

City & Community

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Submission guidelines



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City & Community is a quarterly journal established in 2001 to publish scholarly work of interest to urban and community sociologists. Published by Sage, it is sponsored by the Community and Urban Sociology Section of the American Sociological Association. *C&C* is not an architectural journal.

Manuscript Submission Format

The editors of *City & Community* invite three types of submissions to the journal.

Research Articles in *City & Community* are the backbone of the journal. The typical research manuscript is between 8,000 – 10,000 words, although longer manuscripts will occasionally be permitted with the permission of the Editors. These articles make significant theoretical, empirical, and / or methodological advances within the field through innovative, original research.

The editors of *City & Community* also accept **Research Notes** in our *City Blocks* section. Research Notes are shorter submissions designed to introduce new data, concepts, or methodologies into the field or make a more incremental contribution to the study of cities and community life. These submissions could also present a singular empirical finding through novel graphics, figures, or maps. Research Notes should be distinguished in the title (e.g., “Research Note: *Title*”) to differentiate them from manuscripts. These submissions should not exceed 3,000 words of text and may include up to four figures. Like full-length manuscripts, research notes undergo peer review.

In consultation with the Editorial Board, *City & Community* invites brief scholarly debates on core topics, noteworthy anniversaries or events, and canonical scholarship in the discipline in our *City Views* section. Each of these debates will include up to five invited submissions offering multiple perspectives on a single topic. These invited submissions will be < 1,500 words and will not go through a formal peer-review process. Scholars are invited to propose topics for **City Views** by emailing the journal editors (CiCoJournal@gmail.com).

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Submission Requirements:

City & Community uses ScholarOne Manuscripts for online manuscript submission and peer review. All submissions to the journal must be submitted online at <https://mc.manuscriptcentral.com/cico>. As part of the anonymized peer review process, authors will need to upload an anonymized manuscript without a title page, as well as a separate title page with the authors' institutional affiliations, acknowledgments, and contact information for the corresponding author.

Authors will need to upload the following separate files/items into Sage Track:

In lieu of a cover letter, authors will be asked to provide 3-5 keywords and up to 100 words on (a) the contribution of the submission to urban sociology and the aims/scope of the journal; and (b) the method(s) used. Authors can optionally provide up to three recommendations for reviewers and any additional information for article processing (e.g., consideration for a special issue).

1. Title page. Please include the full title, the author's name (listed vertically if more than one), the institutional affiliation of each author, and a "running head." Use an asterisk (*) to add an endnote to the title giving the full address of the author to whom communications about the article should be sent. In the same endnote cite acknowledgment, credits, or grant numbers.
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Note: Additional details on preparing manuscripts for *C&C* are published in the *ASA Style Guide* (7th ed., 2022) available from the American Sociological Association.

Ethics: Submission of a manuscript to another professional journal while it is under review by *City & Community* is regarded by the ASA as unethical. Significant findings or contributions that have already appeared (or will appear) elsewhere must be clearly identified. All persons who publish in ASA journals are required to abide by ASA guidelines and ethics codes regarding plagiarism and other ethical issues. Authors should review and ensure compliance with the Sage Artificial Intelligence [policy](#) before submission.

Data Sharing: Authors are expected to adhere to ASA's stated policy in the ASA Code of Ethics on data sharing: "As a regular practice, sociologists share data and pertinent documentation as an integral part of a research plan. Sociologists generally make their data available after completion of a project or its major publications, except where proprietary agreements with employers, contractors, or clients preclude such accessibility or when it is impossible to share data and protect the confidentiality of the research participants (e.g., field notes or detailed information from ethnographic interviews)." (ASA Code of Ethics, 2018).

City & Community encourages researchers to make their data, code, and other materials available for others to review and use. We are happy to assist authors in locating a suitable depository for these materials and would be pleased to add footnotes pointing to these deposits in the published article. Because we know that not all areas of urban sociology are able to provide these materials, practically or ethically, this is not a requirement and willingness to publicly release data and other materials will have no impact on the likelihood of acceptance.

Manuscript Preparation:

City & Community follows the American Sociological Association Guidelines for manuscript formatting. Any submitted manuscript that does not follow this formatting will be sent back to the author(s). All text must be double-spaced (block quotes single-spaced) and typed in Times New Roman, 12-point font size. Margins should be 1.25 inches with numbered pages.

