

## **Submission Guidelines**

### ***Race/Ethnicity: Multidisciplinary Global Contexts***

#### **Contributors and Editorial Correspondence**

Send manuscripts and editorial correspondence via email to [shortlidge.2@osu.edu](mailto:shortlidge.2@osu.edu) or in hard copy to:

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#### **Copyright and Originality**

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#### **Manuscript Preparation and Style**

1. *Race/Ethnicity* uses a double-blind peer review process. Manuscript submissions should not include the author's name or other information that identifies the author.
2. Articles must be accompanied by a cover sheet with the title of the article, the author's name, institution affiliation, e-mail address, land mail address, and telephone number. Articles should include an abstract of no more than 150 words.
3. Articles must be in English and double-spaced using a 12-point Times New Roman font throughout and a one-inch margin all around. The article should not exceed 8,000 words, including main text, block text, endnotes and references. Quotations of 50 words or more should be block indented. Works cited must be listed in the reference section, and vice versa. Works not cited should not be included among the references.
4. *Race/Ethnicity* prefers endnotes rather than footnotes. Endnotes must be numbered consecutively and submitted as a separate document. Please do not use the "footnote" feature of your word processing software. Instead, add the endnote number to the appropriate place in the text, and use the "superscript" feature to change the size and placement of the number.
5. *Race/Ethnicity* uses the Chicago Manual of Style, 16<sup>th</sup> edition, as the standard for formatting and documentation. The editors reserve the right to copyedit manuscripts to conform to the journal's style. Spelling will be edited to conform to American usage.

6. If more substantial editing is required, the manuscript will be returned to the author for approval before publication. Authors must return the manuscript, with corrections, if any, to the editorial office within forty-eight hours of receipt, or approval of the editorial revisions will be assumed. No rewriting is permitted in the proof stage.

## **Text**

1. Use a half-inch paragraph indent in the main text and the endnotes. Avoid hyphenation of words at the end of lines. Do not use desktop publishing features (e.g. justification, font colors other than black).
2. Citation of works in the main text should follow these examples:
  - a. Bean (1972) states . . .
  - b. . . . for a period of time after they were vacated (Bean 1972) . . .
  - c. . . . have not been studied in detail (Brew and Huckell 1987; Ravesloot 1992).
  - d. . . . “bristling side by side” (Spier 1933, 59-60).
  - e. . . . from rejecting asylum seekers at the frontier (Martin et al. 2005, 35-36)

## **Tables, Figures, and Artwork**

1. We recommend that illustrations be supplied as either TIFF or EPS files.
2. Tables should be numbered consecutively in Arabic numerals and placed at the end of the article. Tables should not be embedded in the main text.
3. Figures must be professionally rendered or computer generated, and submitted as separate files. Details should be large enough to remain legible at 50% reduction. Substandard artwork will be returned to the author for replacement.
4. For all artwork, including photographs, consult the Managing Editor, Leslie Shortlidge, at [shortlidge.2@osu.edu](mailto:shortlidge.2@osu.edu).

## **Examples of References**

### Journals

1. Journal article, one author:  
Aspinall, Peter J. 1997. “The Conceptual Basis of Ethnic Group Terminology and Classifications.” *Social Science and Medicine* 45(5): 689-98.
2. Journal article, two authors:  
Arnason, Arnar, and Bob Simpson. 2003. “Refractions through Culture: The New Genomics in Iceland.” *Ethnos* 68 (4): 533-53.
3. Journal article, several authors (NOTE: Names are spelled out; no “et al.” in Works Cited):  
Smart, Andrew, Richard Tutton, Richard Ashcroft, Paul Martin, Andrew Balmer, Richard Elliott, and George T.H. Ellison. 2008. “Social Inclusivity versus Analytical Acuity? A Qualitative Study of UK Researchers Regarding the

Inclusion of Minority Racial/Ethnic Groups in Biobanks.” *Medical Law International* 9(2): 169-90.

### Public Documents

The Chicago Manual of Style suggests using notes for citations to legal and public documents whenever possible (15.55). However, when a public document can be easily integrated into the Works Cited list, please include it in the list rather than in a note.

4. Public document online:  
U.S. Census Bureau. 2000. Health insurance coverage status and type of coverage by sex, race, and Hispanic Origin, 1987 to 1999. *Health insurance historical table 1*.  
<http://www.census.gov/hhes/hlthins/historic/hihisttol.html>.
5. Special report, no author, online:  
Human Rights Watch (HRW). 2009a. *From Horror to Hopelessness: Kenya's Forgotten Somali Refugee Crisis*. March 30. <http://www.unhcr.org/refworld/docid/49d092872.html>.

### Newspaper articles

6. Newspaper, wire service:  
Associated Press (AP). 2009. “Pope: Refugees Must be Welcomed Despite Problems.” *USA Today*, June 22.
7. Newspaper story, with by-line:  
Donadio, Rachel. 2009. “Qaddafi Pays a Business Call on Berlusconi.” *The New York Times*, June 10.
8. Online newspapers, news services, and other news sites (two authors, article was found on-line)  
Mitchell, Alison, and Frank Bruni. 2001. “Scars Still Raw, Bush Clashes with McCain.” *The New York Times*, March 25.  
<http://www.nytimes.com/2001/03/25/politics/25MCCA>.

### Books

9. Book with two authors:  
Bohmer, Carol, and Amy Shuman. 2008. *Rejecting Refugees: Political Asylum in the 21<sup>st</sup> Century*. New York: Routledge.
10. Book with translator:

Bourdieu, Pierre. 1991. *Language and Symbolic Power*. Trans. by Gino Raymond and Matthew Adamson. Cambridge: Harvard University Press.

11. Book has editors:

Krimsky, Sheldon and Kathleen Sloan, eds. 2011. *Race and the Genetic Revolution: Science, Myth, and Culture*. New York: Columbia University Press.

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