

## Body & Society

Impact Factor: 1.4

5-Year Impact Factor: 2.4

### Submission guidelines



#### Submit manuscript

Please read the guidelines in full before submitting your manuscript. Manuscripts not conforming to these guidelines may be returned.

Submit Manuscript 

This Journal is a member of the [Committee on Publication Ethics](#).

**Please read the guidelines below then visit the Journal's submission site <http://mc.manuscriptcentral.com/bod> to upload your manuscript. Please note that manuscripts not conforming to these guidelines may be returned.**

Only manuscripts of sufficient quality that meet the aims and scope of *Body & Society* will be reviewed.

There are no fees payable to submit or publish in this Journal. Open Access options are available - see section 3.3 below.

As part of the submission process you will be required to warrant that you are submitting your original work, that you have the rights in the work, that you are submitting the work for first publication in the Journal and that it is not being considered for publication elsewhere and has not already been published elsewhere, and that you have obtained and can supply all necessary permissions for the reproduction of any copyright works not owned by you.

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## 1. What do we publish?

### 1.1 Aims & Scope

Before submitting your manuscript to *Body & Society*, please ensure you have read the [Aims & Scope](#).

### 1.2 Article Types

B&S operates with a range of manuscript types. All manuscripts are considered for publication on the understanding that they have not been previously published and that they are not under consideration elsewhere. Copies or similar versions of the article should not be available on the internet while the submission is under review.

The main manuscript types are as follows:

### **1.2.1 Standard Articles**

1. Articles published in B&S are refereed. The refereeing process is double-anonymize, so contributors should take care to remove any obvious indications of authorship.
2. The language of publication is English, and the preferred language of submission is English. The difficulties of getting papers refereed in languages other than English means that non-English submissions are not encouraged and can only take place in exceptional circumstances. Authors who wish to submit an article in another language should contact the editorial office ([bod@sagepub.co.uk](mailto:bod@sagepub.co.uk)) first.
3. Articles should generally contain between 6,000 and 8,000 words (including all notes and references).
4. The refereeing process normally takes around three to four months.
5. B&S receives hundreds of manuscripts every year and accepts less than 10% of the papers submitted to the journal. Those that are successful are usually accepted for publication subject to revision. Very few papers are accepted outright.

### **1.2.2 Special Issue/Special Section Articles**

The above also applies to all special issue and special section articles. However, these articles will have been commissioned by the editors of these issues and sections. Authors of special issue and special section pieces should carefully read the B&S Special Issue guidelines. These can be found at Sage's B&S website <http://journals.sagepub.com/home/bod> and at B&S Manuscript Central <http://mc.manuscriptcentral.com/bod>. Please make sure you select the appropriate special issue or special section category from the drop-down menu in the Author Centre on B&S ManuscriptCentral before you upload your piece.

### **1.2.3 Notes & Commentary Pieces**

Shorter commentaries of 4,000 to 6,000 words (including all notes and references) are also invited. Normally these are not anonymize-refereed but are commented on by editorial board members and associate editors.

Please make sure you select 'Notes & Commentary' from the Manuscript Type drop-down menu in the Author Centre on B&S ManuscriptCentral before you upload your piece.

### **1.2.4 Interviews**

We welcome the submission of interviews with prominent figures in the social sciences and humanities. Normally these should be between 3,000 and 8,000 words (including all notes and references). Usually these are not anonymize-refereed but are commented on by editorial board members and associate editors.

Please make sure you select 'Interview' from the Manuscript Type drop-down menu in the Author Centre on B&S ManuscriptCentral before you upload your piece.

### **1.2.5 Review Articles**

Normally review articles are 4,000 to 6,000 words long (including all notes and references). In all cases review articles must conform to the B&S house style (which is detailed below).

Review articles can be of a single important book, or a series of books on a particular topic, or a more sweeping 'decade review' of a particular field or emergent area.

They are commented on by editorial board members and associate editors and occasionally blind-refereed.

Please make sure you select 'Invited Manuscript' and 'Review Article' from the Manuscript Type drop-down menu before you upload your piece.

*Please note that B&S does not accept unsolicited review articles.*

### **1.2.6 Book Reviews**

We now concentrate on publishing book reviews online rather than in the journal pages of *Theory, Culture & Society* and *Body & Society*. This will enable us to publish a much greater quantity of reviews much more quickly.

