International Sociology Reviews (ISR)
Submission Guidelines

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Contributions may be submitted in the official languages of the ISA, or, if necessary, in other languages, with a summary in English. Publication will, of course, be in English.

• At the beginning of the submission, give the title, or titles, of the publication(s) reviewed, the author(s), the name(s) of the publisher(s), place (s) of publication (city; also state & country if needed), year(s) of publication, number(s) of pages (stating whether or not this includes an index), cover price, and ISBN (for both hardback and paperback if available).

The review should look exactly as follows:
Author of book under review [first name last name],
Book Title: Book Subtitle, place of publication: Publisher, year; number of pages (includes/without index): ISBN, cover price (if available)
Reviewed by reviewer's first name last name, institutional affiliation
Keywords
List of up to 5 keywords separated by ;
[Your review: maximum length 1,500 words]
[Reviewer's bio & address: maximum length 75 words]

A review essay should look exactly as follows:
Title of review essay
Reviewer's first name last name,
Reviewer's affiliation
Abstract
[Text of abstract]
Keywords
List of up to 5 keywords, separated by ;
List of books under review (see above for style)
[Your review essay: maximum length 5,000 words]
[Your bio & address: maximum length 75 words]

Do not use footnotes. **Avoid using endnotes and references unless *absolutely essential*.** Essential notes should be indicated by a superscript Arabic numeral placed *after* the punctuation. All notes should be placed after the text and before the reference section. Any general note, acknowledgement or brief statement should be the first, unnumbered note.

• Please suggest up to five **'keywords'** or phrases to guide readers. It would probably be helpful if one or two of those could be relatively general (e.g. 'sociology of religion'), while others may be much more specific. Remember, these are the key to computer searches by topic.

• Reviews of one or two books should be about 1000-1500 words long. Review essays should be 3500-5000 words long. Review essays should include an abstract.

• In typing your review, please note:
    1. type without justification;
    2. do not insert hyphen breaks or other hard returns except to indicate the end of a paragraph;
    3. avoid embedded fonts or any dedicated notes programs – use the same program as for the main text; use the same size type throughout;

4. follow Sage house style in writing dates and listing references (see below).
5. avoid all special or additional formatting (borders, headers, etc.)

Dates

Write out dates as follows: 30 September 2003.
Do not use an inverted comma in decades, e.g. 1960s, mid-1930s. Avoid 80s, etc.
Use figures for centuries (except in history journals where it is spelled out), e.g. a 21st-century dilemma.

References (preferred Sage style)

Journal article
Author Last Name, First Name or Initial [depending on journal style] (year) 'Article Title: Article Subtitle', *Journal Name* vol. no.(issue no.): page no.–page no.
Book
Author Last Name, First name or Initial [depending on journal style] (ed.) (year) *Book Title: Book Subtitle*. Place: Publisher.
Chapter in book
Author Last Name, First name or Initial [depending on journal style] (year) 'Chapter Title', in Editor First Name and Last Name and Editor First Name and Last Name (eds) *Book Title: Book Subtitle*. Place: Publisher.
Website
Author Last Name, First Name or Initial [depending on journal style] (year) 'Online Article', *Online Journal* vol. no.(issue no.), URL (consulted Month Year): http://xxxx.xxxx.xx.xx/xxxx/xxxxxx/

• At the end of the submission, please give your name, title, institutional affiliation, and e-mail. In addition, please attach a short (50 to 75 word) **biographical sketch**.

• The final text of accepted reviews should be sent as an e-mail attachment in WORD, rtf, or common word processing format. Please send it to the editor at mab205@pitt.edu.

• Once your submission has been accepted, you will be sent a legal form to sign which assigns the copyright of your article to Sage. Please return a hard copy to Sage at the address on the form and an e-mail copy as an attachment to ISR. (Sage permits you to publish the whole or part of the review elsewhere in work written or compiled by you, as long as appropriate acknowledgements are made.)

• You will be sent proofs of your review for correction. Please make any corrections needed promptly, and return the proofs as instructed.

• Copies of your published review will be sent to you by Sage.

Each submission will be given careful editorial attention, and questions may be raised with the contributor before a final version is accepted. There may also be some editing for language, especially where the contributor is not a native speaker of English, but any non-trivial suggestions will be discussed with the contributor to ensure that the intended meaning has been retained. Contributors are encouraged to raise issues with the editor at an early stage if they are not certain of the best way to proceed, and their suggestions of the most effective ways to fulfil our remit - even if those go beyond the points made above - will be warmly welcomed.
Please note: The necessary complexity of the editorial processes, as well as possible delays in international postal services, imply that prompt attention to queries and serious adherence to deadlines are of the highest importance.