



## Manuscript Formatting and Preparation 2020

Empirical papers submitted should be around 9,000 words, **including** abstract, title, notes, and references. Like most journals, *Gender & Society* can only publish a limited number of articles; yet, we receive more than 500 submissions each year. To be fair to all authors, we enforce this length requirement consistently.

Manuscripts should be submitted electronically to <http://mc.manuscriptcentral.com/gendsoc>.

**Please do not submit any part of your manuscript in .pdf or .xls format;** use MS Word. Your submission should include a title page, blinded manuscript in Word, and a separate Word file for any tables and figures, if relevant. Please see the “Guide to New Submissions” for more information about these elements of your submission. Please also follow the guidelines below:

- Your submission should be **blinded**, meaning there is no clear way for reviewers to identify you as the author. All references to your own work should be cited in the third person. Please do not make references to your own work unless they are absolutely necessary; for example, if the reviewer would be able to identify you if a citation was omitted. A reference to any previous work should read: *As Collins (2014) has found...* and NOT like: *As I previously demonstrated... (Collins 2014)*.
- Everything in the blinded manuscript file must be double-spaced, including the abstract, quotations in the text, endnotes, and references.
- Use Times New Roman, 12-point font, and leave at least one-inch margins all around.
- Your title page should be a separate document, which includes an “author’s note” with your contact information, and any acknowledgements for funding or for those who have offered comments on your paper. Please calculate the word count including the title page.
- There should only be **ONE** tables and figure file, containing all tables and figures for the paper. This file need not be double-spaced.
- Major headings should be in all caps and centered, while subheadings should have each word capitalized and be aligned left. Both should be in **bold** type.
- Prepare a brief (150-200 word) abstract. This should be included in the manuscript’s main document. The online system will ask authors to also include the abstract in a separate location when the manuscript is uploaded.

- Use endnotes, not footnotes; however, keep the number of endnotes to a minimum. Use Arabic numerals (1, 2, 3...).
- Italicize variable names, and spell out “percent” when used in the text. Only use the symbol (%) in tables. *Gender & Society* has an ampersand and is italicized.
- Be thoughtful about how you refer to “sex” and “gender” in the journal, as well as how you refer to racial groupings. Our current editorial practice is to allow authors to make this choice for themselves.
- Finally, every in-text citation must be indexed in the list of references at the end of your manuscript, and every listing in your references must also be cited within the manuscript’s main text (if not, they cannot be included in the end references).

### **Citations in the Text**

These citation guidelines are based on the *Chicago Manual of Style, 16TH Edition*. For additional information, authors should consult: <http://www.chicagomanualofstyle.org/home.html>

- Alphabetize by author’s name, or source name for a non-authored reference. In the case of multiple authors alphabetize references by the first author’s name (Barber 2016; Gowayed 2019; Henry 2018).
- Use up to three authors’ names. If there are more than three authors, use first author and et al. (Liu et al. 2017).
- Do not use commas to separate the author and date (Boeri 2018). However, use a comma to separate date and page(s), if used (Boeri 2018, 160).
- Use a, b, c with date if you cite several papers published by an author in the same year (Collins 1998a; Collins 1998b).
- Use an initial to distinguish between authors with the same last name (R. Connell 2005; T. Connell 2019).
- Use a semi-colon to separate references in the in-text citations (Schnabel 2016; Smith 2012).
- If in press, use date or use “forthcoming” in place of a date (Briggs forthcoming).

### **Bibliographic References**

*Gender & Society* uses modified Chicago Manual of Style guidelines for bibliographic reference lists.

## BOOK

Wingfield, Adia Harvey. 2013. *No more invisible man: Race and gender in men's work*. Philadelphia, PA: Temple University Press.

(Note: Book titles should be italicized, not underlined or marked with quotations. Also, for all titles, capitalize only the first word of the title and the first word after a colon for subtitles. Authors' first names should be written out fully and not abbreviated.)

## CHAPTER OR ARTICLE, EDITED BOOK

Bridges, Tristan, and C. J. Pascoe. 2018. On the elasticity of gender hegemony: Why hybrid masculinities fail to undermine gender and sexual inequality. In *Gender reckonings: New social theory and research*, edited by James W. Messerschmidt, Patricia Yancey Martin, Michael A. Messner, and Raewyn Connell. New York, NY: New York University Press.

(Note: No page numbers needed and no quotation marks around chapter title.)