A new team of website review editors will regularly commission book reviews. At the same time we are always interested in extending our panel of reviewers. Should you wish to review books for <http://journals.sagepub.com/home/bod> you should write to the website review editors with your biographical details and interests along with information on the proposed book. We are also interested in reviews of books published outside the English-speaking world.

For our full Website Review Guidelines, go to:

<http://theoryculturesociety.org/website-review-guidelines/>



If you are a book author or publisher and would like us to consider reviewing one of your books, we welcome email alerts and catalogues of recent and forthcoming titles. Once we have arranged for an author to write a review of a particular book, we will request that the publisher send the book direct to the reviewer. We also welcome hard copies of books for our consideration. Please contact us at:

*Theory, Culture & Society* Website Review Editors  
ICCE  
Goldsmiths, University of London  
London SE14 6NW

e-mail: [bod@sagepub.co.uk](mailto:bod@sagepub.co.uk)

*Please note that we do not accept unsolicited book reviews.*

### **1.2.7 Special Issue/Special Section Proposals**

B&S regularly produces special issues and sections. We welcome proposals from prospective guest editors. Before submitting special issue and special section proposals, you should carefully read and follow the B&S guidelines for special issues and sections. These can be found at the B&S Sage journal website <http://journals.sagepub.com/home/bod> and on the Instructions & Forms pages at B&S ManuscriptCentral <http://mc.manuscriptcentral.com/bod>. In particular, proposals should include names, affiliations and short biographical notes for each prospective contributor, and draft titles and abstracts for each proposed article.

Please email your Special Issue/Special Section Proposal to [bod@sagepub.co.uk](mailto:bod@sagepub.co.uk)

### **Book Series Proposals**

The TCS Book Series currently has well over 100 published titles, many by leading figures in the social sciences and humanities.

Prospective authors should submit a proposal (four to six pages) with a rationale for the book and a paragraph outline for each of the main chapters, along with some reflections on the market potential of the book.

Full guidelines for Book Series Proposals are available at the TCS website <http://www.theoryculturesociety.org/> and on the Instructions & Forms pages at TCS ManuscriptCentral <http://mc.manuscriptcentral.com/tcs>

Please email your Book Proposal to [tcs@sagepub.co.uk](mailto:tcs@sagepub.co.uk)

## 1.3 Writing your paper

The Sage Author Gateway has some general advice and on [how to get published](#), plus links to further resources. [Sage Author Services](#) also offers authors a variety of ways to improve and enhance their article including English language editing, plagiarism detection, and video abstract and infographic preparation.

### 1.3.1 Make your article discoverable

When writing up your paper, think about how you can make it discoverable. The title, keywords and abstract are key to ensuring readers find your article through search engines such as Google. For information and guidance on how best to title your article, write your abstract and select your keywords, have a look at this page on the Gateway: [How to Help Readers Find Your Article Online](#).

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## 2. Editorial policies

### 2.1 Peer review policy

If you are asked to provide the names of a peer who could be called upon to review your manuscript, please note that reviewers should be experts in their fields and should be able to provide an objective assessment of the manuscript. Please be aware of any conflicts of interest when recommending reviewers. Examples of conflicts of interest include (but are not limited to) the below:

- The reviewer should have no prior knowledge of your submission
- The reviewer should not have recently collaborated with any of the authors
- Reviewer nominees from the same institution as any of the authors are not permitted

Please note that the journal's editors are not obliged to invite any recommended/opposed reviewers to assess your manuscript.

The Editor or members of the Editorial Board may occasionally submit their own manuscripts for possible publication in the journal. In these cases, the peer review process will be managed by alternative members of the Board and the submitting Editor/Board member will have no involvement in the decision-making process.

### 2.2 Authorship

All parties who have made a substantive contribution to the article should be listed as authors. Principal authorship, authorship order, and other publication credits should be based on the relative scientific or professional contributions of the individuals involved,

regardless of their status. A student is usually listed as principal author on any multiple-authored publication that substantially derives from the student's dissertation or thesis.

For interviews the interviewer will be listed as an author; unless the interviewee has contributed to the article by emailing responses or helping to edit the manuscript they will not be included as an author.

Please note that AI chatbots, for example ChatGPT, should not be listed as authors. For more [information see the policy on Use of ChatGPT and generative AI tools](#).

