



## **E-journal of the Indian Sociological Society (ISS)**

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### **About the e-journal**

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### **Guidelines for Authors**

The journal encourages data based (both primary and secondary) quality research publications using sociological concepts and theories. It is open to both quantitative and qualitative works. Besides regular research papers, the journal includes sections such as interviews, commentaries and debates and discussions. While the journal encourages research publication of young scholars, it also welcomes contributions from senior scholars. The journal carries interviews/dialogues with eminent sociologists and social scientists who share their own experiences of teaching and research. The idea is to make the journal a platform for overall professional development of the practitioners – research scholars, teachers and researchers – of sociology, especially those without adequate access to the resources required for the purpose.

The journal follows a rigorous peer review policy for all research and review articles submitted to the journal. Other contributions (commentaries, debates and interviews) will also undergo editorial vetting. Submissions to the journal must have sociological value and interest for social scientists across India and beyond, both from the point of pure, scholarly research as well as from applied dimensions.

## Categories of contributions:

The journal welcomes submissions in the following categories:

- **Articles** (6000-8000 words)

We invite contributions in the form of feature articles from sociologists. The article can be both empirical and theoretical and deal with issues that will be of interest to sociologists practicing in a variety of locales – universities, research institutes, NGOS, etc.

*All articles must be accompanied by an abstract of a maximum of 150 words with 4-5 keywords.*

- **Research in progress** (3500-4000 words)

Under this section, we publish research work, field-notes and ethnographic accounts which are in progress. Themes are open-ended and therefore, we welcome all kinds of research in progress.

- **Reflexive essays** (2500-3000 words)

Under this category, we publish autobiographical and biographical notes of sociologists, experiments on teaching and pedagogy, etc.

- **Conversations** (8000-10000 words)

We publish interviews/conversations with eminent sociologists/social scientists focusing on their contributions to scholarship and teaching. The contributors have to submit the audio/video recording of the interviews along with the transcriptions.

- **Commentaries** (2000-2500 words)

Contributions in the form of commentaries on any topic of relevance to national as well as international community of sociologists are published under this section.

- **Discussion Forum** (1200-2000 words)

This section publishes responses to the publications in the journal as well as other relevant issues of sociological interest.

- **Letters to the Editor** (maximum 200 words)

The journal provides space to its readers to express their opinions in the form of brief comments and insights as letters to the editor.

## **Guidelines for submission:**

### **1. Structure**

The manuscript should be structured as follows:

- Cover page, showing title of the paper, name of author, author's affiliation and institutional address with pin code, email id and a 100–150 word abstract. Authors' names and references should not be used in the text in order to keep authors' anonymity (e.g., 'as the author has written elsewhere' should be avoided). In case there are two or more authors, then corresponding author's name and address details must be clearly specified on the first page itself.
- The contributors should also provide 4–5 keywords for online searchability.
- Text should start on a new page, and must not contain the names of authors.
- References should come at the end of the manuscript.
- Tables and figures should be provided in editable format and should be referred to in the text by number separately (e.g., Table 1) not by placement (e.g., see Table below). They should each be submitted on a separate page following the article, numbered and arranged as per their references in the text. They will be inserted in the final text as indicated by the author. Source citations with tables and figures are required irrespective of whether or not they require permissions.
- Figures, including maps, graphs and drawings, should not be larger than page size. They should be numbered and arranged as per their references in the text. All photographs and scanned images should have a resolution of minimum 300 dpi and 1500 pixels and their format should be TIFF or JPEG. Permissions to reprint should be obtained for copyright protected photographs/images. Even for photographs/images available in the public domain, it should be clearly ascertained whether or not their reproduction requires permission for purposes of publishing (The Publisher is a profit-making endeavour). All photographs/scanned images should be provided separately in a folder along with the main article.
- Mathematical formulae, methodological details, etc. should be given separately as an appendix, unless their mention in the main body of the text becomes essential.

## 2. Language

- The language and spellings used should be British (U.K.), with ‘s’ variant, e.g., globalisation instead of globalization, labour instead of labor. For non-English and uncommon words and phrases, use italics only for the first time. Meaning of non-English words should be given in parenthesis just after the word when it is used for the first time.
- Articles should use non-sexist and non-racist language.
- Spell out numbers from one to ninety nine, 100 and above to remain in figures. However, for exact measurement (e.g., *China’s GDP growth rate 9.8 per cent*) use numbers. Very large round numbers, especially sums of money, may be expressed by a mixture of numerals and spelled-out numbers (*India’s population 1.2 billion*). Follow thousand, million, billion number metric system instead of lakhs and crores.
- Single quotes should be used throughout. Double quote marks are to be used within single quotes. Spellings of words in quotations should not be changed. Quotations of words or more should be separated from the text.
- Notes should be numbered serially and presented at the end of the article. Notes must contain more than a mere reference.
- Use ‘per cent’ instead of % in the text. In tables, graphs etc, % can be used. Use ‘20th century’, ‘1990s’.
- We do not encourage frequent use of capital letters. They should be used selectively and consistently. Only the first word of title and subtitle should start with capitals. Although proper names are capitalised, many words derived from or associated with proper names, as well as the names of significant offices are lowercased. While the names of ethnic, religious and national groups are capitalised (*the Muslims, the Gorkhas, the Germans*), designations based loosely on colour (*black people*) and terms denoting socio-economic classes or groups (*the middle class, the dalits, the adivasis, the african-american*) are lowercased. All caste, tribe and community names (*the Santhals, the Jatavs*) are to be capitalised but generic terms (*the kayasthas*) are to be lower cased. Civil, military, religious, and professional titles (*the president*) and institutions (*the parliament, the united nations*) are to be put in lower case, but names of organisations (*the Labour Party, the Students Federation of India*) are to be capitalised. The names of political tendencies (*the marxists, the socialists*) should remain in lower case.

