

## **RSF Submission Guidelines**

When you submit your article, please be sure to adhere to the following guidelines or your paper will be returned to you. The issue will not be advanced until all papers have been correctly submitted for publication.

Initial submissions, as well as revised papers for peer review, must be submitted as both a single pdf and a single Microsoft Word file, including any tables, figures, or appendix. Call outs should appear in the text for placement of tables and figures. Once a paper has been accepted for publication, you will need to supply two Word documents: one with the article text, footnotes, and references; and another separate file with any tables and figures.

### **Length**

Individual paper submissions should be no longer than 35 pages. They should be double-spaced with 1-inch margins, Times New Roman font. Tables and figures are included in the page count as are notes and references, which can be set single-spaced.

### **Tables and Figures**

Tables should be no more than 9 columns wide in a vertical or “portrait” orientation (this includes row headings). They should be numbered consecutively with Arabic numbers.

Please do not use vertical lines to show space distinction (use only horizontal lines and additional blank space if necessary). Please do not include shading in your tables.

Use Panel A and Panel B to denote sections of a table. Do not abbreviate column headings.

Spell out “percent” and do not use the percent sign. Place a zero in front of the decimal point in all decimal fractions (that is, 0.357, not .357).

For notes pertaining to specific table entries, please use lowercase letters (a, b, c, etc.). These notes should follow the more general table *Sources* and *Notes*. For notes on significance levels (also called probability notes), we use asterisks as reference marks.

If two or three standard significance levels are noted, a single asterisk is used for the lowest level of significance, two for the next higher, and so on. If values other than these three are given, however, footnote letters are preferable to asterisks, to avoid misleading the reader. In the note, the letter *p* (probability) is usually lowercase and in italic. Zeros are generally omitted before the decimal point. Probability notes follow all other notes.

\**p* < .05

\*\**p* < .01

\*\*\**p* < .001

(*Chicago Manual of Style*, 16<sup>th</sup> ed.)

All tables and figures must list full source information. If the source is the author’s own research, please use “Author’s calculations.”

Your tables and figures will appear in black and white in the print version of the journal. In the digital edition, however, you may use color. Please make sure that when color is used the variation is sufficiently

different that the figure or table will be easily readable when rendered in grey scale. Avoid references to figure colors in the text; instead, use language that can correspond to both the color and grey scale versions of the art.

Figures and photographs should be submitted at 300 dpi or higher and may be submitted in WMF, PDF, EPS, native PSD formats, or as an Excel chart. Tables may be submitted in Microsoft Word (tables must be editable text and not embedded images) or Excel.

## **Permissions**

Written permissions are required for reproducing any table, figure, image, etc., for which you do not hold the copyright. This includes, but is not limited to, tables, figures, advertisements, screenshots of webpages, maps, diagrams, corporate logos, etc. You are responsible for acquiring the permission to reprint the material and paying any associated fees. Usage must be requested for unlimited, worldwide, open-access distribution in print and electronic formats. Permissions should be secured as soon as possible and written permission must be submitted along with your article. Please see the [“Russell Sage Foundation Permissions Request Form.”](#)

## **Additional Items That Need to Be Submitted Along with Your Paper**

Contributors should supply a short abstract for their paper consisting of 125 words or less (625 characters including spaces).

Contributors should supply a list of key words (between 3 and 5 words) for your article.

Full author affiliation and contact information for all of the article’s authors must be listed on the first page of the article. Please start with bios for each author in the following format: Jane Smith is professor of x at y university.

After the bios are listed for all of the authors, please add a paragraph in the following format. List any acknowledgments. Follow them with: Direct correspondence to: name, email address, snail mail address. Once again please include contact information for all of the authors.

## **Copyright**

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Please note *RSF* only publishes original work that has not been previously published. Submissions may not be under review for publication elsewhere and submissions may appear in working paper series and draft versions can only be posted with the written permission of Russell Sage. Please contact RSF’s director of publications for permission.

## **Appendix**

An article may have an appendix of no more than five pages that may include tables, figures, etc. Any material in excess of that length will not be edited or typeset as part of the issue but will be made

available through links on the issue's webpage. There is no limit to the additional material that can be posted on that website.

## HOUSE JOURNAL STYLE

We follow the current edition of *The Chicago Manual of Style* for usage and *Merriam Webster's Collegiate Dictionary* (latest edition) for spelling. Please pay close attention to verb agreement, split infinitives, dangling modifiers, verb tense, and pronouns lacking antecedents.

Please pay particular attention to the following points of style.

### 1. Use the serial comma:

This book is brilliant, incisive, and timely.

