



## ***Sociology Compass***

### **Notes for Compass Article Authors**

Thank you for agreeing to write an article for *Sociology Compass* – the unique online review journal from Wiley-Blackwell. Please take a moment to read over these notes. Further information can also be found in the Compass [Author Centre](http://www.blackwell-compass.com/author_centre) - [http://www.blackwell-compass.com/author\\_centre](http://www.blackwell-compass.com/author_centre).

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## ***What is Sociology Compass?***

*Sociology Compass* ([www.sociology-compass.com](http://www.sociology-compass.com)) offers the quality of a scholarly journal combined with the speed and functionality of the Web.

*Sociology Compass* publishes peer-reviewed review articles on a continuous basis, with new articles appearing as soon as they are ready. All articles are listed in the major abstracting index for the relevant discipline. Compass operates the same quality control procedures as for any Wiley-Blackwell journal, both in terms of editorial and production standards.

COMPASS JOURNALS DO NOT PUBLISH ORIGINAL RESEARCH ARTICLES AND SUCH ARTICLES WILL NOT BE CONSIDERED OR REVIEWED. AUTHORS ARE REFERRED TO [WWW.BLACKWELL-COMPASS.COM](http://WWW.BLACKWELL-COMPASS.COM) FOR SAMPLE ARTICLES WHICH EXEMPLIFY THE ACCEPTABLE FORMAT.

*Sociology Compass* articles allow scholars and advanced students to:

- keep up with new developments and trends in research
- teach in a new or unfamiliar area outside of their speciality
- ensure that students are exposed only to quality-controlled online content (as opposed to unvalidated content from search engines)

Encompassing all facets of the discipline, *Sociology Compass* publishes original, peer-reviewed review articles on a continuous basis. Articles are indexed in *The Philosopher's Index*.

In addition, the journal also offers select [Teaching & Learning Guides](#), a companion blog call [Sociology Lens](#), and VLE / CMS compatibility (e.g. Blackboard, WebCT, Moodle).

## ***Author Benefits***

**Benefits for authors include:**

- Article published within 8-10 weeks after acceptance of final copy
- A citable, peer-reviewed article, with a permanent DOI
- Indexing in *The Philosopher's Index*
- International exposure / broad readership
- PDF offprint
- Free personal access to *Sociology Compass* for 1 year
- 5% off a subscription for your institution
- Link to your university or personal webpage

**In addition, you will receive free Wiley-Blackwell books of your choice to the value of £30/\$50, if your manuscript is submitted by the agreed deadline.**

## *The Compass Audience*

The *Compass* audience consists of research and teaching faculty, graduate students and advanced undergraduates – from potentially any area of the discipline. This is a distinguishing feature of the journal, and a benefit to authors in terms of enhanced exposure. You are writing for your peers, but also for researchers and students from unrelated areas. It is therefore crucial that *Compass* articles always remain accessible to non-specialists. The writing should be authoritative and lively.

*Sociology Compass* readers will be able to cite your article in their publications, email details of the article to their colleagues, or use it in their class reading lists.

## *Article Length and Scope*

In general, articles should run between 3000-5000 words. Longer articles can be considered at the Section Editor's discretion. The Section Editor will agree the topic of your article with you before you begin to write your piece.

The writing style should be crisp, concise and informative, and livelier than a research paper. Remember: you are writing for non-specialists from many different areas. Your article will be their gateway into a new subject. Your aim is to engage as well as inform the reader.

Articles will fall into at least one of the following three categories and will answer one or more of the questions below:

- 1) Recent research and debates in your field** – What debates are driving your field? What new research has been published? What does it add to these debates or the field more generally? Can you put that new research in context? Does a new school of thought or paradigm seem to be developing? Has a new controversy erupted?
- 2) Comparative look across sections or boundaries** – Are there related things happening in different fields? Can you suggest comparisons that have not been fully explored? Can one area provide an insight into another when used in teaching or research?
- 3) State of the field** – Can you offer a fresh perspective on developments in your field? Perhaps there are arguments or fads drawing attention away from what you think are the critical points? Perhaps the field is stagnating? Are students and teachers flocking to or fleeing from your field? Is your area well and fairly covered in the media? Are there resources or archives that are new or underused and are worthy of attention? Has the field been affected by or is it impacting on current affairs?

