General Information

Online Submission

Manuscripts should be submitted electronically to http://mc.manuscriptcentral.com/gendsoc. Submitting authors are required to set up an online account on the SageTrack system powered by ScholarOne. The online process permits submission of a separate title page, a main manuscript document, and supplementary files. Please do not submit any part of your manuscript in .pdf format; use MS Word or WordPerfect. Papers should be no more than 8,500 words, or 35 pages, inclusive of abstract, tables, and references. See section on “manuscript formatting” below for more specific information. Manuscripts accepted for review will be sent out anonymously for editorial evaluation. Submission of a manuscript implies commitment to publish in the journal. Authors submitting manuscripts to the journal should not simultaneously submit them to another journal, nor should manuscripts have been published elsewhere in substantially similar form or with substantially similar content. Authors in doubt about what constitutes prior publication should consult the Editor. Obtaining permission for any quoted or reprinted material or artwork that requires permission is the responsibility of the author.

What to Submit

Please submit the main document, including the abstract, in a blinded MS Word or WordPerfect document. Please submit a separate title page, also in MS Word or WordPerfect. If you need to submit tables and/or figures, please place them in MS Word or WordPerfect or MS Excel documents and label them so readers can refer to them as needed. Pages should not be numbered; the online system numbers pages automatically. A cover letter is optional.
Anonymous Review Process

Because our review process is anonymous, you must remove all material from the manuscript that identifies you. Please do not refer to yourself or any of your published or unpublished work. If you must cite yourself, list your name only as “Author” and include only the publication date of your referenced work (e.g., Author 1989). It is important that you do this in the text and in the references. In the references, use the words “Author 1989” and place the reference where the word “author” would appear in alphabetical order. If you have co-authored publications, refer to them using "Author et al. 1989" and do not include any other citation information. Include acknowledgements only on the separate title page, not on the manuscript document.

Types of Manuscripts

Major Article
Based on original empirical research. Offers an analytical summary of relevant, recent research studies and has theoretical significance. Should have a clear theoretical framework or perspective, and the statement of the problem addressed by the paper should be clearly stated early in the paper. The distinction between major articles and research reports is made by the editor before publication. Please see the article template in the Appendix for more information.

Research Report
Research question, methods, or findings should be of interest to G&S readers. The question should be clearly stated, the design should be appropriate for the question and findings should justify the conclusions. The distinction between major articles and research reports is made by the editor before publication. Please see the article template in the Appendix for more information.

Perspectives
Think pieces and commentary on current feminist issues. Topic should be timely and controversial; argument should be logically presented and not include personalized attacks. There should be some recognition of other points of view. Gender & Society does not publish reviews of the literature, unless these reviews are directed to making a critique of the literature and/or offering new theoretical directions.

Editorial Decisions

Manuscripts sent for external review are under review, on average, for 75 days from the date the manuscript is submitted.

Manuscript Formatting and Preparation

- Everything in the manuscript must be double-spaced, including the abstract, quotations in the text, endnotes, and references.
- Use 12-point font.
- Leave at least one-inch margins all around.
• Papers submitted should not exceed 8,500 words (or about 35 double-spaced pages), including tables, notes and references.

• Prepare a brief (150-200 word) abstract. This should be included in the manuscript’s main document. The online system will also ask authors to include the abstract in a separate location when the manuscript is uploaded.

• Use endnotes, not footnotes; however, keep the number of endnotes to a minimum. Use Arabic numerals.

• Italicize variables, but do not capitalize.

• Gender & Society has an ampersand.

• Capitalize “Black,” but not white.

• Spell out percent when used in the text. Only use the symbol (%) in tables.

**Citations in the Text**

For additional information, authors should consult the *Chicago Manual of Style*, Style B, for citations and references. Further information is here: [http://www.library.uq.edu.au/ssah/useits/chicago15B.pdf](http://www.library.uq.edu.au/ssah/useits/chicago15B.pdf)

• Alphabetize by author’s name, or source name for a non-authored reference. In the case of multiple authors alphabetize references by the first author’s name.