### 2. Numbers

- In most contexts spell out figures up to one hundred as well as large round numbers. An exception is made for numbers that begin a sentence (spell out), for page numbers and units of measure (use numerals), and when following this rule would result in mixed styles within the same paragraph:  
    "Of 129 voters, 57 were Democrats and 72 were Republicans."
- In stating percentages, the word percent is always spelled out, but the number is always a figure:  
    75 percent.
- Keep the traditional style for dates (July 16, 1987).

### 3. Observe the important distinction between that and which. (See the explanation in *Words into Type* if you are in doubt.)

### 4. Implement proper capitalization for all titles and heads in text and notes.

### 5. Year ranges should be changed from 1978–79 to the full years (1978–1979) .

### 6. Abbreviations

- Acronyms should be spelled out at first use.
- Do not italicize *ibid.* or *et al.* when used in endnotes and references.
- The words *Hispanic*, *Latina*, *Latino*, *Latinx*, *Latin@*, *African American*, and other ethnic and racial appellations derived from proper nouns should be capitalized. The words *white* and *black* should be lower case. Note that per *The Chicago Manual of Style*, we lowercase *black* and *white*,

but authors may capitalize the words as long as all racial designations are capitalized. For question about particular terms, please speak with the press.

## 7. Use of biased, derogatory, or offensive language

- In quoted texts within scholarly works the preference is to elide the word (n—, r—, g—, etc.). It is acceptable to add an *s* at the end of the dash to make the sentence grammatically correct. We encourage the author to include an explanation for why the word has been changed. If the word is used repeatedly (for example, in an ethnography where the respondents use the word as part of their normal responses) a note of explanation must be included in the FM, whether as a separate note or as part of the introductory material.
  - If the author wants to retain the full use, they must speak with the director of publications to get approval to do so, and the author must include some kind of explanation in a note attached to first use.
  - If citing the title of a published work in-text, the word or words should be retained but an endnote should be added to explain why it was retained.
8. Identifications and first names of people mentioned in the text should be queried in the text if not provided. First names should be given the first time an author's name is used in the text and throughout the references.

“Psychologist Judith Wallerstein has stated that . . .”

9. The use of *they*, *their*, or *them* as singular gender-neutral pronouns is acceptable (as is the generic “he” or “she” but avoid gender role stereotyping).
10. Drop ellipses from the beginning and end of quoted material.
11. Tables and figures should be sequentially numbered. In-text references to them (and to other chapters) should be lower case: “see table 2.” Use italicized letters when necessary for table footnotes. All table and figures must have sources, even if they are “author’s tabulations.”
12. Equations are set in Roman type. Variables should be set in italic in your equations as well as in the text.

## 13. References and Endnotes

We typically use author and date system of citation: “McFate 1995” in the text, with a complete citation appearing in a reference list at the end of the book/chapter. To include page numbers with a string of citations please use the following style: (McFate 1995, 9; Jones and Murphy 1992, 6–10; Hardin 1990, ch. 4).

In references if an offensive word is used in the title of a published work, it should be retained.

14. Please use subheads to break up your text, but do not start your article with a subhead and do not use “Introduction.” as a subhead. Subheads and sections of the text should not be numbered (i.e., please do not divide the paper into sections using Roman or Arabic numerals).

15. Any references to color—in text, or in captions, or in the key within the art—need to be worded so that they will work when printed in black and white **and** when it appears in color as an ebook.

#### 16. Sample References:

Please note the use of first names and issue numbers throughout the references.

Standard entry for single-author book:

Grubb, W. Norton. 1996. *Learning to Work: Reintegrating Job Training and Education*. New York: Russell Sage Foundation.

Standard entry for multi-author book:

Spain, Daphne, and Suzanne M. Bianchi. 1996. *Balancing Act: Motherhood, Marriage, and Employment Among American Women*. New York: Russell Sage Foundation.

Standard entry for journal article:

Avery, Roger, Frances Goldscheider, and Alden Speare. 1992. “Feathered Nest/Gilded Cage: Parental Income and Leaving Home in the Transition to Adulthood.” *Demography* 29(3): 375-88.

DOI: <https://doi.org/10.2307/2061824>.

Chapter in edited volume:

Bianchi, Suzanne M. 1993. “Children of Poverty: Why Are They Poor?” In *Child Poverty and Public Policy*, edited by Judith A. Chafel. Washington, D.C.: Urban Institute Press.

Two entries/same author (order from earliest to latest; then alpha order by title):

Cherlin, Andrew. 1978. “Remarriage as an Incomplete Institution.” *American Journal of Sociology* 84(November): 634-50.

———. 1992. *Marriage, Divorce, Remarriage*. Cambridge, Mass.: Harvard University Press.