Articles submitted to *Compass* should not have been previously published or accepted to be published elsewhere. Papers presented at a conference or symposium may be accepted for publication by agreement with the relevant editor.

## *Examples of Compass Articles*

If you have not already done so, please feel free to visit the site, where you can see the kind of articles already published: [www.sociology-compass.com](http://www.sociology-compass.com). The most popular articles are available free on the right-hand side of the homepage. Sample articles can also be found on the Blackwell Compass portal: [http://www.blackwell-compass.com/author\\_centre](http://www.blackwell-compass.com/author_centre).

## *Writing Your Article*

### **Journal Style: Harvard Style**

Harvard Style should be used for the Reference List. Examples can be found towards the end of these guidelines.

### **Optimising Your Title and Abstract**

Many students and researcher looking for information online will use search engines such as Google, Yahoo! or similar. By optimizing your title and abstract, you will increase the chance of someone finding it. This in turn will make it more likely to be viewed and/or cited in another work. In order to optimise your abstract, we recommend you

- Ensure the key phrases for your article's topic appear in the title and abstract e.g. 'postcolonial history.'
- Use the same key phrases, if possible, in the title and abstract. Note of caution: unnecessary repetition will result in the page being rejected by search engines so don't overdo it.

### **Example of Well-Optimised Title/Abstract**

#### ***Genocide and Holocaust Consciousness in Australia***

Ever since the British colonists in **Australia** became aware of the disappearance of the indigenous peoples in the 1830s, they have contrived to excuse themselves by pointing to the effects of disease and displacement. Yet although '**genocide**' was not a term used in the nineteenth century, 'extermination' was, and many colonists called for the extermination of Aborigines when they impeded settlement by offering resistance. **Consciousness of genocide** was suppressed during the twentieth century ? until the later 1960s, when a critical school of historians began serious investigations of frontier violence. Their efforts received official endorsement in the 1990s, but profound cultural barriers prevent the development of a general '**genocide consciousness**'. One of these is '**Holocaust consciousness**', which is used by conservative and right-wing figures to play down the gravity of what transpired in Australia. These two aspects of Australian public memory are central to the political humanisation of the country.

This article appears on the first page of results on Google for 'holocaust consciousness Australia.'

### **Poorly Optimized Title/Abstract**

#### ***Australia's Forgotten Victims***

Ever since the British colonists in **Australia** became aware of the disappearance of the indigenous peoples in the 1830s, they have contrived to excuse themselves by pointing to the effects of disease and displacement. Many colonists called for the extermination of Aborigines when they impeded settlement by offering resistance, yet there was no widespread public acknowledgement of this as a policy until the later 1960s, when a critical school of historians began serious investigations of frontier violence. Their efforts received official endorsement in the 1990s, but profound cultural barriers prevent the development of a general awareness of this. Conservative and right-wing figures continue to play down the gravity of what transpired. These two aspects of **Australian** public memory are central to the political humanisation of the country.

Remember:

- People tend to search for specifics, not just one word - e.g. "women's fiction" not "fiction". So use key phrases rather than individual words in your article title and abstract.
- Key phrases need to make sense within the title and abstract and flow well.
- It is best to focus on a maximum of three or four different keyword phrases in an abstract rather than try to get across too many points.
- Finally, always check that the abstract reads well - remember the primary audience is still the researcher, not a search engine, so write for readers not robots.

### **Figures, Illustrations & Multimedia**

Since *Compass* is online-only, there are almost no significant printing costs for colour visual material, and we have exciting opportunities to include supporting video and audio files. Supplementary files are an effective way to support your article, and they add valuable texture and interest to your article. However, please be aware of the guidelines below.

**NOTE: Authors are responsible for obtaining copyright permissions and paying any related fees for any supplementary material they wish to include**, be it images, video or audio. Please confirm with the *Compass* Editorial office that the supplementary material can be included before paying any such fees.

#### Figures and Illustrations

Authors are strongly encouraged to include as many illustrations, photographs, maps and diagrams as they wish. These are all referred to as 'figures' and should be numbered consecutively using Arabic numerals (Figure 4, etc.). You can see examples of possible visualization methods here: [http://www.visual-literacy.org/periodic\\_table/periodic\\_table.html](http://www.visual-literacy.org/periodic_table/periodic_table.html).