## **2.3 Acknowledgements**

All contributors who do not meet the criteria for authorship should be listed in an Acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, or a department chair who provided only general support.

Please supply any personal acknowledgements separately to the main text to facilitate anonymous peer review.

### **2.3.1 Third party submissions**

Where an individual who is not listed as an author submits a manuscript on behalf of the author(s), a statement must be included in the Acknowledgements section of the manuscript and in the accompanying cover letter. The statements must:

- Disclose this type of editorial assistance – including the individual's name, company and level of input
- Identify any entities that paid for this assistance
- Confirm that the listed authors have authorized the submission of their manuscript via third party and approved any statements or declarations, e.g. conflicting interests, funding, etc.

Where appropriate, Sage reserves the right to deny consideration to manuscripts submitted by a third party rather than by the authors themselves.

## **2.4 Funding**

*Body & Society* encourages authors to include a declaration of any conflicting interests and recommends you review the good practice guidelines on the [Sage Journal Author Gateway](#).

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**Publishing Policies**

### **3.1 Publication ethics**

Sage is committed to upholding the integrity of the academic record. We encourage authors to refer to the Committee on Publication Ethics' [International Standards for Authors](#) and view the Publication Ethics page on the [Sage Author Gateway](#).

#### **3.1.1 Plagiarism**

*Body & Society* and Sage take issues of copyright infringement, plagiarism or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of published articles. Equally, we seek to protect the reputation of the journal against malpractice. Submitted articles may be checked with duplication-checking software. Where an article, for example, is found to have plagiarised other work or included third-party copyright material without permission or with insufficient acknowledgement, or where the authorship of the article is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article; taking up the matter with the head of department or dean of the author's institution and/or relevant academic bodies or societies; or taking appropriate legal action.

#### **3.1.2 Prior publication**

If material has been previously published it is not generally acceptable for publication in a Sage journal. However, there are certain circumstances where previously published material can be considered for publication. Please refer to the guidance on the [Sage Author Gateway](#) or if in doubt, contact the Editor at the address given below.

### **3.2 Contributor's publishing agreement**

Before publication, Sage requires the author as the rights holder to sign a Journal Contributor's Publishing Agreement. Sage's Journal Contributor's Publishing Agreement is an exclusive licence agreement which means that the author retains copyright in the work but grants Sage the sole and exclusive right and licence to publish for the full legal term of copyright. Exceptions may exist where an assignment of copyright is required or preferred by a proprietor other than Sage. In this case copyright in the work will be assigned from the author to the society. For more information please visit the [Sage Author Gateway](#).

### **3.3 Open access and author archiving**

*Body & Society* offers optional open access publishing via the Sage Choice programme and Open Access agreements, where authors can publish open access either discounted or free of charge depending on the agreement with Sage. Find out if your institution is

participating by [visiting Open Access Agreements at Sage](#). For more information on Open Access publishing options at Sage please [visit Sage Open Access](#). For information on funding body compliance, and depositing your article in repositories, please [visit Sage's Author Archiving and Re-Use Guidelines](#) and [Publishing Policies](#).

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#### 4. Preparing your manuscript for submission

1. The article should be uploaded as the 'main document', and begin with the title, a 150-word abstract and three to seven keywords. A brief biographical note (max. 100 words) should be included in a separate document and uploaded as the 'biographical note'. The latter document will not be sent to referees. The title, abstract and keywords should also be entered separately into the system when uploading your manuscript.
2. The title should clearly identify the subject of your article. This is an important strategy to increase the chance of articles coming up in Google searches and therefore improving the likelihood of your article being read and cited.
3. The keywords must be selected from the keyword list available on the B&S Manuscript Central website. The keywords are essential in helping editors select referees from our referees' database. If you have difficulty matching keywords, or have suggestions on ones to be added, please let us know. Choosing the most relevant keywords is again an important strategy to increase the chance of articles coming up in Google searches and therefore improving the likelihood of your article being read and cited.
4. To protect anonymity, please make sure that you do not include your name anywhere within the main document (e.g. as a running head or at the end). When referring to your own work, you should either replace your name with 'Author' (both in the body of the text and in the list of references at the end) or if you are referring to yourself in the third person, then replace your name as shown in this example: "as 'Author' (2005) has demonstrated". **Do not black out your name or use any other method to conceal it.**
5. Please try to minimize the use of acronyms and avoid using your own inventions, or those known only to a specialist audience. It is best to only use acronyms which are familiar to the general public, such as UN.
6. The number and length of notes should be strictly limited. They should be numbered serially and included at the end of the text prior to the references section. We do not accept footnotes.
7. Images are encouraged and should be as clear and as high a resolution as possible, preferably at 300 dpi.
8. Please make sure you insert page numbers into your manuscript.

