

Guidelines for publication in PAPERS. REVISTA DE SOCIOLOGIA

Anyone who submits a manuscript for publication in PAPERS. REVISTA DE SOCIOLOGIA must previously verify that the text to be sent conforms strictly to the following norms:

1. Manuscripts should be written in Catalan, Spanish or English.
2. The journal accepts four types of work:
 - Articles: they are original and developed theoretical or empirical research works.
 - Research notes: they are brief empirical or methodological reports which add some concrete knowledge or information to those already existing and published in a given field.
 - Literature reviews: they are brief essays or reviews on the 'state of the art' in a given research field, or commentaries on a set of relevant contributions which deal with the same topic.
 - Book reviews: they are brief texts which critically comment a book or monography recently published in the field of social sciences.
3. Manuscripts should be sent through the Open Journal Systems (OJS) platform at the website <http://ojs.uab.cat/index.php/papers>. Previously, users should register as authors and readers. The journal will not accept manuscripts sent by any other method and will not maintain correspondence about them.
4. Manuscripts cannot have been previously published and should not be under consideration in any other journal while they are being considered for publication in PAPERS. REVISTA DE SOCIOLOGIA. As an exception, and for reasons of scientific interest or diffusion of outstanding contributions, the Editorial Team may decide to publish and/or translate an already published text.
5. Articles, research notes, and literature reviews will be preceded by a *cover sheet* in which authors will specify the following information:
 - Title, in Catalan or Spanish, and in English.
 - Complete name of the author/s. Spanish and Latin American authors are strongly invited to consult the document «*Propuesta de manual de ayuda a los investigadores españoles para la normalización del nombre de autores e instituciones en las publicaciones científicas*», available through the link «*Contenidos de interés*» at the website <http://ec3.ugr.es/>.
 - Institutional affiliation: university or centre, department or unit, city and country.
 - E-mail address. All correspondence will be sent to this address. If the manuscript is co-authored, a contact address should be specified in order to maintain correspondence with the journal.
 - Brief biographical note (up to 60 words) which should specify the highest academic degree achieved (and for which university), the current position, and the main research interests of the author/s. PAPERS. REVISTA DE SOCIOLOGIA may publish this note as a complement to the manuscripts' information.
 - Finally, it will be specified whether the manuscript is submitted as an article, a research note, or a literature review.
6. The text of articles, research notes, and literature reviews will be preceded by an **abstract** of no more than 250 words, which should explain, in a concise and clear way, the aims, methodology, main results, and conclusions of the work. It is also necessary to include some **keywords** (up to 10), which should not be repeated in the title, and

should be internationally accepted terms in social sciences and/or usual terms for bibliometric classification. If the text is written in Catalan or Spanish it will necessary to include an English version of the abstract and keywords. If the text is originally written in English, the Editorial Team may translate to Spanish the title, abstract, and keywords, provided the author/s have not delivered such translation.

7. The text of articles, research notes, and literature reviews should be sent in an **anonymized version**: the author/s will suppress (under the label of **anonymized**) any quotes, acknowledgements, references and allusions that may allow to identify them directly or indirectly. The Editorial Team will ensure that the manuscripts conform to this condition before sending them to peer-review. If the manuscript is accepted for publication, the author/s will then send a non-anonymized version, in case it differs from the one already sent.

8. **Articles** will have a maximum length of 9000 words, including footnotes and excluding title, abstract, keywords, graphs, tables, and bibliography. This word limit might only be exceeded when the Editorial Team considers that the special scientific interest of the work justifies it.

9. **Research notes and literature reviews** will have a maximum length of 4500 words, including footnotes and excluding title, abstract, keywords, graphs, tables, and bibliography.

10. **Book reviews** will have a maximum length of 2500 words, and they will begin by specifying the following information about the reviewed book: author/s, title, city of publication, publisher, year of publication, and number of pages. They will also include the complete name, institutional affiliation, and e-mail address of the author/s of the review.

11. The **text format** should conform to the following rules:

- Font type and size: Times New Roman 12.
- Text should be justified and 1,5 spaced, except footnotes.
- Footnotes should be numbered consecutively and situated at the bottom of the corresponding page, not at the end of the manuscript. It is strongly recommended to reduce their number as much as possible and to use them for clarifying and explanatory purposes, not for bibliographical reference.
- Pages should be numbered at the bottom starting from number 1, and beginning with the page where the abstract is (the cover sheet with the information about the author/s should not be numbered).
- Sections of the manuscript should be numbered and entitled in small letters and bold.

12. **In-text citations** should respect the following rules:

- Citations should appear in the main text; the use of footnotes only for bibliographic reference should be avoided.
- Citations should be bracketed, including author's surname, year of publication, and the page or pages quoted; for example: (Boudon, 2004: 73).
- When an author has two different works published the same year, they will be distinguished with small letters after the year; for example: (Boudon, 2004a: 73).
- When the authors are two, the citation will include their surnames joint by «and»: (Bowles and Gintis, 2005); when the authors are more than two, it will be enough to cite the first author's surname followed by «et al.» (Bowles

et al., 2005), though the complete reference in the bibliographical list may include all the authors' names.

- Literal quotations should be in inverted commas and followed by the corresponding citation within brackets; this citation must include necessarily the pages quoted. When literal quotations exceed from four lines, they will be separated from the main text, without inverted commas, with bigger indentation and smaller font size.

