

# *Journal of the Indiana Academy of the Social Sciences*

## STYLE INSTRUCTIONS

1. To be published in the *Journal*, manuscripts of articles must have been **refereed** by at least two anonymous referees and accepted as suitable for publication by the Director of the discipline for which they are intended. **Directors are not referees.** The “buddy” system must be avoided in the referee process. Referees may not reside on the writer's campus and preferably not on the Director's campus. Full effort must be made to find referees who are published scholars in fields represented by the manuscripts submitted. The goals of refereeing must be **quality manuscripts** for publication and assurance that writers are guaranteed fair and adequate refereeing. Thus, there should not be direct contact between writers and referees. Directors shall handle all communications. Reasonable compliance of writers with referee suggestions is expected. If real problems of reaching agreement exist, additional referees should be selected.

2. In general, the *Journal* will not publish more than **three** manuscripts for each discipline of the Indiana Academy of the Social Sciences.

3. To be published in the *Journal*, a manuscript must have been written and typed following the style of the *Journal*<sup>1</sup> - that is according to the following instructions:

**A. Word Processing Program:** Writers must type their manuscripts on a diskette including only one file, using **Word Perfect**, (using Word is accepted if the manuscript does not include Tables or Charts. The Editor and the Printer work with Word Perfect and thus need to transfer any Word file into WP). **No “fancy” commands**, such as headers, first line indentation, paragraph style, etc., should be used.

**B. Page:** Each page must have **equal margins** all around of one inch. Each page must be numbered at top center except for the first page. To speed up the process of printing the *Journal* and to help the editing process, the first page of the papers should include the following:

- a. The name of the discipline in **bold** and in 14 point size - **against the left margin**.
- b. The title of the paper in **bold italics** in 16 point size - centered.

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<sup>1</sup>A look at recent issues of the *Journal* is recommended.

- c. The name of the author all in **capital letters** in 15 point size - centered.
- d. The name of the university of the author in regular *italics* in 15 point size - centered.

Here is the example to follow:

**Sociology** (Then three line spacing)

***Diversity Among Prison Populations***

(Then five line spacing)

CAROL LEYTHAM DAVIS

*Indiana University Northwest*

(Then four line spacing)

**C. Text:** The text of the manuscript must be typed using **Times New Roman 12 points**. The text must be limited to approximately **15 double-spaced pages**, including the endnotes. Since, as said above, each diskette must have only one file on it, this means that tables and figures must be inserted within the core of the paper. Certain tables and figures may be separate if they are **camera-ready**.

**D. Tables:** To create a table within the text, all it takes is to use the command “**insert,**” then “**table,**” and then to indicate the number of rows and columns with **uniform lines**. Cells can be joined if necessary. Tables must be numbered and given a title. Below is an example of what a table must look like. Notice that the table covers the **whole width** of the page.

**TABLE 1**  
**Percentage of Employers Providing Benefits**

<b>Family Friendly Benefits</b>	<b>All Employers</b>	<b>Union</b>	<b>Non-Union</b>
1 Paid Sick Leave	76%	89%	73%
2 Maternity Leave w/re-employment	77%	96%	73%
3 Paid Parental Leave	29%	44%	26%
4 Assistance for Elderly	18%	28%	16%
5 Flexible Hours/Schedule	60%	50%	62%
6 Provides Day Care Program	7%	10%	6%
7 Helps Cover Day Care Cost	19%	20%	19%

Number of Employers	691	124	567
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**E. Figures:** Like tables, figures must be inserted within the text and must be similarly numbered and titled. Back issues of the *Journal* provide plenty of examples.

**F. Citations:** References to citations made in the papers must be included in **NOTES**, placed at the end of the text, and **not in parentheses** within the text. The endnotes need to follow the "Chicago Style," that is Kate **Turabian's *Manual for Writers***. Writers should avoid having too many notes - **25 endnotes** should be looked upon as a maximum. The font and size of the font for the endnotes must be the **same** as those of the text - that is Times New Roman 12 points.

In the text, the first citation should have the number **1**. Multiple numbers for several citations are not allowed.

Here is an example of a **NO NO:** The literature in the field depicts many different analyses to study the matter.<sup>i 7 10</sup>

When authors of cited works are mentioned in the text, they must be identified by their **first and last names**. In the text, the first name can be dropped after the first citation. Again, **NOTES** at the end of the papers must follow the Chicago style. Here are some examples:

### NOTES

1. Michelle Rose Marks, "Party Politics and Family Policy: The Case of the Family and Medical Leave Act," *Journal of Family Issues*, 18 (1997): 55-70.
2. See David M. Gordon, *Fat and Mean: The Corporate Squeeze of Working Americans and the Myth of Managerial "Downsizing"* (New York: The Free Press, 1996), 123; Lawrence Mishel, Jared Berstein, and John Schmitt, *The State of Working America 1998-1999* (Ithaca, NY: IRL Press, 1999), 17-18.
3. See Fierman; Jessel Hanel, "Is Time Really Money?" *Dollars and Sense*, January/February 1998: 43; Kiser 1998; U.S. Congress: House of Representatives, "The Family and Medical Leave Act of 1987," Committee on Education and Labor, Subcommittees on Labor-Management Relations and Labor Standards, 100th Congress, 1<sup>st</sup> session, Serial 100-20 (Washington, D.C.: U.S. Government Printing Office, 1987), 45, 50-51; U.S. Congress: House of Representatives, "Legislative Hearing on H.R. 1, The Family and Medical Leave Act," Committee on Education and Labor, Subcommittees on Labor-Management Relations,

103rd Congress, 1st session, Serial 103-1 (Washington, D.C.: U.S. Government Printing Office, 1993), 65, 84.

4. Jennifer Glass and Tetsushi Fujimoto, "Employer Characteristics of Family Responsive Policies," *Work and Occupations*, 22 (1995): 380-411.

**4.** The Editor must receive a hard copy and a diskettes of all **duly refereed** manuscripts slated for publication by the Directors as soon as possible after the Annual Meeting of the Academy. A deadline of **end of November** should be the standard. Of course, in particular circumstances, some flexibility is possible about this deadline.

The Editor,

Jean V. Poulard

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