

Style Guide for SMS Authors

This document includes essential information concerning formatting for submissions to *Social Movement Studies*, along with links to webpages with further guidance. This information is followed by some 'style tips' listing some common issues that crop up: usually things we would like authors to avoid. This is a formal publication and so grammar and spelling should follow standard English conventions. If in doubt please consult an authoritative style guide (such as the *Chicago Manual of Style*) or contact your coordinating editor. Formality does not, of course, mean that the style need be dreary or deliberately complex; a lively writing style is encouraged as long as authors aim at maximum clarity and precision in communication.

Submission and Formatting

The essentials are:

- Page 1 should be a cover sheet, including: article title; author name(s) and affiliation(s); corresponding author address and email address.
- From page 2 the article should be anonymous for peer review. Please begin page 2 with your article title, abstract and short list of keywords.
- Text should be in a clear, serif font (e.g. Times New Roman) in 12pt size, aligned to the left with a ragged right margin.
- Please avoid: hyphenation, manual carriage returns except at the end of paragraphs, tab spaces at the beginning of paragraphs, double spaces after punctuation.

A template document for Microsoft Word (on PCs or Macs) is available from here:

<http://journalauthors.tandf.co.uk/benefits/authorTemplates.asp>

All submissions should be made online at the *Social Movement Studies* [ScholarOne Manuscripts site](#). New users should first create an account. Once logged on to the site, submissions should be made via the Author Centre. Online user guides and access to a helpdesk are available on this website.

Spelling

We prefer spellings to conform to the new edition of the Concise Oxford English Dictionary and to follow the Oxford Dictionary for Writers and Editors. Use -ize, in preference to -ise as a verbal ending (e.g. realize, specialize, recognize, etc.). Note, however, several words correctly end in -ise (e.g. advertise, enfranchise, exercise, etc.); note also analyse (English spelling), analyze (American).

Initial capitalization

Please keep capitalization to a minimum. When possible use lower case for government, church, state, party, volume, etc.; north, south, etc. are only capitalized if used as part of a recognized place name e.g. Western Australia, South Africa; use lower case for general terms e.g. eastern France, south-west of Berlin.

The only exception to this is headings and subheadings where most words are capitalized, but not articles (a, the), conjunctions (e.g. and, but) and prepositions (e.g. against, with, for).

Full points

Use full points after abbreviations (p.m., e.g., i.e., etc.) and contractions where the end of the word is cut (p., ed., ch.). Omit full points in acronyms (HMSO, USA, BBC, NATO, plc), after contractions which end in the last letter of the word (Dr, Mr, St, edn, eds, Ltd) and after metric units (cm, m, km, kg). Note especially ed. eds; vol. vols; no. nos; ch. chs, etc.

Italics

Use italic type for titles of books, journals, newspapers, plays, films, long poems, paintings and ships. Extensive use of italic type for emphasis should be avoided.

Quotations

Use single quotation marks for quoted material within the text; double quotation marks should only be used for quotes within quotes. Do not use leader dots at the beginning or end of a quotation unless the sense absolutely demands. Quotations of over forty words should be extracted and indented and no quotation marks used.

For ellipsis within a quotation use three leader dots enclosed by square brackets [...]. Your word processor may automatically format this as an ellipsis character. Note the guidance of the *Chicago Manual of Style*:

A period is added *before* an ellipsis to indicate the omission of the end of a sentence. [...] Similarly, a period at the end of a sentence in the original is retained before an ellipsis indicating the omission of material immediately following the period.

Numerals

In general spell out numbers under 100; but use numerals for measurements (e.g. 12 km) and ages (e.g. 10 years old). Insert a comma for both thousands and tens of thousands (e.g. 1,000 and 20,000). Always use the minimum number of figures for ranged numbers and dates, e.g. 22–4, 105–6, 1966–7; but use 112–13, 1914–18, etc. for teen numbers. Use the percentage sign only in figures and tables; spell out 'per cent' in the text using a numeral for the number (e.g. 84 per cent).

Since there is no en rule on a standard keyboard, use a double hyphen for en rules used to link number spans (e.g. 24--8). They may also be used to connect two items linked in a political context (e.g. Labour—Liberal alliance, Rome—Berlin axis), to link the names of joint authors (e.g. Temple—Hardcastle project) and sometimes as punctuation (see note below). A modern word processing package will usually reformat a double hyphen correctly as an en-rule.