13. The **complete list of bibliographical references** will be placed at the end of the manuscript, under the heading «Bibliographical references». The reference list will respect the following rules:

- All the works quoted in the text should be referenced in the list, and the list will only include those works quoted in the text.
- The order should be alphabetical by the authors' surname. When several references have the same author, they should be ordered chronologically by year. The references of an author alone should be listed in the first place, then the works compiled or edited by that author, and, finally, co-authored works.
- The format of the references should respect the following norms:
 - **Books:** author's surname in capital letters, author's name, year of publication between brackets, title in italics, city of publication, and publisher; for example:
BOUDON, Raymond (2004). *The Poverty of Relativism*. Oxford: Bardwell Press.
RYAN, Alan (ed.) (1973). *The Philosophy of Social Explanation*. Oxford: Oxford University Press.
KING, Gary; KEOHANE, Robert O. and VERBA, Sidney (1994). *Designing Social Inquiry. Scientific Inference in Qualitative Research*. Princeton (N.J.): Princeton University Press.
 - **Book chapters:** author's surname in capital letters, author's name, year of publication between brackets, title of the chapter in inverted commas, «In:», name of the author of the book, title of the book in italics, city of publication, and publisher; for example:
OSTROM, Elinor (2005). "Policies That Crowd out Reciprocity and Collective Action". In: GINTIS, Herbert; BOWLES, Samuel; BOYD, Richard and FEHR, Ernst (eds.). *Moral Sentiments and Material Interests*. Cambridge (MA): MIT Press, 253-275.
 - **Journal's articles:** author's surname in capital letters, author's name, year of publication between brackets, title of the article in inverted commas, journal's name in italics, volume, issue or number between brackets, and pages (initial and final); for example:
GRANOVETTER, Mark (1973). "The Strength of Weak Ties". *American Journal of Sociology*, 78 (6), 1360-1380.
 - **Original editions:** when the year of the original edition is different from that of the quoted one, the in-text citation will reference the original edition year, and the year of the quoted edition will be included at the end of the complete reference. For example:
WEBER, Max (1922). *Economía y sociedad*. México: Fondo de Cultura Económica, 1964.
- All references should be French indented.

14. All **non-textual elements** (tables, figures, maps, graphs, illustrations, etc.) should appear in the corresponding place in the text; they should also be delivered separately in word, rtf, pdf, jpeg or tiff format. They will be numbered and entitled; its source should be specified below them, and there should be an explicit mention of each one in the main text.

Selection process and publication rules

1. PAPERS. REVISTA DE SOCIOLOGIA publishes academic works which present rigorous empirical or theoretical research in the fields of sociology and the social sciences.

2. Formatting, spelling or grammar mistakes, as well as non compliance with the journal's rules and guidelines, may result in the rejection of a manuscript before starting an evaluation process.

3. Manuscripts will be peer-reviewed in a double-blind way. All the works sent to PAPERS. REVISTA DE SOCIOLOGIA will be refereed according to standards of strict scientific quality.

4. On receipt of a manuscript which complies with all the journal's formal requirements and rules, a receipt acknowledgement message will be sent to the author/s and the evaluation process will start.

5. In a first stage, the Editorial Team will revise the general quality and thematic adequacy of the manuscript; manuscripts whose quality is notoriously low or which do not make any contribution to the journal's scientific fields may be directly rejected without external refereeing. For this first review, the Editorial Team may require assessment by the members of the Editorial Board or the Advisory Board.

6. Manuscripts which pass the first review will be sent to two external referees, who will be experts in the pertinent field or research area. In case of discrepancy between the referees, or if considered necessary by any other reason, the Editorial Team may send the manuscript to a third referee.

7. In the light of the referees' reports, the Editorial Team may adopt one of the following decisions about the manuscript, which will be communicated to its author/s:

- a) Publication (as it is or with very minor changes).
- b) Publication after revision. In this case, publication will depend on the introduction by the author/s of all the changes and revisions required by the Editorial Team. The revised version should be sent to the journal in one month, and the author/s will attach a brief cover letter explaining how the changes satisfy the requirements of the Editorial Team. The journal may propose, as one of these changes, the conversion of a manuscript submitted as an article into a research note or a literature review, or vice versa.
- c) Revise and resubmit. In this case, the manuscript is rejected in its present form but offering the author/s the possibility of rewrite and resubmit a new version. Resubmission of a new version will not entail any publication guarantee, since the selection and refereeing process will start again from the beginning.
- d) Rejection.

8. When a manuscript is accepted for publication, the proofs should be read (and, if necessary, corrected) by the author/s within two weeks since their reception.
9. PAPERS. REVISTA DE SOCIOLOGIA will publish each year the list of all referees, as well as the aggregated data about accepted, revised and rejected manuscripts, and the average time between receipt of a manuscript and communication of the final decision to its author/s.
10. PAPERS. REVISTA DE SOCIOLOGIA may publicize, once they are verified, the following bad scientific practices: plagiarism, data falsification or fabrication, misappropriation of authorship, and double publication.

Publication rights

11. PAPERS. REVISTA DE SOCIOLOGIA is published under the licence system Creative Commons, according to the modality «Attribution-Noncommercial (by-nc): derivative work is allowed under the condition of non making a commercial use. The original work cannot be used with commercial purposes».
12. Therefore, everyone who sends a manuscript is explicitly accepting this publication and edition cession. In the same way, he/she is authorizing PAPERS. REVISTA DE SOCIOLOGIA to include his/her work in a journal's issue for its distribution and sale. The cession allows PAPERS. REVISTA DE SOCIOLOGIA to publish the work in a maximum period of two years.
13. With the aim of favouring the diffusion of knowledge, PAPERS. REVISTA DE SOCIOLOGIA joins the Open Access journal movement (DOAJ), and delivers all its contents to different repositories under this protocol; therefore, sending a manuscript to the journal also entails the explicit acceptance by its author/s of this distribution method.