All figures should be computer generated. The figure should be submitted in EPS, TIF or JPG format at 300 dpi. Line weights less than one point should be avoided. If exporting to EPS all fonts should be embedded. The maximum image size that can be loaded onto Manuscript Central is 40 Megapixels. Detailed guidelines may be found here: <http://authorservices.wiley.com/bauthor/illustration.asp>.

Captions should be concise but as informative as possible, and must be typed double spaced and listed on a separate sheet.

Titles should be incorporated into the figure caption. Captions should not be a part of the figure and should include any acknowledgements necessary.

### Video

*Compass* encourages authors to submit supplementary video files. We can accept a wide range of video file formats such as .WMV, .AVI, .MOV, and .MPG. If your video is not in one of these formats we may still be able to accept it - please let us know before submitting.

Videos should have a maximum length of 10 minutes and maximum filesize of 1024 MB. If you have larger files for inclusion, they should be split into two or more separate videos. All video files should be in their final form upon submission. The maximum filesize that can be uploaded to Manuscript Central is 100 MB. If your file exceeds this, please email the Editorial Office for details on how to submit larger files through our FTP site.

### Audio

*Compass* encourages authors to submit supplementary audio files. Audio files can be submitted in .aif, .aifc, .aiff, .asf, .au, .mp2, .mp3, .mpa, .snd, .wav, or .wma format. All audio files should be in their final form upon submission.

### **Tables**

Tables must be typed double spaced, using as few horizontal rules as possible and no vertical rules. They should be numbered consecutively using Arabic numerals (Table 4, etc.) Titles should be concise but as informative as possible. Decimals appearing in tables should include leading zeros i.e. 0.1273.

### **Short Biography / Biographies**

Authors should include a short biographical paragraph about themselves (and for co-authors where applicable). **The Biography should be submitted as a separate document** and contain a few sentences about each of the following: educational history, recent professional/teaching history, research interests and some information about recent or forthcoming publications. Here is an example of a well-written biography:

John Doris' research is located at the intersection of psychology, cognitive science, and philosophical ethics; he has authored or co-authored papers in these areas for *Noûs*, *Bioethics*, *Cognition*, *Philosophy and Phenomenological Research*, *The Encyclopedia of Cognitive Science*, *The Encyclopedia of Ethics*, and the *Oxford Handbook of Contemporary Analytic Philosophy*. His book *Lack of Character* (Cambridge 2002) argues that reflection on experimental social psychology problematizes familiar philosophical and "folk" conceptions of moral character. Current research involves both theoretical and empirical research on moral responsibility, evaluative diversity, rationality, and the self. He has held fellowships from Michigan's Institute for the Humanities, Princeton's University Center for Human Values, and the National Endowment for the Humanities. Before coming to Washington University in St. Louis, where he presently teaches, Doris taught at the University of Michigan and the University of California, Santa Cruz. He holds a BA in Philosophy from Cornell University and a PhD in Philosophy from the University of Michigan, Ann Arbor.

## Submitting Your Article

- Go to <http://mc.manuscriptcentral.com/soco>. ScholarOne Manuscripts is our online submission and editorial interface.
- Log in if you have already been sent your User ID and password (in a reminder or confirmation email). If you don't know your password, enter your email address in the Password Help box.
- If the system has no account registered for you, click on 'Create Account' in the top right-hand corner to get started.
- Once logged in, the Main Menu will be displayed. Click on 'Author Center'.
- Under 'My Manuscripts' click on '1 Invited Manuscript' link. This will load the basic details at the bottom of the page.
- Click 'Continue Submission' on the right to begin manuscript submission!

## Submission Checklist

Please submit, in **Microsoft Word** (.doc) format:

- An *anonymous* version of your article, incorporating the title, abstract, full text, Works Cited list, any figures, tables or captions. Please do not include references to yourself as the author of the paper.
- A separate title page (inc. your article title, name, affiliation and correspondence address / email address).
- A one-paragraph short biography
- Any separate figure files in EPS, TIF or JPG format at 300 dpi

**NOTE:** If you do not use Microsoft Word, files in .rtf and plain text formats can also be accepted. If your article contains any special characters, it is advisable to submit a supplementary PDF version of your paper, for cross-checking. [www.zamzar.com](http://www.zamzar.com) provides free file conversion, including PDF to Word.