Dates

Set out as follows: 8 July 1990 (no comma), on 8 July, or on the 8th; 1990s (not spelt out, no apostrophes); nineteenth century (not 19th century) and insert hyphen when used adjectivally (e.g. nineteenth-century art).

Referencing

Social Movement Studies has adopted the American Psychological Association's (APA) citation guidelines. This is a Harvard-style system including author, date and page references in brackets for citations and a full, alphabetical references list at the end of the document. Your references section should be headed 'References' and include all and only the items cited in the text.

Citation information is usually included at the end of a sentence and may take one of the following forms:

Text or 'quotation' (Author et al., Date, p. number).

Author and Author found text (Date).

Author says, 'quotation' (Date, p. number).

An unbroken series of quotations from the same source within the same paragraph may use a shortened citation including only the date and page number but if there is any room for doubt the author should also be included. '*Ibid.*' should not be used in any references.

Your references list should include information in the following format:

Cohen, J. L. (1985). Strategy or Identity: New Theoretical Paradigms and Contemporary Social Movements. *Social Research*, 52(4), 663–716.

Di Justo, P. (2004, September 9). Protests Powered by Cellphone. *The New York Times*. Retrieved from <http://www.nytimes.com/2004/09/09/technology/circuits/09mobb.html>

Gamson, W. A., & Meyer, D. S. (1996). Framing Political Opportunity. In D. McAdam, J. D. McCarthy, & M. N. Zald (Eds.), *Comparative Perspectives on Social Movements. Political Opportunity, Mobilisation Structures and Cultural Framings* (pp. 275–290). CUP, Cambridge.

Melucci, A. (1989). *Nomads of the Present. Social Movements and Individual Needs in Contemporary Society*. Century Hutchinson, Victoria, Australia.

Polletta, F. (2004). Culture Is Not Just in Your Head. In J. Goodwin (Ed.), *Rethinking Social Movements: Structure, Meaning, and Emotion* (pp. 97–110). Maryland: Rowman & Littlefield.

Tilly, C., & Tarrow, S. (2007). *Contentious Politics*. Boulder, Colorado: Paradigm.

UC Television. (2004). *Conversations with History: Manuel Castells*. University of California. Retrieved from <http://www.youtube.com/watch?v=0GBB7U5mv0w&feature=channel>

Vinshagen, S., & Lilja, M. (2007). The State of Resistance Studies. Presented at the 8th Annual Conference of the European Sociological Association, Glasgow, UK.

For detailed guidance please refer to the following document:

http://www.tandf.co.uk/journals/authors/style/reference/tf_APA.pdf

Please pay particular attention to the ordering of information and the separating punctuation for your references list. Most reference management software will include a style set for APA (6th edition). The EndNote style is available here: <http://endnote.com/downloads/templates/apa-6th>

A note on web sources: please never include URLs in the text or on their own in endnotes. You should always be able to construct a sensible citation format with an author (perhaps institutional) or by reference to the website name; full details including the URL should appear in the references list.

Tables and illustrations

Tables should be prepared with the minimum use of horizontal rules (usually three are sufficient) and avoiding vertical rules. It is important to provide clear copy of figures (not photocopies or faxes) which can be reproduced by the printer and do not require redrawing.

Figures and illustrations should be provided in the highest quality figure format possible. Please note the following:

- Please be sure that all imported scanned material is scanned at the appropriate resolution: 1200 dpi for line art, 600 dpi for grayscale and 300 dpi for colour.
- Figures must be saved separate to text. Please do not embed figures in the paper file.
- Files should be saved as one of the following formats: TIFF (tagged image file format), PostScript or EPS (encapsulated PostScript), PICT or JPEG formats.
- All figures must be numbered in the order in which they appear in the paper (e.g. Figure 1, Figure 2). In multi-part figures, each part should be labelled (e.g. Figure 1(a), Figure 1(b)).
- Figure captions must be saved separately, as part of the file containing the complete text of the article, and numbered correspondingly.
- The filename for a graphic should be descriptive of the graphic, e.g. Figure1, Figure2a.
- All captions for figures and plates (including sources and acknowledgements) should be listed on a separate sheet.

The desired position in the text for each table, figure or illustration should be indicated clearly in the manuscript, e.g.

[TABLE 3 ABOUT HERE]

Figures which are supplied in colour will be published in colour online, but in black-and-white in the print edition. Authors of accepted papers who propose publishing figures in colour in the print version should consult Taylor & Francis at proof stage to agree a financial contribution to colour reproduction costs. Tables, figures and plates should not be inserted within the pages of the manuscript but should be submitted on separate sheets attached to the article.

