



Societies without Borders

JUDITH BLAU AND ALBERTO MONCADA, EDITORS

MANUSCRIPT PREPARATION

Manuscripts should be about 15-25 double-spaced pages, in 12-point type with double spacing throughout, including notes. Use italics not underscoring to signal italics. Ample margins (at least one inch on all sides) should be provided; use ragged right rather than justified margins. Additional space should not be inserted routinely between paragraphs or between notes; use subheads when necessary to signal a division between sections of the text. The parts of the manuscript should be printed in the following order: abstract, text, appendices, notes. Each part should begin on a new page, and the manuscript should be paginated consecutively from start to finish. Notes should be printed as endnotes, but will be typeset as footnotes.

Key words: Under the title and above the Abstract, supply 2 to 5 keywords that can be used for electronic indexes.

Abstract: About 100-125 words. This will be translated into Spanish and French. If possible, please provide your translations.

Tables, Figures and Illustrations, including their captions should be placed at the very end of your manuscript. However, if tables, figures or illustrations should be placed in the text, please indicate in the running text where they should be indicated.

Send your paper as an email attachment to: Judith Blau, University of North Carolina, Chapel Hill: jrblau@email.unc.edu

Manuscripts are read by the editors and sent to at least one external reviewer

Most of the prescriptions that follow are concerned with citation style. For matters not discussed here, authors should refer to *The Chicago Manual of Style*, 15th ed. (Chicago, 2003).

BIBLIOGRAPHICAL REFERENCES

- The journal uses an author/date/page system in footnotes (with fuller references in bibliographies). Footnotes should be used both to cite sources and to make any brief comments not deemed appropriate for the main text.
- All footnotes should spell out author/date/page in full: op. cit., ibid, loc. cit. and similar are not used.
- A bibliography should be placed at the end of the text containing all sources cited in alphabetical and chronological order. Book titles are italicized; article titles from journals or edited volumes should be placed in 'single quotation marks', while the journal/volume from which it is taken should be listed in italics.
- The bibliographical listings of essays from journals (but not from edited volumes) should include page ranges, but without using pp. Please see example below for exact formatting.
- In the bibliography, books cited which are reprints of earlier works should have the original publication date included in square brackets after the date of the edition cited. In footnotes, however, only the later edition's date should be given.
- If two or more pages are cited, use pp. x-y. Please note that there is no space between number and n-dash. Ranges of pages (or years, or any other series of numbers) are cited in full, e.g., pp. 65-68

and 112-113.

- Footnotes come after any punctuation. E.g.: as has been argued elsewhere.⁷ This is the basis...Not: as has been argued elsewhere⁷. This is the basis...

Footnotes examples (Use successive numbering (i.e. do not use new numbering for each page)).

1 Brewer 1980, p. 88.

2 Brewer 1980, p. 89.

3 Blackbourn and Eley 1984, p. 59; compare pp. 77-79.

Bibliography examples:

Blackbourn, David and Geoff Eley 1984, *The Peculiarities of German History: Bourgeois Society and Politics in Nineteenth-Century Germany*, Oxford: Oxford University Press.

Engels, Friedrich 1887 [1878], 'Anti-Dühring', in Marx and Engels *Collected Works*. Volume 25, Moscow: Progress Publishers.

Gill, Stephen 1995, 'Globalization, Market Civilization and Disciplinary Neoliberalism', *Millennium*, 24, 3: 399-423.

DATES AND FIGURES

Dates as follows: 6 September 1972. Nineteenth century (or nineteenth-century when used as an adjective). Numbers from one to nine (and first to ninth) spelt out, from 10 to 999,999 in figures. Then 1 million, 2.7 million, etc. Percentages use figures and (one word) percent, e.g. 8 percent. Tables, figures, illustrations, etc.: They must have a title and a reference to their source(s) with a complete bibliographical citation. The notes for tables do not belong to the successively numbered notes of the main text (indicate notes to a table by asterisks or their own numbering).

ACRONYMS

Do not punctuate (NATO and not N.A.T.O.). Indicate what they stand for in parentheses the first time they are used, including in bibliographies (PS, Partido socialista). In French and Spanish, only the first word is capitalized.

FOREIGN LANGUAGE TERMS

Terms or citations in a language other than that of the article must be in italics and translated, except when the meaning is difficult to render. In that case the translation is to be provided in a note.

SECTION HEADINGS

Section headings are to be used at least every three pages; otherwise the editorial committee will create them! Section and sub-section headings must be clearly distinguished by their typography.

BIOS

If the paper is accepted, a biographical sketch will be requested. It should be around 100 – 125 words. It includes a brief description of your current institutional affiliation, research interests and recent publications. Please also include your email address.

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