## JOURNAL ARTICLES, MULTIPLE AUTHORS (INCLUDING ALL AUTHORS)

McLaughlin, Heather, Christopher Uggen, and Amy Blackstone. 2017. The economic and career effects of sexual harassment on working women. *Gender & Society* 31(3):333-358.

(Note: Comma after each author.)

## JOURNAL ARTICLES SINGLE AUTHOR

Pfeffer, Carla. 2014. 'I don't like passing as a straight woman': Queer negotiations of identity and social group membership. *American Journal of Sociology* 120(1):1-44.

(Note: No quotation marks around article title. Italicize journal title.)

## JOURNAL ARTICLE, NO VOLUME

Ellerby, Janet. 2009. The happy-ending myth: Juno re-embroiders the scarlet A. *Adoption & Culture* 2: 65-90.

(Note: If no volume and it is a weekly – 12 May, 65-90.)

## PRESENTATION AT A CONFERENCE OR ANNUAL MEETING

England, Paula. 2015. Sometimes the social becomes personal: Gender, class, and sexualities. Presidential Address, American Sociological Association, Chicago.

## THESIS OR DISSERTATION

Sweet, Elizabeth Valerie. 2015. Boy builders and pink princesses: Gender, toys, and inequality over the twentieth century. Ph. D. diss., University of California, Davis, Davis, CA.

## REPRINT OR WORKING PAPER

Michelle Budig and Joya Misra. 2008. How care work employment shapes earnings in a crossnational perspective. United Nations Research Institute for Social Development, Geneva.

#### NEWSPAPER OR MAGAZINE ARTICLE WITH AUTHOR

Risman, Barbara, William J. Scarborough, and Ray Sin. 2018. Good news! Attitudes moving toward gender equality. *Psychology Today*, 17 December.

#### NEWSPAPER OR MAGAZINE ARTICLE WITHOUT AUTHOR

*The New York Times*. 2005. Historically incorrect canoodling. 14 February.

#### TRANSLATION

Aurelius, Marcus. 2002. *The emperor's handbook*. (C. Scott Hicks and David V. Hicks, trans.) New York: Scribner.

#### AUDIOVISUAL MATERIALS

##### Film:

*North by Northwest*, directed by Alfred Hitchcock (1959; Burbank, CA: Warner Home Video, 2000), DVD.

##### TV Episode:

Curtis, Michael and Gregory S. Malins, "The One with the Princess Leia Fantasy," *Friends*, season 3, episode 1, directed by Gail Mancuso, aired September 19, 1996 (Burbank, CA: Warner Home Video, 2003), DVD.

##### Song:

Holiday, Billie. 1958. "I'm a Fool to Want You" (vocal performance). By Joel Herron, Frank Sinatra, and Jack Wolf. Recorded February 20, with Ray Ellis. On *Lady in Satin*, Columbia.

#### NOT YET PUBLISHED

##### If you know the date:

Springer, Emily. 2019. Bureaucratic tools in (gendered) organizations: Performance metrics and gender advisors in international development. *Gender & Society*. In press.

##### If you do not know the date of an upcoming publication:

Springer, Emily. Bureaucratic tools in (gendered) organizations: Performance metrics and gender advisors in international development. *Gender & Society*.

#### INTERNET SOURCES:

Include as much information as necessary so that readers can find your exact reference.

Generally this requires some or all of the following: the author, title of web page or article, database, organization name, date of publication of the material (if no such date is available, include an access date), and exact Internet address. Citations of blog entries should generally be relegated to endnotes; a frequently cited blog or entry may be included in the bibliography. The bibliographic reference should look something like this:

Last name, First name. Date. Title of article. Organization Name.  
<http://www.exact.Internet.address>.

BLOG (FREQUENTLY CITED)

W.W. Norton & Company, Inc. EVERYDAY SOCIOLOGY (blog).

<https://www.everydaysociologyblog.com>.

SINGLE BLOG ENTRY/ARTICLE

Jessica Poling. Beyond the binary and “doing gender”, EVERYDAY SOCIOLOGY (blog), August 26, 2019, <https://www.everydaysociologyblog.com/2019/08/beyond-the-binary-and-doing-gender.html#more>.

COMMENT ON A BLOG ENTRY/ARTICLE, KNOWN TIME/DATE

Atari Breakout, September 9, 2019 (11:03 p.m.), comment on Jessica Poling. Beyond the binary and “doing gender”, EVERYDAY SOCIOLOGY (blog), August 26, 2019,

<https://www.everydaysociologyblog.com/2019/08/beyond-the-binary-and-doing-gender.html#more>.