Endnotes

Notes should be kept to a minimum and are included in the overall word count. Notes should be numbered sequentially and included at the end of the article but before the references section.

Style Tips

Please check through the following list of writing traits that we would prefer to avoid commonly found in submissions.

'...' or 'etc' in a list, interrupted thought

Neither '...' nor 'etc.' should be used at the end of a list. Where you want to indicate that a list is in some way partial or incomplete you could end it with 'and so on' or 'and so forth' or (the better alternative) start it with 'such as', 'includes', or similar.

'...' is sometimes used to indicate an interrupted thought. This should always be avoided as there shouldn't be any excuse for unfinished sentences in an academic publication.

Asserting importance or interest

Hopefully the importance or interest of your arguments and evidence should speak for itself, so sentences of the form 'x is important' or 'interestingly, y' should be avoided. You might, of course, want to highlight a particularly important or interesting aspect of your subject, in which case give a meaningful explanation.

Hyphens or en-rules as punctuation

Pairs of en-rules may be used to delimit a particular phrase in a parenthetical fashion. A single en-rule sometimes crops up as a kind of dramatic pause in a sentence. Both uses are acceptable but to avoid over-use please bear in mind the alternative options (parentheses, colons, semi-colons and so on). Please use a double hyphen to input an en-rule to ensure correct formatting.

'More or less'

Well, which is it? Consider 'approximately' if you must be approximate.

Slashes (/) indicating alternatives

Slashes can create uncertainty in interpretation. They should never be used in place of 'and' or 'or'. Where there are alternative possible labels for a concept or phenomenon it is generally better to choose one and use it consistently, perhaps explaining your choice in the text or a footnote if required. If a slash construction is used to make a particular point, or because it is conventional in a particular field of research, then this should be explained on first use.

The commonly accepted exception is in seeking gender neutral language by using 'his/her' or 's/he'. These constructions may be used sparingly but please see the notes below on alternatives.

Unnecessary capitalization

It is very rare that anything other than a proper noun requires capitalization, except, of course, at the beginning of sentences. Please note the advice under 'Submission and Formatting' above.

Gender neutrality

Your writing should, of course, be gender neutral. How this is achieved might vary. Please take the following extract from the Chicago Manual of Style for guidance.

Nine techniques for achieving gender neutrality

There are many ways to achieve gender-neutral language, but it takes some thought and often some hard work. Nine methods are suggested below because no single method will work for every writer. And one method won't neatly resolve every gender-bias problem. Some of them— for example, repeating the noun or using "he or she"—will irritate readers if overused. All of them risk changing the intended meaning: though slight changes in meaning are inevitable, additional rewording may be necessary.

1. Omit the pronoun: *the programmer should update the records when data is transferred to her by the head office* becomes *the programmer should update the records when data is transferred by the head office*.
2. Repeat the noun: *a writer should be careful not to needlessly antagonize readers, because her credibility will suffer* becomes *a writer should be careful not to needlessly antagonize readers, because the writer's credibility will suffer*.
3. Use a plural antecedent: *a contestant must conduct himself with dignity at all times* becomes *contestants must conduct themselves with dignity at all times*.

4. Use an article instead of a personal pronoun: *a student accused of cheating must actively waive his right to have his guidance counselor present* becomes *a student accused of cheating must actively waive the right to have a guidance counselor present*.
5. Use the neutral singular pronoun one: *an actor in New York is likely to earn more than he is in Paducah* becomes *an actor in New York is likely to earn more than one in Paducah*.
6. Use the relative pronoun who (works best when it replaces a personal pronoun that follows if): *employers presume that if an applicant can't write well, he won't be a good employee* becomes *employers presume that an applicant who can't write well won't be a good employee*.
7. Use the imperative mood: *a lifeguard must keep a close watch over children while he is monitoring the pool* becomes *keep a close watch over children while monitoring the pool*.
8. Use he or she (sparingly): *if a complainant is not satisfied with the board's decision, then he can ask for a rehearing* becomes *if a complainant is not satisfied with the board's decision, then he or she can ask for a rehearing*.
9. Revise the clause: *a person who decides not to admit he lied will be considered honest until someone exposes his lie* becomes *a person who denies lying will be considered honest until the lie is exposed*.

(Chicago Manual of Style, 16th edn, 5.225.)