

## GUIDELINES AND REFERENCES STYLE FOR MANUSCRIPTS IN ENGLISH

### Preparation and Submission of Manuscripts

#### General conditions

The Journal neither favors nor excludes any research orientation. Manuscripts may be submitted in German, French or English. Articles are considered on their merits and in relation to the overall suitability of the journal. All manuscripts are subject to review by the editorial committee and by independent experts, whose names are not disclosed.

It is understood that manuscripts accepted for publication are subject to editorial revision.

#### Guidelines for redaction

Articles should not exceed 50'000 characters or 8'000 words including spaces, references, tables / figures within the text as well as appendix. Tables are to be included in the text. Additional material should be provided via a link to an online repository.

Articles should be accompanied by an abstract of approximately 550 characters (spaces included), and by five keywords. Abstract, keywords and the main title of the contribution should be delivered with a translation in German, French and English.

The manuscript should be anonymized and exclude all information concerning either the authors (except for the cover page, see below), the research's funding or any acknowledgements. When referring to their own work, the authors should avoid terms that might reveal their identity such as "we have shown (reference)...". Instead use general statements such as "as was shown (reference)...". The authors' own references should not appear in the list of references.

Titles within the text have to be hierarchically numbered (1 Title, 1.1 Subtitle, etc.). A title should introduce the first paragraph of the text. Titles shall include headline style capitalization (capitalize all words except articles, coordinating conjunctions, and prepositions).

Footnotes (no Endnotes) are to be used sparingly and they should not be used for references. Any notes should be numbered consecutively throughout the article, except those in tables and figures.

Tables should be numbered consecutively and presented separately, one to a page, at the end of the text. The data on which diagrams and figures are based must be provided (preferably in MS Excel format). No text should be included within diagrams. Tables and diagrams should bear a descriptive title. The locations where tables and figures are to be inserted are marked as follows: # table 1 about here #. Number and dimensions of tables and diagrams should remain reasonable (maximum 5) and their layout should be adapted to the SJS layout.

Gender-sensitive language: the journal does not have a standard policy on gender language. It is expected that the authors use gender-sensitive language. It is up to the authors how they exactly implement this guideline in the manuscript.

## **Submission**

**IMPORTANT:** Contributions should be accompanied by a statement that they have not already been submitted or published, and that they will not be submitted for publication elsewhere without the agreement of the Editor-in-Chief. The statement should not appear in the manuscript but either in the accompanying e-mail or in a separate document.

Manuscripts submitted for publication should include a cover page (full name of all authors, institutional affiliations, as well as the full mailing address and e-mail address of all authors). The authors should not be identifiable in the body of the manuscript.

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To promote transparency and reproducibility, authors should offer data sets to data archives (as SWISSUbase, <https://www.swissubase.ch/en/>), whenever possible (and in case data sets are not already publicly available). Also authors of contributions including statistical analyses should prepare to provide interested scholars the data analysis code as file.

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### **General layout**

Manuscripts should be typed in 1.5-line spacing, without empty section mark between divisions.

### **Quotation marks**

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

### **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 put a space in front of any punctuation mark.

### **Footnotes**

Whenever a footnote appears at the end of a sentence, the footnote’s number follows the full point, as in this example: “... at the end.<sup>1</sup>”

## Citations within the text

For referencing cite author's surname, the year of publication and (in case of direct quotation) the page reference in parentheses. If the author's name is in the text, include only the year of publication (and page number) in parentheses. In case of references concerning two authors, please separate the names with "and" (no "&" signs allowed). In case references concern more than two authors, only include the first author followed by "et al.". References to the same author(s) in the same year should be distinguished by use of letter (a, b, etc.). Enclose a series of references with a single pair of parentheses, separated by semicolons, and ordered by year of publication.

Examples: ... Durkheim (1930, 23–24) ... (Phelan et al. 1995) ... (Piore and Sabel 1984) ... (Roussel 1975; Bonn and Richi 2008; Forney 2009) ... (OECD 2009a; 2009b; Smith 2010; OECD 2015) ...

## References (Bibliography)

The bibliography lists every work cited in the text (and every work listed in the bibliography must be cited in the text). References are listed in alphabetical order by authors' last names. Please include full first and last names of all authors. For multiple authorships, only the name of the first author is inverted. Two or more entries by the same author(s) should be listed in chronological order of the year of publication. Use headline style capitalization (capitalize all words except articles, coordinating conjunctions, and prepositions), except in titles in German (Capitalization for nouns following German Typography). Use capital letters for all main words (nouns, pronouns, verbs, adjectives, and adverbs) for titles in English. Always use n dash "–" to separate page numbers.

Examples:

### Book – one author

Offe, Claus. 2006. *Strukturprobleme des kapitalistischen Staates: Aufsätze zur politischen Soziologie*. Frankfurt a.M.: Campus.

