, both in hardcopy and electronically. Written permission must be received by the editorial office before the article concerned can be accepted for publication in the *ISSJ*.

Under the contract (section V) provision is made for possible request by the author for republication of the article elsewhere after its appearance in the *International Social Science Journal*. Such a request should be submitted in writing, with full details of the proposed republication. Provided that there is a reasonable time lapse between the two, authorisation normally presents no difficulties. However a small fee may be charged. For the English language, such requests should be addressed to the publisher, Blackwell Publishing, 9600 Garsington Road, OXFORD OX4 2DQ, UK, Tel 00 44 1865 776 868, Fax 00 44 1865 714591, (email: journalsrights@blackwellpublishers.co.uk).

10. ILLUSTRATIONS

Illustrations for each issue of the *ISSJ* are selected by the editorial office, which retains entire responsibility for their choice and location. However, if an author does not wish the article to be accompanied by any illustrations, he/she should inform the Editor *when the article is submitted*. Suggestions from authors about illustrations for their contribution are welcome: they will be used at the Editor's discretion. Due attention should be paid in such cases to the technical quality of the material submitted and to copyright issues.

11. TRANSLATIONS

UNESCO translations are carried out by highly qualified professional translators, and are reviewed by senior in-house revisers.

When the article contains technical terms, and the author knows their best rendering into one of the languages of the journal, the editorial office is *extremely grateful* for any note for the translator (on a separate page with the article).

Please see the section on quotations for the specific requirements regarding translation of quoted text.

12. COMMUNICATIONS

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