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Once your article is submitted, please sign and return your [Exclusive Licence Form](#) as soon as possible by post. The form is at the end of these Notes for Authors. Authors can reuse their article elsewhere, provided they obtain permission and give a full acknowledgement.

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Wiley-Blackwell Publishing  
9600 Garsington Rd  
Oxford  
OX4 2DQ  
United Kingdom**

## **Post-Submission**

### **Free Book for Prompt Delivery**

Authors who are able to deliver within the deadline agreed for their article will be entitled to free Wiley-Blackwell books upto the value of \$50/£30. The author can browse titles online ([www.wiley.com](http://www.wiley.com)) and should then email the details of their chosen book to the Compass Editorial office.

### **Peer Review**

Once submitted, your article will first be evaluated by the relevant Section Editor(s) to ensure it fulfils the journal's principles and aims.

If this is the case, the article is then reviewed by referees, chosen by the Section Editor for their specific subject knowledge.

Authors of submitted articles are asked to consider the criticisms, suggestions and corrections of the referees and Section Editor(s) and where possible, to address them. The Section Editor(s) will mediate any conflicting reviews.

If the author disagrees with the reviews, they are entitled to set forth their views and justifications. However, the Section Editor is entitled to decline publication if they feel the review criticisms have not been sufficiently addressed. The decision of the Section Editor(s) is final. An invitation to contribute an article does not guarantee acceptance.

## **Post-Acceptance**

### **How long to publication?**

In general it takes around 8-10 weeks from acceptance to publication. However, prompt return of author proofs can speed up this process.

### **Proofs**

Once accepted, your article will be sent to the copyeditor. You will then receive your PDF proof via email. At this stage you should be correcting minor errors only. Corrections will usually be communicated by email to the Production Editor. However, you will receive specific instructions with your PDF proof.

If you need to make extensive corrections to the proof then please print out the PDF file and mark it up in black or blue ink. The corrected proofs should then be sent by post to the Production Editor.

### **Author Services**

After acceptance you will receive an email from Author Services detailing how to register. Once you have done so, you will be able to track your article through production and sign up for email alerts. The system will also give you perpetual

access to your article and allow you to nominate 10 people to receive a copy of your article once published.