## Review Articles

1. Review articles commence with a title, a 150-word abstract and three to seven keywords, in the same manner as a standard article.
2. These elements are followed by the book(s) listed in the following way:  
*Political Machines: Governing a Technological Society*  
by Andrew Barry  
London and New York: Continuum, 2001, pp. 305, ISBN 0 485 00634 0,  
Pbk £16.99
3. References to other publications should follow the B&S house style outlined earlier in this document.
4. Notes should be kept to a minimum.
5. Authors should add a brief biographical note (max. 100 words) in a separate document.

## Book Reviews

For our full Website Review Guidelines, go to:

<http://theoryculturesociety.org/website-review-guidelines/>

### 4.1 Formatting

The preferred format for your manuscript is Word. LaTeX files are also accepted. Word and (La)Tex templates are available on the [Manuscript Submission Guidelines](#) page of our Author Gateway.

### 4.2 Artwork, figures and other graphics

Images are encouraged and should be as clear and as high a resolution as possible; preferably at 300 dpi.

For guidance on the preparation of illustrations, pictures and graphs in electronic format, please visit Sage's [Manuscript Submission Guidelines](#).

Figures supplied in colour will appear in colour online regardless of whether or not these illustrations are reproduced in colour in the printed version. For specifically requested colour reproduction in print, you will receive information regarding the costs from Sage after receipt of your accepted article.

### 4.3 Supplementary material

This journal is able to host additional materials online (e.g. datasets, podcasts, videos, images etc) alongside the full-text of the article. These will be subjected to peer-review

alongside the article. For more information please refer to our [guidelines on submitting supplementary files](#).

#### **4.4 Reference style**

To ensure that our referencing system is consistent with other Sage journals, B&S has now switched to the Harvard system (with the exception that we now ask for full first names in the reference list).

*Sage Harvard*

##### **1. General**

1. Up to three authors may be listed. If more are provided, then list the first three authors and represent the rest by et al. Fewer authors followed by et al. is also acceptable.

##### **2. Text citations**

1. All references in the text and notes must be specified by the author's last name and date of publication, together with the page number, if given.
2. Do not use *ibid.*, *op. cit.*, *infra.*, *supra.* Instead, show the subsequent citation of the same source in the same way as the first.
3. Where *et al.* is used in textual citations, this should always be upright, not italic.
4. Check that all periodical data are included – volume, issue and page numbers, publisher, place of publication, etc.
5. Journal titles should not be abbreviated in Sage Harvard journal references.

*Note the following for the style of text citations:*

1. If the author's name is in the text, follow with year in parentheses:  
... Author Last Name (year) has argued ...
2. If author's name is not in the text, insert last name, comma and year:  
... several works (Author Last Name, year) have described ...
3. Where appropriate, the page number follows the year, separated by a colon:  
... it has been noted (Author Last Name, year: page no.) that ...
4. Where there are two authors, give both names, joined by 'and'; if three or more authors, use *et al.*:  
... it has been stated (Author Last Name and Author Last Name, year) ...  
... some investigators (Author Last Name *et al.*, year) ...

5. If there is more than one reference to the same author and year, insert a, b, etc. in both the text and the list:

... it was described (Author Last Name, year<sub>a</sub>, year<sub>b</sub>) ...

6. Enclose within a single pair of parentheses a series of references, separated by semicolons:

... and it has been noted (Author Last Name and Author Last Name, year; Author Last Name and Author Last Name, year; Author Last Name, year) ...

Please order alphabetically by author names.

7. If two or more references by the same author are cited together, separate the dates with a comma:

... the author has stated this in several studies (Author Last Name, year, year, year, year)

...

Please start with the oldest publication.

8. Enclose within the parentheses any brief phrase associated with the reference:

... several investigators have claimed this (but see Author Last Name, year: page no.–page no.).

9. For an institutional authorship, supply the minimum citation from the beginning of the complete reference:

... a recent statement (Name of Institution, year: page no.) ...