Newspaper article:

Constable, Pamela. 1995. “Md. Church, Holy Matrimony Times Six.” *The Washington Post*, June 26, 1995, p. B1, 3.

Occasional paper/working paper:

Danziger, Sheldon, and Jonathan Stern. 1990. “The Causes and Consequences of Child Poverty in the United States.” *Innocenti occasional paper* 10. Florence, Italy: UNICEF International Child Development Centre.

Institutional author:

Families and Work Institute. 1995. *Women: The New Providers*. Benton Harbor, Mich.: Whirlpool Foundation.

Conference paper:

Hughes, James W. 1994. "Economic Shifts and the Changing Home Ownership Trajectory." Paper presented to the Office of Housing Research, Fannie Mae, Conference on Understanding Household Savings for Homeownership. Washington (November 12, 1994).

Authored article in government publication:

O'Connell, Marin. 1991. "Late Expectations: Childbearing Patterns of American Women for the 1990s." *Current Population Reports*, series P23, no. 176. Washington: U.S. Government Printing Office for U.S. Bureau of the Census.

Dissertation:

Robinson, James Gregory. 1988. "A Cohort Analysis of Trends in the Labor Force Participation of Men and Women in the United States: 1890 to 1985." Ph.D. diss., University of Pennsylvania.

Unpublished paper: Romano, Angela. 1995. "Changing Gender Ideology: 1977-1993." Unpublished paper. University of Maryland, College Park.

Government publication:

U.S. Department of Commerce. U.S. Bureau of the Census. 1953. *Census of Population and Housing: 1950*, vol. 2, part 1. Washington: U.S. Government Printing Office.

U.S. Department of Labor. U.S. Bureau of Labor Statistics. 1984. *Employment and Earnings*. Washington: U.S. Government Printing Office (January).

Website (If no 'last modified' date is found just list the accessed date): Google. 2009. "Google Privacy Policy." Last modified March 11, 2009. Accessed July 13, 2009. <http://www.google.com/intl/en/privacypolicy.html>.

Legal Cases: The names of court cases are italicized in text, with a full citation in a footnote directly following the first mention. Court cases are not listed in the bibliography. The full citation adheres to Chicago style (which mostly follows *The Bluebook*). For example:

In text: "... with the Supreme court decision in *Grutter v. Bollinger*."

Note: "*Grutter v. Bollinger*, 539 U.S. 306 (2003)."

In text: "In 1973, *Adams v. Richardson* concluded that..."

Note: "Kenneth Adams et al. v. Elliot L. Richardson, Individually, and as Secretary of the Department of Health, Education and Welfare, et al., 356 F. Supp. 92 (D.D.C. 1973)."

For Supreme Court decisions, cite the *United States Reports* (abbreviated U.S.). Lower federal-court decisions are usually cited to the *Federal Reporter* (F.) or to the *Federal Supplement* (F. Supp.).

## 17. Cross Referencing

Contributors are actively encouraged to engage other articles in the issue. Please refer to the other work as (author X, this issue) and include a full citation in the reference list. The reference should be formatted as follows:

Last name, first name. year. "Title of paper." *RSF: The Russell Sage Foundation Journal of the Social Sciences*. Volume number (Issue number): Page range. DOI:  
[The page range and DOI will be supplied by the press once the volume is in production.]

## 18. How to Correctly Cite the Journal and Information about Posting after Publication

Currently, we are working to improve the discoverability of our articles. We have noticed that contributors from previous issues have been incorrectly referencing the name of the journal on their home websites and CV's. The full name of the journal is *RSF: The Russell Sage Foundation Journal of the Social Sciences*. Listing the journal with just the subtitle can impact the discoverability. The following are examples of the correct format to use when citing the journal:

Last name, first name. year. "Title of my paper." *RSF: The Russell Sage Foundation Journal of the Social Sciences*. Volume number (Issue number): Pages. DOI: (number will be listed on our article).

Edwards, Frank. 2019. "Family Surveillance: Police and Reporting of Child Abuse and Neglect." *RSF: The Russell Sage Foundation Journal of the Social Sciences*. 5(1): 50-70. DOI:  
<https://doi.org/10.7758/RSF.2019.5.1.03>.

Until publication, no drafts should be shared or publicly posted because the work is embargoed.

We appreciate and enthusiastically encourage your linking the article title on your homepage directly with our website once the issue has been published. Note that I said, please post a link. Please do not post a pdf. Open Access publishing is expensive, and we need to capture the downloads as a measure of our success. This does not happen when a pdf can be downloaded from your website.

Similarly, once the paper is published, please do not send a pdf of your paper to the institutional repository at your home institution. You should have them link to our site instead. Most repositories are used to this request and do not have a problem accommodating it, but I am happy to speak with them if they have questions or concerns.