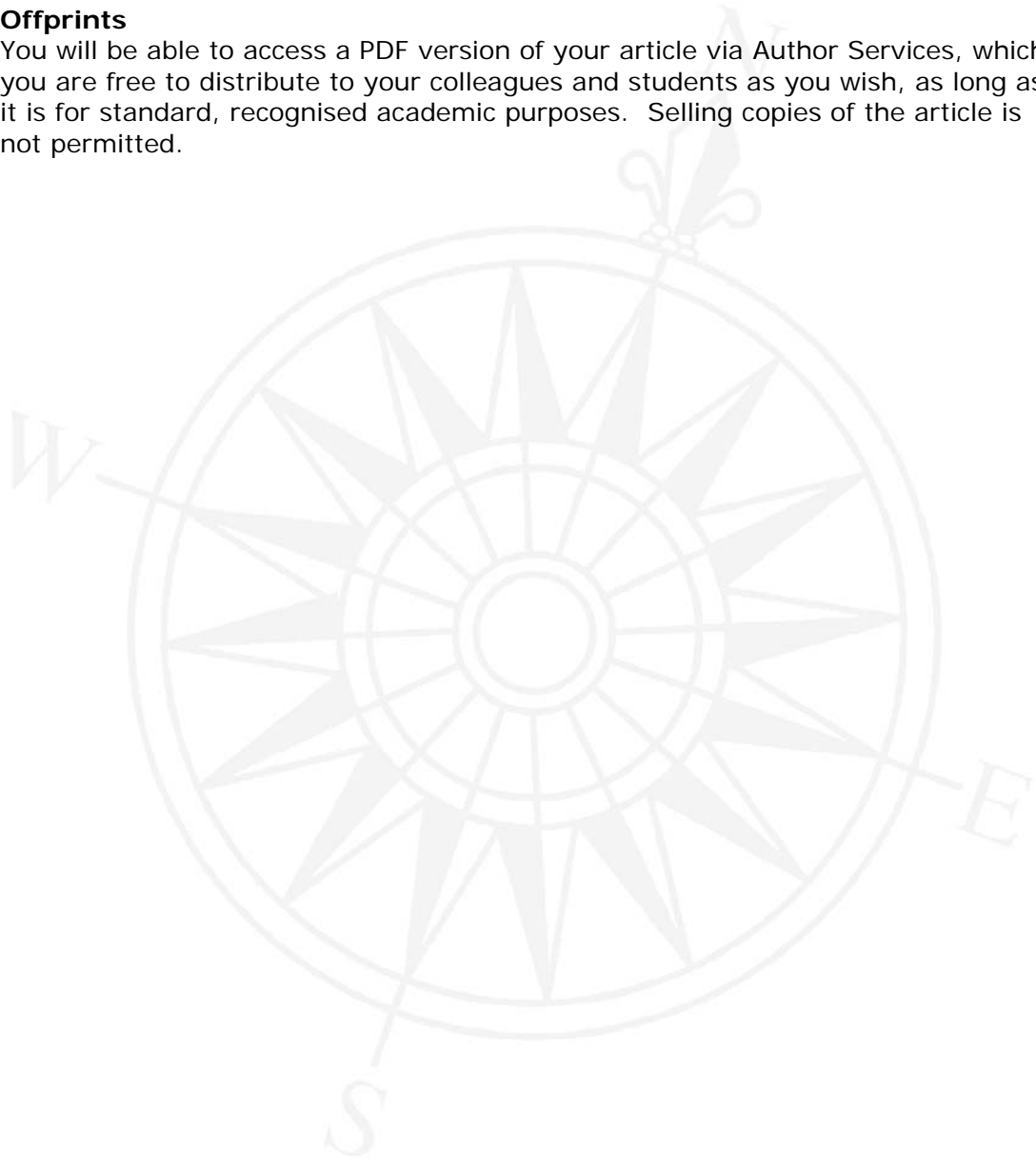
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## *Sociology Compass Style Guidelines*

**Harvard Style** should be used for the Reference List.

All articles must contain an **Abstract**, a **Reference List** and, in a separate file, a **Short Biography**.

### **Use of English**

You may write in the version of English (e.g. UK, US, international) that is most comfortable to you. However whichever conventions you use must be followed throughout consistently (e.g. –ise or –ize).

### **Language**

Articles should be written in non-sexist, non-racist language, and phrasing that might generate antagonism or be construed to be cynical or derogatory should be avoided.

### **Dates**

Should be given in the form 20 September 1985.

### **Latin Abbreviations** (e.g. i.e. cf. N.B.)

Appear in plain text without a trailing comma.

### **Notes**

*Sociology Compass* does not accommodate either footnotes or endnotes, and specific arguments or points should be amplified at an appropriate place in the text.

### **Headings**

Only the first letter and proper names are capitalized.

#### **This is a first level heading**

First level headings are flush left on a separate line. The first text line following is flush left.

#### *This is a second level heading*

Second level headings are flush left on a separate line. The first text line following is flush left.

### **Short Biography**

PLEASE SUBMIT YOUR SHORT BIOGRAPHY AS A SEPARATE DOCUMENT TO THE ARTICLE.

Heading should be 'Short Biography'

At the end of the article please include a short biographical paragraph about yourself. You should include a few sentences about each of the following: educational history, recent professional/teaching history, research interests and some information about recent or forthcoming publications. Here is an example of a well-written biography:

John Doris' research is located at the intersection of psychology, cognitive science, and philosophical ethics; he has authored or co-authored papers in these areas for *Noûs*, *Bioethics*, *Cognition*, *Philosophy* and *Phenomenological Research*, *The Encyclopedia of Cognitive Science*, *The Encyclopedia of Ethics*, and the *Oxford Handbook of Contemporary Analytic Philosophy*. His book *Lack of Character* (Cambridge 2002) argues that reflection on experimental social psychology problematizes familiar philosophical and "folk" conceptions of moral character. Current research

involves both theoretical and empirical research on moral responsibility, evaluative diversity, rationality, and the self. He has held fellowships from Michigan's Institute for the Humanities, Princeton's University Center for Human Values, and the National Endowment for the Humanities. Before coming to Washington University in St. Louis, where he presently teaches, Doris taught at the University of Michigan and the University of California, Santa Cruz. He holds a BA in Philosophy from Cornell University and a PhD in Philosophy from the University of Michigan, Ann Arbor.