... occupational data (Name of Bureau or Institution, year: page no.) reveal ...

10. For authorless articles or studies, use the name of the magazine, journal, newspaper or sponsoring organization, and not the title of the article:

... it was stated (*Name of Journal*, year) that ...

11. Citations from personal communications are not included in the reference list:

... has been hypothesized (Name of Person Cited, year, personal communication).

### **3. Reference list**

Brown, John (2003)

Brown, Trevor and Yates, Paul (2003)

Brown, Wendy (2002)

Brown, Wendy (2003a)

Brown, Wendy (2003b)

Brown, Wendy and Jones, Michael (2003)

Brown, Wendy and Peters, Philip (2003)

Brown, Wendy, Hughes, John and Kent, Tom (2003a)

Brown, Wendy, Kent, Tom and Lewis, Steven (2003b)

## 4. Reference styles

### *Book*

Featherstone, Mike (2007) *Consumer Culture and Postmodernism (Second Edition)*. London: Sage.

### *Book chapter*

Friedman, Jonathan (1988) Global crises, the struggle for cultural identity and intellectual porkbarrelling. In: Werbner, Pnina and Modood, Tariq (eds) *Debating Cultural Hybridity*. London: Zed Books.

### *Journal article*

Pieterse, Jan Nederveen (1997) Multiculturalism and museums: Discourse and others in the age of globalization. *Theory, Culture & Society* 14(4): 23–46.

### *Journal article published ahead of print*

Beer, David and Burrows, Roger (2013) Popular culture, digital archives and the new social life of data. *Theory, Culture & Society*. Epub ahead of print 16 April 2013. DOI: 10.1177/0263276413476542.

### *Website*

National Center for Professional Certification (2002) Factors affecting organizational climate and retention. Available at: [www.cwla.org./programmes/triechmann/2002fbwfiles](http://www.cwla.org./programmes/triechmann/2002fbwfiles) (accessed 10 July 2010).

### *Thesis/dissertation*

Clark, James (2001) *Referencing style for journals*. PhD thesis, University of Leicester, UK.

## 4.5 English language editing services

Authors seeking assistance with English language editing, translation, or figure and manuscript formatting to fit the journal's specifications should consider using Sage Language Services. Visit [Sage Language Services](#) on our Journal Author Gateway for further information.

## 4.6 Accessibility Guidelines

Authors should familiarize themselves with [Sage's Accessibility Guidelines](#) to ensure their manuscripts meet recognized accessibility standards

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 **Submitting your manuscript**

Body & Society is hosted on Sage Track, a web based online submission and peer review system powered by ScholarOne™ Manuscripts. Visit <http://mc.manuscriptcentral.com/bod> to login and submit your article online.

IMPORTANT: Please check whether you already have an account in the system before trying to create a new one. If you have reviewed or authored for the journal in the past year it is likely that you will have had an account created. For further guidance on submitting your manuscript online please visit ScholarOne Online Help.

To submit your paper, please follow these steps:

1. Go to the B&S ManuscriptCentral website and login. If you are a new user you will need to create an account.
  1. Go to the B&S ManuscriptCentral website and log in. If you are a new user you will need to create an account.
  2. Go to the Author Centre and click the link to submit a new manuscript.
  3. Make sure you select the correct manuscript type from the drop-down menu. Normally this will be a standard article, but in some cases it could be a review article, book review, notes & commentary piece, interview, book series proposal, etc. – please make your choice carefully.
  4. Only select the special issue or special section article, or a named special issue designation from the menu, if you have been invited by the editor to contribute.

If you have problems submitting your piece, please contact [bod@sagepub.co.uk](mailto:bod@sagepub.co.uk)

## 5.1 ORCID

As part of our commitment to ensuring an ethical, transparent and fair peer review process Sage is a supporting member of [ORCID, the Open Researcher and Contributor ID](#). ORCID provides a unique and persistent digital identifier that distinguishes researchers from every other researcher, even those who share the same name, and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between researchers and their professional activities, ensuring that their work is recognized.

