

Swiss Journal of Sociology Guidelines for Manuscripts in English

All points listed here are important and binding. The manuscripts that do not comply with the guidelines will not be considered for review and will be returned to their author(s). If anything is unclear, please contact socio.journal@sgs-sss.ch.

Submission Format

Articles should not exceed 50'000 characters or 8'000 words including spaces, references, tables / figures within the text as well as the appendix. The manuscript should not include more than five tables or figures. All tables and figures need to be readable in black and white. Additional material should be provided via a link to an online repository.

All raster and vector graphics should be delivered as source files, not embedded into Word. Possible formats are the following:

- Raster graphic (photos): TIFF or JPEG, minimum 300 dpi.
- Vector graphic (for example diagrams): AI, EPS, editable PDF, editable Excel files.

Articles should include an abstract and five keywords. Abstract, keywords and the main title of the contribution should be delivered with a translation in German, French and English. Abstracts in each language shall not exceed 550 characters (spaces included).

Please provide your text as a Microsoft Word file or equivalent and remove all the field codes before submitting your word file. Field codes are sometimes used in Microsoft Word to link citations to bibliographic references.

Anonymization

The Journal has a policy of double-blind anonymous peer review. The manuscript should not include a list of authors' names, institutional affiliations, contact information, or acknowledgements. This information can be included into the submission platform during the submission process.

Ensure that self-citations do not reveal your or your co-authors' identities. Refrain from using the first person when citing your own work (e.g. "our studies," "we conducted"). When referring to your work – for example, published details about the data set used in your manuscript – provide a regular citation the same way anyone else citing this work would. Please do not replace your last name with "Author" or "XX", as this may result in author identification.

Citing your own manuscripts that are currently under review or forthcoming may reveal your identity in the review process. These citations should be temporarily deleted for the peer review process. If necessary, information about your manuscript is in an unpublished paper or dissertation, provide an appendix for reviewers with this information.

Guidelines for Text Layout

General layout

Manuscripts should be typed in 1.5-line spacing. There should be no blank line between two paragraphs.

Titles and subtitles

Titles within the text must be hierarchically numbered. Two levels of titles are accepted: 1 Title, 1.1 Subtitle. A section title should introduce the first paragraph of the text (for example "Introduction"). Title hierarchies should be numbered manually (please do not use predefined Word styles). Titles shall include headline style capitalization. Capitalize the first words in titles and subtitles and capitalize all nouns, pronouns, verbs, adjectives, and adverbs (except and, but, for, or, nor, of, and as). Lowercase the articles (the, a and an) and prepositions, regardless of length, except when they are used adverbially or adjectivally (up in Look Up, down in Turn Down, on in The On Button, to in Come To, etc.) or when they compose part of a Latin expression used adjectivally or adverbially (De Facto, In Vitro, etc.). Lowercase the word to not only as a preposition but also as part of an infinitive (to Run, to Hide, etc.), and lowercase as in any grammatical function.

Gender-sensitive language

It is expected that the authors use gender-sensitive language. The journal does not have a standard policy on gender language. It is up to the authors how they exactly implement this guideline in the manuscript. Important is to be consistent throughout the whole manuscript.

Emphasis

Use italic type – and only italic type – for emphasis. Bold and quotation marks, underline, color or any kind of capital should not be used for emphasis.

Punctuation

Use a single space after a full point and after commas, colons, semicolons, question mark, etc. Do not insert any space in front of a punctuation mark in English. For quotations marks, please see below.

Footnotes

Footnotes are to be used sparingly and are used for short commentaries only. They are not meant for bibliographical information, charts, graphics, formulas and the likes. Footnotes are treated like sentences. They begin with a capital letter and end with a punctuation mark. Endnotes are not allowed.

Any footnotes should be numbered consecutively throughout the article. Each footnote number is to be placed immediately after the word(s) it refers to. If the footnote refers to a full sentence, the number is placed immediately after the punctuation mark, but before the comma if the footnote refers to a part of sentence separated by a comma.

Examples:

Burckhardt's understanding of the polis echoed the writings of Alexis de Tocqueville, Benjamin Constant and Fustel de Coulanges.¹

During the 1950s, under the leadership of Alfred Roth² and the strong influence exercised by Sigfried Giedion³, the university had maintained a clear modernist direction.

Abbreviations

Abbreviations are to be avoided, except for official acronyms for organizations, institutions and so forth. Acronyms (e. g. CIAM) should be spelt out on first use in the manuscript. Example:

The Congrès Internationaux d'Architecture Moderne (CIAM) gave the city an interpretation that extended well beyond its functional aspects. ... The CIAM's many different analyses reflect an ideological transformation.

