



Guidelines for preparation of copy

For more details, please refer to the manuscript submission guidelines available at the Journal of Sociology website: <http://jos.sagepub.com/>

Prepare copy as follows:

1. Manuscripts should be double spaced
2. Manuscripts should be submitted with the name, affiliation and contact details of the author(s) on a separate page to preserve anonymity. Please provide the word count on the manuscript.
3. All manuscripts should be accompanied by an abstract of 200 words plus 5 or 6 key words.
4. Presentation of Copy - Please use the following style guidelines when preparing your paper/abstract

Title Font – Times new roman, size 16, centred, lower and upper case

Sub heading font - Times New Roman, bold, size 12, left justified, lower and upper case

Main text font : Times New Roman, size 12. Do not use bold or underline in text, keep italics to a minimum.

5. Page Numbering - position top right, Times New Roman, size 12, followed by a line space.
6. Footnotes should be numbered serially, typed double-spaced, and should be listed at the end of the paper, and should be kept to a minimum.
7. Each table should be typed on a separate page. Insert a guideline, e.g., [Table 1 about here] at the appropriate place in the manuscript. Complex tables can present problems in the conversion from one program to another. Please key tables into the text using one tab only between columns. Do not use spaces between columns. Do not

worry about the alignment of columns, but indicate on the printout how the table should appear. Key in a return at the end of a line. Do not tab to wrap.

6. For general style conventions please consult the *Style Manual for Authors, Editors and Printers*, Canberra: Australian Government Publishing Service, 5th Edition (revised) 1998.

References in the text

All references to books, articles and other sources are to be identified at an appropriate point in the text by name of author, year of publication, and pagination (within parentheses). Footnotes are to be limited to substantive observations only. There is no need for 'ibid', 'loc cit' or 'op cit'. For example:

1. If the author's name is in the text, follow it by the year of publication and a page reference: As Brown (1999: 267) has shown in her case study If the author's name is not in text, insert at an appropriate point surname, year of publication and page reference, for example: Australian research on changes to the middle class suggests (Solomon 1998: 135). Note that pagination, author and year are separated by a colon.

2. Where two authors are involved, cite both surnames. Where more than two authors are involved, cite the first surname followed by et al. For institutional authorship, supply only sufficient information for positive identification: The aim of this working paper is to explore the future of sociology in Australia (Department of Sociology, Flinders University, 1997).

3. Separate multiple citations by semicolons: The professions are the subject of considerable sociological attention (e.g., Chagnon 1994; Lorber 1992; Vassiliou 1999).

4. Where there is more than one reference in an article to the same author and year, use letters (a, b, etc.) to distinguish them one from the other. For example: (Roberts 1999a; 1999b).

Format of references

List all items cited in the text alphabetically by author and for each author, by year of publication in an appendix titled References. List all authors by name - do not use et al. or ampersands (&). For example:

Burke, M. (2002) 'Global Boom and Bust Following the World Trade Centre Collapse', *Journal of Sociology* 38: 135-51.

Shaw, M. J. (2000) *Life as a Graduate Student in Australian Universities*. London: Sage.

Thompson, M. and J. Smith (1999) 'Gender and Wealth: Beyond the Patterns and the Paradox', pp. 156-87 in J. Montague (ed.) *Wealth in Australia: Sociological Concepts and Issues*, 2nd edn. Sydney: Prentice Hall.