### **Reference List**

The reference list is a very important tool for readers. Each reference will be linked electronically to the online source, so it is important that your bibliography be as concise and comprehensive as possible. YOUR ARTICLE CANNOT BE PROCESSED WITHOUT A OR REFERENCE LIST IN THE CORRECT FORMAT (see below).

References should be listed in alphabetical order at the end of the article. Authors should use the **Harvard system** in which authors' names (no initials) and dates are given in the main body of the text with specific pages indicated only in the case of quotations (e.g. Linton and Moisley 1960, 29). References are listed alphabetically at the end of the paper under the heading References, set out as follows, with double spacing for all lines.

For not-yet-published titles, in the place of a date put "forthcoming". Where possible, follow this with a predicted date in parenthesis.

### **Papers**

Barnett, Rosalind C. 1994. "Home-to-Work Spillover Revisited: A Study of Full-Time Employed Women in Dual-Earner Couples." *Journal of Marriage and the Family* **56**: 647–56.

### **Books**

Appelbaum, Eileen and Rosemary Batt 1994. *The New American Workplace*. Ithaca, NY: Industrial and Labor Relations Press.

### **Chapter of book**

England, Paula and Lori McCreary. 1987b. "Gender Inequality in Paid Employment." Pp. 286–320 in *Analyzing Gender: A Handbook of Social Science Research*, edited by Beth B. Hess and Myra Marx Ferree. Newbury Park, CA: Sage.

### **Other publications**

Where there is doubt (e.g. Occasional papers) include all bibliographical details. The place of publication should always be given when books are referred to.

### **Web Sites and Pages**

The full title of a Web site or page should be provided. Web site URLs should be cited at the end of a citation to an online source as follows: url (Last Accessed Date)

The last accessed date is required information for a citation, and authors should check all URLs before final submission of their article to ensure that they are still active. If they are not, alternative URLs or citations for the same information should be provided.

Please always ensure that a reference list is included at the end of your article because *Sociology Compass* will be making use of new technology to link to

library catalogues.

### **Figures**

Images and illustrations should convey ideas efficiently or enhance the text. Figures must be legible, concise, and referred to in the text. All figures must be in digital form (jpeg or tiff for images).

Line weights less than one point should be avoided.

All type should be from common font families (e.g. Arial, Helvetica, or Times), unless a unique type font is critical to the theme of a map, for example, to help to engender the feelings of an historical era. Any type must be sufficiently large to be easily read at final print size and type sizes smaller than 6 point should be avoided. Titles should be incorporated into the figure caption. Captions should not be a part of the figure. Type placed on screen tints or area patterns must be clearly readable.

### **Photographs and Illustrations**

Black-and-white or colour versions of all photographs and illustrations must be submitted as electronic files with a resolution of not less than 600 dpi. IT IS THE AUTHOR'S RESPONSIBILITY TO OBTAIN ANY NECESSARY PERMISSIONS, AND INDICATE ACKNOWLEDGEMENTS IN THE CAPTION.

### **Figure Captions**

Should be concise but as informative as possible, and must be typed double spaced and listed on a separate sheet. Figures and photographs are numbered consecutively using Arabic numerals (Figure 4, etc.). All diagrams illustrations and photographs are referred to as 'Figures',

### **Tables**

Must be typed double spaced, using as few horizontal rules as possible and no vertical rules. They should be numbered consecutively using Arabic numerals (Table 4, etc.). Titles should be concise but as informative as possible. Decimals appearing in tables should include leading zeros i.e. 0.1273.

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Author's address: .....

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Manuscript no. (if known): .....

Names of all authors in the order in which they appear in the Article: .....

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