The collection of ORCID iDs from corresponding authors is now part of the submission process of this journal. If you already have an ORCID iD you will be asked to associate that to your submission during the online submission process. We also strongly encourage all co-authors to link their ORCID ID to their accounts in our online peer review platforms. It takes seconds to do: click the link when prompted, sign into your ORCID account and our systems are automatically updated. Your ORCID iD will become part of your accepted publication's metadata, making your work attributable to you and only you. Your ORCID iD is published with your article so that fellow researchers

reading your work can link to your ORCID profile and from there link to your other publications.

If you do not already have an ORCID iD please follow this [link](#) to create one or visit our [ORCID homepage](#) to learn more.

## 5.2 Information required for completing your submission

You will be asked to provide contact details and academic affiliations for all co-authors via the submission system and identify who is to be the corresponding author. These details must match what appears on your manuscript. At this stage please ensure you have included all the required statements and declarations and uploaded any additional supplementary files (including reporting guidelines where relevant).

## 5.3 Permissions


Please also ensure that you have obtained any necessary permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously published elsewhere. For further information including guidance on fair dealing for criticism and review, please see the Copyright and Permissions page on the [Sage Author Gateway](#).

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## 6. On acceptance and publication

### 6.1 Revised Papers

1. If you are revising a paper for publication in B&S, please could you make sure that all changes to the original article are highlighted, and that you include the words 'FIRST REVISION' on the first page of the document (or 'SECOND REVISION', and so on). The pdf proof we produce and send to referees will automatically merge your revision and your original article, so that referees can easily compare the different versions.
2. The best way to highlight changes is to use the Microsoft (MS) Word facility which tracks changes. The 'Track Changes' facility can be found in the MS Word toolbar by clicking on 'Tools'. This will enable deletions and new material to be visible to editors and will assist referees considering the revised version. It will also help board members check that the requested revisions have been made.

 To maintain anonymity, please ensure that any changes made do not reveal your name, abbreviated or otherwise, in the automatic tags. To do this, go into the Track

Changes function in MS Word and either 'remove all tags' to make changes anonymous, or change your user name to 'Anon' or 'Author, for example'.

If you need any advice on using this facility, please contact the B&S Editorial Office at [bod@sagepub.co.uk](mailto:bod@sagepub.co.uk)

If the revisions are too extensive for Track Changes to be appropriate, please highlight in yellow those sections of the text that have been revised the most extensively.

Revised papers will be reviewed again, normally by the original set of reviewers.

3. When you upload the revised version of your paper via ManuscriptCentral, please make sure you hit the correct button (click the 'Create a Revision' link which appears next to your original submission) to designate it as a revised version. This will add a new suffix to the paper's code, R1 – e.g. B-08-200-BOD.R1. Should a second round of revisions be needed, again the revised paper button needs selecting and an R2 suffix will be given. You will need to include the words 'SECOND REVISION' on the first page of the document.
4. The refereeing process should again take around three to four months.

## **6.2 Accepted with Minor Revisions**

1. All minor revisions to papers should be highlighted in the same manner described above for revised papers. This will enable deletions and new material to be visible to editors and will assist referees considering the revised version. It will also help board members check that the requested revisions have been made.
2. AMR papers do not normally go back to the original referees, but are commented on by editorial board members and associate editors.
3. When you upload the revised version of your paper via ManuscriptCentral, please make sure you hit the correct button (click the 'Create a Revision' link which appears next to your original submission) to designate it as a revised version. This will add a new suffix to the paper's code, R1 – e.g. B-08-200-BOD.R1. Should a second round of revisions be needed, again the revised paper button needs selecting and an R2 suffix will be given.
4. The refereeing process should take around one to two months.

## **6.3 Accepted Papers: Preparation of Manuscript for Publication**

1. Authors should email the final version of accepted papers to [bod@sagepub.co.uk](mailto:bod@sagepub.co.uk) and indicate in the accompanying note that it is the final accepted version.

