

Guidelines for authors

1. Submissions

All contributions should be submitted in MS Word .doc format. The title page and manuscript should be in separate files. It is the responsibility of the author to remove first-person references or other clues that may reveal the author's identity. Papers submitted for publication are reviewed by at least two assessors as well as by one of the editorial board members. Submission of an article is taken to imply that it has not been previously published and is not being considered for publication elsewhere. We acknowledge the receipt of an article, for submissions that are sent to peer reviewing the evaluation process will be completed within 6 months.

2. Types of Articles

In addition to regular articles, STSS publishes Review Articles, Book Reviews and Research Notes.

1) Manuscripts should be approximately 6,000 - 8,000 words in length including all elements (title page, abstract, notes, references, tables, etc.)

2) Review Articles are detailed discussions over the state of affairs in a certain discipline or overviews of one's own work in a specific domain, please try to constrain your reviews to 10,000 words.

3) Book Reviews are discussions of a single or several book(s) and can be up to 2,000 words.

4) Research Notes are short descriptions of ongoing research and should not be longer than 3,000 words.

3. Language

UK spelling is preferred.

Foreign words should be italicised.

Use single quotation marks ('...'), double quotation marks ("...") should only be used within quotes.

Abbreviations consisting of capital initial letters do not have full stops (NATO or UN). Do not use commas after abbreviations i.e. and e.g.

Numbers one to ten are expressed in words, but 11 upward appear in figures; use a comma in thousands and larger numbers (5,320), point is utilized in commas (5,320.5). Inclusive numbers should be written in full (43-47, not 43-7).

Please spell out 'per cent' in case of numbers from one to ten, and use % from 11 upward (five per cent, 20%).

Gender mainstreaming is appreciated.

4. Title Page

The title of the article, the author's name, and email address, word count (including abstract, text, notes, references and appendices) should appear in a separate document. Where more than one author is involved, the lead author should be clearly indicated for contact purposes. A brief biographical statement of approximately 50 words should be included on the title page about each author. The statement should include the author's current institutional affiliations, general research interests, and recent publications.

5. Abstract

The manuscript must include a descriptive and informative abstract of up to 200 words on the very first page of the manuscript. The Abstract must give a concise statement of the intention, results and conclusions of the paper.

We kindly ask the authors to include up to five keywords (e.g. Keywords: Transnationalism, diaspora, media.).

6. Manuscript

Contributions should be printed on one side of standard A4 paper, left justified, with a left margin of at least 25mm. Avoid hyphenation. Double line spacing with 12 point Times New Roman typesize. The section subheads should not have end punctuation and should not be numbered. The first paragraph after a subhead should not be indented.

The final version of the manuscript should contain

- a) title page
- b) abstract
- c) main text
- d) tables and figures on separate pages
- e) acknowledgements
- f) references
- g) appendices

Use footnotes (not endnotes) in order to convey substantive information to the reader, and not for reference purposes. Notes are numbered with Arabic numbers followed by a full stop.

7. Tables and Figures

Tables and Figures should appear on separate sheets with self-explanatory titles at the end of the manuscript. The position in the text of each table and figure should be clearly indicated in the manuscript but the Journal cannot guarantee that it will be printed exactly where indicated in the manuscript. The Tables and Figures should be consecutively numbered using Arabic numerals. The heading should be placed above the Table or Figure and have no end punctuation.

Appendices may be used to include important information that would otherwise break up information in the main text. However, please try to keep the number of Appendices to a minimum.

8. References

References should be in a separate alphabetical list; they should not be incorporated in the notes.

When citing books or articles in the text or in notes, use the following form:

for example, Smith (1976)

according to Sidanius & Pratto (2001) or (Sidanius & Pratto 2001)

Feldman (2003, 2005)

Ward (1995a,b)

(van Oudenhoven 2005, Wheeler 2004)

When there are three authors or more, 'et al.' is used in text references, but not in the reference list.

Each direct quote must be accompanied by a reference with a page number.

(Laitin 1998: 53) or see Laitin (1998: 53)

Use the following form of reference for books:

Tilly, C. (2007). *Democracy*. New York: Cambridge University Press.

Tunander, O., Baev, P. & Einagel, V. I. (eds.) (1997). *Geopolitics in Post-Wall Europe: Security, Territory and Identity*. London: Sage.

Journal articles:

Kymlicka, W. & Straehle, C. (1999). Cosmopolitanism, Nation-States, and Minority Nationalism: A critical review of recent literature, *European Journal of Philosophy* 7(1): 65-88.

Articles from books:

Hill, F. (2006). Managing the Russian Dilemma, in M. Zaborowski (ed.), *Friends again? EU-US relations after the crises (174-184)*. Paris: European Union. Institute for Security Studies.

Conference papers:

Landis, D. (2007). Globalization, migration into urban centers, and cross-cultural training, paper presented at the 5th Biennial Conference of the International Academy for Intercultural Research, Groningen, 12 July 2007.

Reports should be referenced as closely as possible to the format for books, or if they appear as part of a series – similarly to the format of journals.

Newspaper articles:

Bajaj, V. & Bradsher, K. (2009). Emerging Nations See Recovery They Will Lead, *International Herald Tribune*, 2 June: 15.

Internet references:

Bosswick, W. & Heckmann, F. (2006). Integration of migrants: Contribution on local and regional authorities. European Foundation for the Improvement of Living and Working Conditions. Available at <http://www.eurofound.europa.eu/pubdocs/2006/22/en/1/ef0622en.pdf>, accessed at 10.09.2011

Database references:

Eurostat (2011). Electronic database, data retrieved 01.01.2011: <http://epp.eurostat.ec.europa.eu/>

Titles in sources in other languages than English should be cited in the original with an English translation added in brackets, for example:

Kobayashi, N. (1963). *Nihon ni okeru Kempodotai no Bunseki [A Dynamic Analysis of the Japanese Constitution]*. Tokyo: Iwanami Shoten.

9. Proofs

Author's proofs will be e-mailed to the author in pdf format. If the article is co-authored it will be sent to the lead author. Rewriting an article in proof is unfortunately not possible.

10. Copyright

The responsibility for not violating copyright in the quotations of a published article is upon the author. With a long quote or a Figure or a Table, written permission must be obtained. The author must consult the original source to find out whether the copyright is held by the author, the journal or the publisher, and write to the appropriate person or institution. In the event that reprinting requires a fee, we must have written confirmation that the author is prepared to cover those expenses.