Reference section should have each citation with full first names (not initials) followed by the last name of all authors. You may cite your own work, but do not use wording that identifies you as the author.

Photographs should be minimal and in black and white.



should include the following: (1) Title page, (2) Abstract, (3) Text, (4) Endnotes, (5) References, (6) Tables, and (7) Figures.

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1. *Equations* in the text should be typed. Use consecutive Arabic numerals in parentheses at the right margin to identify important equations.

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a. *Books:*

Bernard, Claude. [1865] 1957. *An Introduction to the Study of Experimental Medicine*. Translated by H. C. Greene. New York: Dover.

Mason, Karen O. 1974. *Women's Labor Force Participation and Fertility*. Research Triangle Park, NC: National Institutes of Health.

U.S. Bureau of the Census. 1960. *Characteristics of Population*. Vol. 1. Washington, DC: U.S. Government Printing Office

b. *Periodicals:*

Goodman, Leo A. 1947a. "The Analysis of Systems of Qualitative Variables When Some of the Variables Are Unobservable. Part I—A Modified Latent Structure Approach." *American Journal of Sociology* 79(5):1179–1259.

Goodman, Leo A. 1947b. "Exploratory Latent Structure Analysis Using Both Identifiable and Unidentifiable Models." *Biometrika* 61(2):215–31.

Szelényi, Szonja and Jacqueline Olvera. Forthcoming. "The Declining Significance of Class: Does Gender Complicate the Story?" *Theory and Society*.

c. *Collections:*

Sampson, Robert J. 1992. "Family Management and Child Development: Insights from Social Disorganization Theory." Pp. 63–93 in *Advances in Criminology Theory*. Vol. 3, *Facts, Frameworks, and Forecasts*, edited by J. McCord. New Brunswick, NJ: Transaction.

d. *Dissertations:*

Charles, Maria. 1990. "Occupational Sex Segregation: A Log-Linear Analysis of Patterns in 25 Industrial Countries." PhD dissertation, Department of Sociology, Stanford University, Stanford, CA.

e. *Web sites:*

American Sociological Association. 1997. "Call for Help: Social Science Knowledge on Race, Racism, and Race Relations" (ASA Action Alert, October 15). Washington, DC: American Sociological Association. Retrieved October 15, 1997 (<http://www.asanet.org/racecall.htm>).

Kao, Grace and Jennifer Thompson. 2003. "Racial and Ethnic Stratification in Educational Achievement and Attainment." *Annual Review of Sociology* 29:417–42. Retrieved October 20, 2003

f. *Data Sets*:

Deschenes, Elizabeth Piper, Susan Turner, and Joan Petersilia. *Intensive Community Supervision in Minnesota, 1990–1992: A Dual Experiment in Prison Diversion and Enhanced Supervised Release* [Computer file]. ICPSR06849-v1. Ann Arbor, MI: Inter-university Consortium for Political and Social Research [distributor], 2000.
doi:10.3886/ICPSR06849.

6. *Tables*. Tables should be numbered consecutively in the order in which they appear in the text and must include table titles. Tables will appear in the published article in the order in which they are numbered initially. Each table must include a descriptive title and headings for all columns and rows. Gather general notes to tables as “*Note*.”; use a, b, c, etc., for table endnotes. Use asterisks *, **, and *** to indicate significance at the $p < .05$, $p < .01$, and $p < .001$ levels, respectively, and always specify one-tailed or two-tailed tests. Generally, results at $p > .05$ (such as $p < .10$) should not be indicated as significant.
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8. *Appendixes*. Appendixes should be lettered to distinguish them from numbered tables and figures. Include a descriptive title for each appendix (e.g., “Appendix A. Variable Names and Definitions”).

Name Change Policy: Sage has introduced a policy to enable name and pronoun changes for our authors. ASA journals published by Sage follow this policy. Going forward, all requests to make a name or pronoun change will be honored. This includes, but is not limited to, name changes because of marriage, divorce, gender affirmation, and religious conversion. For more information, read Sage’s [Name Change Policy](#).

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ORCID

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