2. Authors should carefully check that the final version of their manuscript conforms to the B&S house style as specified in the Notes for Contributors. These can be found by hitting the Instructions and Forms button which is available on each page of the B&S Manuscript Central website.
3. The final version needs to be formatted in double space, with endnotes and not footnotes.
4. Notes for Contributors are also available inside the back cover of each copy of the *Body & Society* journal.
5. A short biographical note (max. 100 words) should be included at the end of the article (this time in the same document).
6. Authors should include their current postal address and email, as well as any anticipated changes for the next year.
7. Provide emails giving written permission to reproduce illustrations from copyright holders. Hard copies of signed letters may be required in some instances.
8. Provide good quality copies of illustrations. Please provide two sets of images: a black and white one for publication in the hard copy journal and a colour one for publication in the electronic version. Details can be found by pressing the Instructions and Forms button which is available on each page of the B&S Manuscript Central website. Images should be 300 dpi.
9. Please make sure to number the images and indicate clearly where they should go in the text.
10. Proofs will normally be sent out to contributors approximately two before the issue goes to press. Publication will be a further three months later. Make sure to key in any anticipated changes of address in the required fields at the Authors Centre.
11. Offprints. On publication authors will receive a downloadable version of their B&S piece, in PDF format, that can be resent 25 times, and contact authors will also receive a hard copy of the issue in which their paper is published.

#### 6.4 Key to Editorial Decision Categories

ACCEPT: Your article has been accepted.

AMR (ACCEPT WITH MINOR REVISIONS): Your article will be accepted upon satisfactory completion of minor revisions. The revised version of the article will not be sent for peer-review but will be considered directly by the editorial board.

REVISE: Your article must be revised and the revision sent again for peer-review (normally to the same set of referees) before it can be considered again by the editorial board.

RESUBMIT: Your article has not been accepted, but **requires a radical rethinking and recasting, not just major changes**. You are encouraged **to rethink** the paper along the

lines suggested and resubmit it as a new article. It will then be sent again for peer-review (normally to a new set of referees) before it can be considered again by the editorial board.

REJECT: Your article has been rejected.

## **6.5 Sage Production**

Your Sage Production Editor will keep you informed as to your article's progress throughout the production process. Proofs will be sent by PDF to the corresponding author and should be returned promptly. Authors are reminded to check their proofs carefully to confirm that all author information, including names, affiliations, sequence and contact details are correct, and that Funding and Conflict of Interest statements, if any, are accurate.

## **6.6 Online First publication**

Online First allows final articles (completed and approved articles awaiting assignment to a future issue) to be published online prior to their inclusion in a journal issue, which significantly reduces the lead time between submission and publication. Visit the [Sage Journals help page](#) for more details, including how to cite Online First articles.

## **6.7 Access to your published article**

Sage provides authors with online access to their final article.

## **6.8 Promoting your article**

Publication is not the end of the process! You can help disseminate your paper and ensure it is as widely read and cited as possible. The Sage Author Gateway has numerous resources to help you promote your work. Visit the [Promote Your Article](#) page on the Gateway for tips and advice.

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## **7. Refereeing for *Body & Society***

If you've been invited to peer-review an article for B&S:

To access the paper you've agreed to review, you should log on to Manuscript Central and then click on 'Review'. The paper for review can be found under 'Review and Score'. Please click on the 'Perform Review' icon to the right of your paper. You will then be provided with 'Instructions for Reviewers'. Please read these instructions carefully before submitting your report and completing your score sheet.

If you'd like to become a referee for B&S:

We are always interested in people who would like to referee papers for the journal. We also welcome suggestions of people we could approach to be referees or contribute manuscripts to B&S. B&S Manuscript Central <http://mc.manuscriptcentral.com/bod> asks authors to submit papers with three to seven keywords that we use to identify prospective referees from our referees' database. If you are interested in becoming a referee please take a look at the keywords list and email some keywords to us which best reflect your interests, along with a short CV and details of your current work.

## 8. Further information

### 8.1 Feedback/Correspondence

We welcome your views on all aspects of *Body & Society*.

The quality of the journal depends upon a wide network of editors, associates, referees and readers. We are interested in broadening our network at all times.

We welcome offers to review books and to act as a referee for B&S papers.

We are also interested in suggestions for special issues and books.

B&S is involved in a wide range of activities aimed at increasing the interaction between editors, contributors, referees and readers. Details of these can be found at the TCS website: <http://theoryculturesociety.org>

General queries about the journal can be dealt with more easily and rapidly by contacting [bod@sagepub.co.uk](mailto:bod@sagepub.co.uk)

### 8.2 Contacts

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*Body & Society* is now based at Goldsmiths, University of London, UK.

TCS website: <http://theoryculturesociety.org>

This provides a range of extra material for the journals *Theory, Culture & Society* and *Body & Society*, including: interviews, video-clips and podcasts with established scholars, authors and issue editors. There is also a section on key theorists and a glossary of the latest theoretical concepts.

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