• Use up to three authors’ names. If there are more than three authors, use first author and et al. (Lorber et al. 1989).

• Do not use commas to separate the author and date (Farrell 1989).

• Use a comma to separate date and page(s), if used (Farrell 1989, 68).

• Use a, b, c with date if you site several papers published by an author in the same year (Rothman 1988a, b).

• Use an initial to distinguish between authors with the same first name (B. Rothman 1988; S. Rothman 1987).

• Use a semi-colon to separate references in the in-text citations.

• If in press, use date or use “forthcoming” in place of a date.
Bibliographic References: *Gender & Society* uses University of Chicago Style B. Please underline, rather than italicize, where appropriate. Titles will be italicized in the typesetting process.

**BOOK**

**CHAPTER OR ARTICLE, EDITED BOOK**

**JOURNAL ARTICLES, MULTIPLE AUTHORS (INCLUDING ALL AUTHORS)**

**JOURNAL ARTICLES SINGLE AUTHOR**

**JOURNAL ARTICLE, NO VOLUME**
Marciano, T. D. 1978. Male pressure in the decision to remain childfree. Alternative Lifestyles 2 (Sept.): 95-111. (If no volume and it is a weekly – 12 May, 95-111.)

**PRESENTATION AT A CONFERENCE OR ANNUAL MEETING**

**THESIS OR DISSERTATION**
Williams, L. S. 1988. Responses to failures of IVF. Ph.D. diss., Toronto University, Toronto.

**REPRINT OR WORKING PAPER**

**NEWSPAPER OR MAGAZINE ARTICLE WITH AUTHOR**

**NEWSPAPER OR MAGAZINE ARTICLE WITHOUT AUTHOR**
TRANSLATION
Cixous, H. 1976. The laugh of Medusa. (Keith Cohen and Paula Cohen, trans.) Signs. 1: 879-893. (If title only is in English, indicate original language in parentheses.)

NOT YET PUBLISHED


If you do not know the date of an upcoming publication: Williams, C. Forthcoming. Sexual politics of food. Gender & Society.

Using Internet Sources

Include as much information as necessary so that readers can find your exact reference. Generally this requires that authors include some or all of the following: the author, title of web page or article, database, organization name, date of publication of the material, exact internet address, and date of retrieval. The bibliographic reference should looks something like this:

Last name, First name. Date. "Title of article." Organization Name. www.exact.internet.address. (Date of retrieval: 17 September 1999).

Helpful Tips

Contribution to Gender Knowledge

Papers submitted to Gender & Society typically possess an analytical summary of relevant, recent research studies and have theoretical significance; there should be a clear theoretical framework or perspective drawn from the gender literature. Because we are able to publish fewer than ten percent of the manuscripts we receive, it is generally not enough that a paper offer only a well drawn case study. Papers we publish must generally bear significant theoretical and empirical weight.

A Note about Terms: “Sex” and “Gender” and “Gender Roles”

Gender & Society is a journal whose mission is the study of gender as a social and structural category. As such, we recognize a difference between the use of the terms “sex” and “gender.” Use “gender” and “men” and “women” (or “boys” and “girls”) rather than “sex” and “male” and “female” when speaking about gender as it is socially constructed and enacted. When speaking about differences between men and women (as identified, for example, in a survey), “sex” or “sex category” is the correct referent. Sex differences often reveal something about gender in a social and structural sense, but it is up to authors to do the work of connecting the two in an analytical sense. Simply conflating “sex” and “gender” never accomplishes this task. Authors should be precise and say what they mean.
The term “gender roles” has been the subject of extended critique among gender scholars, particularly in sociology (e.g., Lopata and Thorne, 1978, in "On the Term Sex Roles" Signs 3:718-721; Stacey and Thorne, 1985, "The Missing Feminist Revolution in Sociology" Social Problems 32:301-316, Connell, 1987, Gender and Power). The use of this phrase often signals an individualist approach to gender not appropriate for this journal. Authors are free to use this term if they think it is necessary, but should be aware of the context in which it has been used and discussed among the readers and reviewers of this journal.