### Book – two or more authors

Berger, Peter L., and Thomas Luckmann. 1966. *The Social Construction of Reality: A Treatise in the Sociology of Knowledge*. Garden City, NY: Anchor.

### Chapter in book

Höpflinger, François, and Pasqualina Perrig-Chiello. 2008. Junges Erwachsenenalter: Auszug aus dem Elternhaus und Familiengründung. Pp. 145–164 in *Generationen – Strukturen und Beziehungen. Generationenbericht Schweiz*, edited by Pasqualina Perrig-Chiello, François Höpflinger, and Christian Suter. Zurich: Seismo Press.

### Edited Book

Commaille, Jacques, Patrick Festy, Pierre Guibentif, Jean Kellerhals, Jean-François Perrin, and Louis Roussel (eds.). 1983. *Le Divorce en Europe Occidentale. La Loi et le Nombre*. Geneva: Centre d'Etude de Théorie et d'Evaluation Législatives.

### No author

*Manual of Style*. 1993. 14<sup>th</sup> ed. Chicago, IL: University of Chicago.  
(List texts with no author alphabetically by the first significant word in the title.)

### Journal article – one author

Levy, René. 1991. Discours sur la Différenciation Structurelle ou Différenciation du Discours sur les Structures? *Swiss Journal of Sociology* 17(3): 618–626.

### **Journal article – two or more authors**

Bollen, Kenneth A., James B. Kirby, Patrick J. Curran, Pamela M. Paxton, and Feinian Chen. 2007. Latent Variable Models Under Misspecification: Two-Stage Least Squares (2SLS) and Maximum Likelihood (ML) Estimators. *Sociological Methods & Research* 36(1): 26–47.

### **Magazine article**

Jana, Reena. 2000. Preventing Culture Clashes – As the IT Workforce Grows More Diverse, Managers Must Improve Awareness Without Creating Inconsistency. Pp. 95–96 in *InfoWorld* 22(17). San Francisco: Reuters.

### **Newspaper article**

Kramer, Pirmin. 24.10.2010. In Appenzell Innerrhoden halten die Ehen am längsten. Pp. 10 in *Der Sonntag*. Aarau: Der Sonntag.

### **Thesis**

Dacome, Lucia. 2000. Policing Bodies and Balancing Minds: Self and Representation in Eighteenth-Century Britain. PhD dissertation, History and Philosophy of Science, University of Cambridge, UK.

### **Conference paper**

Van de Kaa, Dirk. 2002. The Idea of a Second Demographic Transition in Industrialized Countries. Paper presented at the *Sixth Welfare Policy Seminar of the National Institute of Population and Social Security* conference. Tokyo, Japan, January 30, 2002.

### **Working paper (retrieved in Electronic Format or not)**

Dahinden, Janine. 2010. Cabaret Dancer's Transnationality. *Working Paper MAPS* 3. University of Neuchâtel, [http://doc.rero.ch/lm.php?url=1000,44,4,20100311173422-YM/Dahinden\\_Janine\\_-\\_La\\_circulation\\_des\\_personnes.\\_Cabaret\\_Dancer\\_s\\_20100311.pdf](http://doc.rero.ch/lm.php?url=1000,44,4,20100311173422-YM/Dahinden_Janine_-_La_circulation_des_personnes._Cabaret_Dancer_s_20100311.pdf) (14.03.2011).

### **Article retrieved in Electronic Format – Journal**

Hitzler, Ronald. 2002. Sinnrekonstruktion. Zum Stand der Diskussion (in) der deutschsprachigen interpretativen Soziologie. *Forum Qualitative Sozialforschung* 3(2), <http://www.qualitative-research.net/fqs-texte/2-02/2-02hitzler-d.htm> (18.08.2007).

### **Article retrieved in Electronic Format – Newspaper**

MacAskill, Ewan. 18.09.2007. Rice Apologizes for US Security Firm Shootings. *The Guardian*, <http://www.guardian.co.uk/international/story/0,,2171324,00.html> (29.09.2007).

### **Information posted on a Web Site**

FSO (Federal Statistical Office). 2010. Enquiries, Sources – 01 - Population and Households Statistics (STATPOP). Overview. Neuchâtel: FSO, <http://www.bfs.admin.ch/bfs/portal/en/index/infothek/erhebungen.html> (09.05.2011).

### **Information posted on a blog**

Don Pedro. 16.09.2008. 66% of Economists Are Economists for Obama, in *Economists for Obama*, <http://econ4obama.blogspot.com/2008/09/66-of-economists-are-economists-for.html> (08.03.2010).

(Author. Date of posted comment. Comment title, in *blog title*, URL (Access date).)

### **Others**

FSO (Federal Statistical Office). 2010. Journée portes ouvertes à l'Office fédéral de la statistique. Flyer. Neuchâtel: FSO.

Lausanne, June 2022