

## **Guidelines for Prospective Authors of Studia UBB Sociologia**

Prepare your manuscript in MS Office, according to the guidelines below.

### *Language:*

Starting with June 2008, we only accept papers in English. The articles should be written in British English according to the Oxford English Dictionary. Please note that there are differences between the preferred Oxford style and the Cambridge style in British English. Authors are responsible for the proofreading of their manuscripts and linguistic problems might constitute reason for rejecting publication.

### *Length:*

Articles/research papers should have 6,000-8,000 words including Footnotes. Essays, discussion papers should have no more than 3,000 words including Footnotes. Abstracts (in English) should have no more than 300 words. Book reviews should have no more than 1,500 words.

### *Page setup:*

A4, 2.5 cm all margins

### *Fonts & style:*

The whole manuscript should be written with Times New Roman fonts, double spaced line distances and justified paragraphs in the following order and stylization.

Title: Times New Roman, 14, Bold

Abstract (in English): Times New Roman, 12, Regular

Body text: Times New Roman, 12, Normal

Footnotes (numbered continuously): Times New Roman, 10, Regular

References: Times New Roman, 12, Regular and Italic where appropriate (see below).

Annexes (numbered continuously), if any: Times New Roman, 12, Regular

If your text includes several sections and/or subsections, please title them as follows:

Title(s) of section(s): Times New Roman, 12, Bold

Subtitle(s) of section(s): Times New Roman, 12, Bold, Italic.

*As far as we are a peer-reviewed publication, please do not indicate your name and affiliation, except the first page of your manuscript where mention only the followings:*

Name of the author(s): Times New Roman, 12, Bold Affiliation

of the author(s): Times New Roman, 12, Regular

Electronic address of the authors: Times New Roman, 12, Regular

### *Keywords:*

Please indicate 3-5 keywords for your paper.

### *Tables, graphs, figures:*

Tables, graphs, figures, etc. should be included within the body text, clearly laid out and designed to fit onto a page 18 cm X 12 cm.

Regarding tables simple, both vertical and horizontal lines should be used, avoiding any additional style. Please, use Times New Roman, 12, Regular fonts when fill in the table and mark totals and percentages, if any.

Tables should be numbered continuously and titled with Times New Roman 12, Regular fonts (e.g.

Table 1. The age structure of the population).

Graphs, figures, etc. should be prepared in black & white (respectively in greyscale and corresponding styles), numbered continuously and subtitled with Times New Roman 12, Normal fonts (e.g. Graph 1. The age structure of the population)

*Quotations:*

Short quotations should appear continuously within the body text. Please use double quotation marks in this case.

Lengthy quotations (over 40 words) should be displayed in separate paragraphs and indented. No quotation marks should be used in this case.

*References:*

The author/datum system should be used and reference to page numbers in the text should be shown. Examples for citations: if one author (Giddens, 1994), if pages (Giddens, 1994: 62), if two authors (Abramson and Inglehart, 1995), if three authors or more (Beck et al., 2003)

Within the final reference list the Chicago Manual of Style-type citation should be used with the following nuances:

*Books:*

Abramson, Paul R. and Inglehart, Ronald (1995). Value Change in Global Perspective. Ann Arbor: University of Michigan Press.

*Articles from books with editors:*

Giddens, Anthony (1994). Living in a post-traditional society. In U. Beck, A. Giddens and S. Lash (eds.) Reflexive Modernization: Politics, Tradition and the Aesthetics in the Modern Social Order. Oxford: Polity Press, pp. 56-109.

*Articles from journals:*

Beck, Ulrich, Bonss, Wolfgang and Lau, Cristoph (2003). The theory of reflexive modernization: problematic, hypotheses and research programme. Theory, Culture and Society, 20 (2): 1-33.

*References to websites* should contain the full URL and date the site was accessed: (i.e. [http://www.studia.ubbcluj.ro/serii/index\\_en.html](http://www.studia.ubbcluj.ro/serii/index_en.html), 8/Feb/2008)

## **Submission**

Submission should be done only electronically via e-mail to [studiasociologia@socasis.ubbcluj.ro](mailto:studiasociologia@socasis.ubbcluj.ro) with CC to [studiasociology@gmail.com](mailto:studiasociology@gmail.com).

A confirmation letter is sent after the receipt of the manuscript. The paper is peer-reviewed (double-blind review) and feedback is forwarded to the authors within six to eight weeks. Manuscripts should respect the formal requirements stated in the above sections.

**The journal does not have article processing charges (APCs) nor article submission charges.**