Article Template

Typical Gender & Society Research Article Format

A paper should be organized so that it begins with a 1.5 to two-page introduction that outlines your research question, its importance, and how your work extends or fills a gap in feminist research. Next is a 3 to 5 page literature review that addresses previous relevant theoretical and empirical work on your topic. Describe how your work will extend this literature, theorize your concepts, and develop any relevant hypotheses.

An optional next section could be on context, which is useful if the paper is based on analysis of a particular setting or country with which readers might not be familiar. Next is the data and methods section, which ought to start between pages 7 and 10. This section describes how and when you collected your data, the sample and any key measures, and how the data was analyzed. For qualitative data, it reports what themes emerged from the analytic process and how those themes will organize the subsequent sections. For quantitative data, it reports how the analysis will unfold (e.g., descriptive statistics and more complex analyses addressing your research questions). In presenting and analyzing the findings, be sure to divide this main heading into thematic subsections. Be sure to use quotes or other data to support your arguments.

Finally, create a conclusions section that returns to the literature and elaborates on how your findings/analyses have extended, filled a gap, or contradicted previous research and theory.

On Writing a Successful Revision

The key to writing a successful revision is careful – and carefully documented - attention to the comments of the editor and the reviewers. The editor’s letter is a helpful guide to understanding what issues to emphasize from the reviews, and a good decision letter will also help you sort out contradictory advice. It is in the editor’s best interest that your paper be successful – you should feel free to contact the office if you have questions in the revision process.

One of the most important elements of a successful revision is the revision memo. Do not take this lightly. The memo should be a point by point discussion of issues raised in the editor’s letter and each one of the individual reviews. List each comment and then explain in detail how you have dealt with an issue, providing page numbers to the text of your paper where relevant. If you choose not to deal with something or to differ with a reviewer, explain why. For more information on the revision process and the correct way to write a memo, please go here for a 2/26/2008
very helpful article on the topic published in the Chronicle of Higher Education (no password is required).

Our policy is to send revised manuscripts to three reviewers. One or two of these will generally be readers from the first round (unless all of the previous reviewers are unavailable), and one or two reviewers will be new. The reviewers will have access to the editorial decision letter and the reviews from the first round, as well as your revision memo and manuscript. It is very important to first round reviewers that you respond in a serious way to their comments.

After the reviews of a revised manuscript are in, the decision at the revision stage is an up or down verdict. The editor will either reject or conditionally accept your paper. If the latter, you will be asked to undertake final revisions in accord with the editor’s suggestions. You will submit the conditionally accepted manuscript with a revision memo. It is extremely important that you respond clearly and completely to editorial suggestions at this stage. Reviewers will not see your conditionally accepted manuscript – the final decision at this stage lies entirely in the hands of the editor.

Instructions for Submitting a Revised Manuscript

Log on to Manuscript Central and go to the Author Center.

Under “My Manuscripts,” select “manuscripts with decisions.” (If you have previously logged on and started to submit the revised document then under “My Manuscripts,” select “Revised Manuscripts in Drafts.”) At the bottom of the screen a list of manuscripts you’ve previously submitted will appear. Find the manuscript that you’ve revised and are now re-submitting. Under “Actions,” select “create a revision.”

Next will be the “Submit a Revision” screen.
Step 1, View and Respond to Decision Letter: please upload the author memo. This memo should be blinded unless your manuscript has been accepted.
Step 2, Type, Title, & Abstract: If you’ve made changes to the title or abstract, enter the new version in place of the previous title or abstract.
Step 3, Subject Areas: select at least three subject areas (similar to key words).
Step 4, Authors and Instructions: enter information for each author.
Step 5, Details & Comments: upload your cover letter if you’ve written one; update the number of words (this should reflect the number of words in the manuscript, title, abstract, and references.); select your responses for the remaining portion of the page.
Step 6, File Upload: delete original manuscript and any other supplementary documents that you are replacing; upload the new manuscript and any supplementary documents. Please make sure to click “upload” at the bottom right corner of the screen before moving to the next and final step.
Step 7, Review & Submit.