The following abbreviations can be used in cross-references, bibliography and footnotes. Others should be avoided. Do not put these abbreviations in italic.

ca. (circa, approximately)
cf. (compare)
ch., no., pt., vol. (chapter, number, part, volume)
ed., eds. (editor, editors, edited by, edition)
e. g. (for example)
esp. (especially)
et al. (and others)
fig., figs. (figure, figures)
f. ff. following page(s)
i. e. (that is)
n. d. (no date)
n. p. (no place, no page, no publisher)
m, mm (metre, millimetre) (no full stop point)
p(p). (one letter space between p. or pp. and the number) (pages)
trans. (translator, translated by)

Numbers

In running texts and non-technical contexts, numbers from 0 to 100 should be spelled out:

She had lived in Scotland for more than thirty-three years.

But:

A 33-year-old man / 40, 65 and 135 days (not forty, sixty-five and 135)

Full stop must always be used for decimal fractions: 21.9, not 21,9.

Comma for thousands, starting from 1,000: 2,517 / 20,000 / 5,000,000.

Ordinal numbers should normally be written out: first, second, third, twentieth, hundredth.

Percentages

Write out percentages in the running text: 10 percent (except for graphics, tables, notes, footnotes bracketed text). Percentages should always be written with a decimal point (in English) and with a fixed spacing between figure and character: 1.5 %, 1.5 percent.

Quotations within the Text and Quotations Marks

The “double” quotation marks should be used for quoted material within the text, with ‘single’ quotation marks for quotes within quotes. Double quotation can also be used for titles, trade names, products, organizations.

Set all quotations, in English or foreign languages, in roman (standard format) type. Lengthy quotations (of more than 3 lines or 40 words) should start on a new line, be indented on the left and on the right, and set without quotation marks.

Use the spelling and capitalization of the original. Spell out contractions, putting extra letters in [square brackets]. Errors in quotations are marked with a “(sic!)” behind them. If the original language of the quotation differs from the publication language, but is not translated, the quotation marks common in that respective language are to be used. Please refer to our German and French style guides.

Tables and figures

Manuscripts can include a **maximum of five tables and figures in total**. Tables and figures (charts, graphs, illustrations, etc.) have to be numbered in consecutive order and presented separately, one per page, at the end of the text. At the appropriate place in the text, a reference is to be made to the respective table and figure. The locations where tables and figures are to be inserted are marked as follows: # table 1 about here #.

Tables and figures must be given a meaningful title, that should be placed above them. Tables and figures – nor their respective titles – cannot include footnotes. Instead, annotations are to be placed directly below the table / figure. Tables and figures must not be placed directly after a chapter title.

Citations and bibliography

The SJS follows the American Psychological Association referencing style (see <https://apastyle.apa.org/>) both within the text and for the references.

The bibliography lists every work cited in the text, and every work listed in the bibliography must be cited in the text. Every first line of the references should be indented. All references are to be adapted to APA style and listed in alphabetical order by authors' last names. Two or more entries by the same author(s) should be listed in chronological order of the year of publication (more recent first). Always use n dash "-" to separate page numbers. Wherever available, add the DOI-number to the reference. Please keep the whole URL (example: <https://doi.org/10.1080/10926770802250942>).

Data citation

The SJS requires that authors cite any data on which the conclusions of the paper rely, whenever possible.

Data citations should cite specifically the dataset, both in the text (including tables and graphs) and in the reference list. Citing a publication describing the data (e.g., methodological report, data article) is not sufficient. Citations of datasets, when they appear in the reference list, should include the minimum information recommended by [FORS - Swiss Centre of Expertise in the Social Sciences](#) and follow journal style. For example:

Data author(s) (Publication year). *Data title* (Version) [Resource type]. Data publisher.
Persistent identifier

Hupka-Brunner Sandra, Heers Marieke, Gomensoro Andrés, Kamm Chantal Désirée and Schnell Jakob (2023). *PICE - Parental Investment in Children's Education* (1.0.0) [Dataset]. FORS Data Service. <https://doi.org/10.48573/zb5k-5v15v>.

For unpublished data, the publication year can be changed to n.d. or forthcoming if data are deposited but not available yet (embargo).

Moreover, in case of secondary data analyses, both the data itself (e.g., Swiss Household Panel data) and the replication material (e.g., containing the syntaxes) should be cited. Citing only the replication material is not sufficient, as the data are not specifically cited.

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