- Abbreviations are spelled out at first occurrence. Very common ones (*US, GDP, BBC*) need not be spelled out. Other commonly used abbreviations (*am, pm, cm, kg, ha*) can be used in lower case, without spaces.

### 3. Citations and References

Guidelines specified in the *Publication Manual of the American Psychological Association* (6th edition, 2009) must be followed.

- References: A consolidated listing of all books, articles, essays, theses and documents referred to (including any referred to in the tables, graphs and maps) should be provided at the end of the article.
- Arrangement of references: Reference list entries should be alphabetized by the last name of the first author of each work. In each reference, authors' names are inverted (last name first) for all authors (first, second or subsequent ones); give the last name and initials for all authors of a particular work unless the work has more than six authors. If the work has more than six authors, list the first six authors and then use et al. after the sixth author's name.
- Chronological listing: If more than one work by the same author(s) is cited, they should be listed in order by the year of publication, starting with the earliest.
- Sentence case: In references, sentence case (only the first word and any proper noun are capitalized – e.g., 'The software industry in India') is to be followed for the titles of papers, books, articles, etc.
- Title case: In references, Journal titles are put in title case (first letter of all words except articles and conjunctions are capitalized – e.g., Journal of Business Ethics).
- Italicize: Book and Journal titles are to be italicized.
- Citations and References should adhere to the guidelines below (based on the *Publication Manual of the American Psychological Association*, 6th edition). Some examples are given below:

#### In-text citations:

- One work by one author: (Kessler, 2003, p. 50) or 'Kessler (2003) found that among the epidemiological samples..'
- One work by two authors: (Joreskog & Sorborn, 2007, pp. 50–66) or Joreskog and Sorborn (2007) found that..

- One work by three or more authors: (Basu, Banerji & Chatterjee, 2007) [first instance]; Basu et al. (2007) [Second instance onwards].
- Groups or organizations or universities: (University of Pittsburgh, 2007) or University of Pittsburgh (2007).
- Authors with same surname: Include the initials in all the in-text citations even if the year of publication differs, e.g., (I. Light, 2006; M.A. Light, 2008).
- Works with no identified author or anonymous author: Cite the first few words of the reference entry (title) and then the year, e.g., ('Study finds', 2007); (Anonymous, 1998).
- If abbreviations are provided, then the style to be followed is: (National Institute of Mental Health [NIMH], 2003) in the first citation and (NIMH, 2003) in subsequent citations.
- Two or more works by same author: (Gogel, 1990, 2006, in press)
- Two or more works with different authors: (Gogel, 1996; Miller, 1999)
- Secondary sources: Allport's diary (as cited in Nicholson, 2003).
- Films: (Name of the Director, Year of release)

References:

- Books:  
Patnaik, U. (2007). *The republic of hunger*. New Delhi: Three Essays Collective.
- Edited Books:  
Amanor, K. S., & Moyo, S. (Eds.) (2008). *Land and sustainable development in Africa*. London/New York: Zed Books.
- Translated books:  
Amin, S. (1976). *Unequal development* (trans. B. Pearce). London and New York: Monthly Review Press.
- Book chapters:  
Chachra, S. (2011). The national question in India. In S. Moyo and P. Yeros (Eds), *Reclaiming the nation* (pp. 67–78). London and New York: Pluto Press.
- Journal articles: Foster, J. B. (2010). The financialization of accumulation. *Monthly Review*, 62(5), 1-17.
- Newsletter article, no author:  
Six sites meet for comprehensive anti-gang initiative conference. (2006, November/December). *OOJDP News @ a Glance*. Retrieved from <http://www.ncrjs.gov/html>  
[Please do not place a period at the end of an online reference.]

- Newspaper article:  
Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.
- In-press article:  
Briscoe, R. (in press). Egocentric spatial representation in action and perception. *Philosophy and Phenomenological Research*. Retrieved from <http://cogprints.org/5780/1/ECSRAP.F07.pdf>
- Non-English reference book, title translated into English:  
Real Academia Espanola. (2001). *Diccionario de la lenguaespanola* [Dictionary of the Spanish Language] (22<sup>nd</sup> ed.). Madrid, Spain: Author.
- Special issue or section in a journal:  
Haney, C., & Wiener, R. L. (Eds.) (2004). Capital punishment in the United States [Special Issue]. *Psychology, Public Policy, and Law*, 10(4), 1-17.

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