

ROMANIAN JOURNAL OF SOCIOLOGY

- Instructions for authors -

Proposals will be sent for publications as attached Microsoft Word documents, via e-mail, at the address revista@insoc.ro. The standard length of a contribution is 15-20 pages (approx. 3,000 characters per page).

Each article has to be accompanied by an *abstract*, written in English, that will not exceed in length 200 words and also by a maximum of 5 (five) keywords.

The book or journal reviews, for our column of Reviews and reading notes, should be of 1,000 – 1,500 words each.

The article proposals that do not observe the editing guidelines, do not use specific diacritics and are not written accurately, will be sent back to the authors for revision / or rejected. The article proposals are double blind peer reviewed. The reviews are then examined and synthesized by the editorial committee, the editorial board, which decides upon accepting or rejecting the manuscript and can request for changes, etc.

Common reasons for rejection:

- previous (full or partial) publication of the submitted manuscript;
- lack of pertinent scientific content;
- lack of originality;
- lack of relevant or up-to-date bibliography.

The authors are fully accountable for the opinions and ideas they express.

With regard to **the article proposals written in foreign languages** (generally, English or French), the respective languages' norms shall be applied.

The **text should be typed** in Microsoft Word, Times New Roman, as such:

The **article's title, in English** (10 to 20 words), font size 14, normal letters (no bold, no italic), line spacing 1, centered.

The authors: first name, family name (all in caps), font size 10, normal letters, line spacing 1, centered.

Author references (only for the first or main author, when the article has many authors – title, affiliation, city, country, e-mail), in a footnote on the first page, font size 9, line spacing 1, justified.

For the **abstract and keywords**, use a font size of 10.

The article's body will be in font size 12, normal letters, line spacing 1, justified.

The photographs/illustrations/drawings will be made using specific software, in black-and-white (not in colors), with a good contrast and a minimal resolution of 300 dpi.

The figures have to be black-and-white (not in colors), with good contrast (a minimal resolution of 300dpi is required). The notes regarding the figures will be placed underneath them and not in footnotes.

The tables must be black-and-white (and not in colors), with a good contrast of at least 300 dpi. The notes regarding the tables will be placed underneath them, and not in footnotes.

Both **figures** and **tables** must be placed inside the text, close to the place they are mentioned, and not at the end of the article or in Appendix. Also, they have to be numbered from 1 to n, and not start anew for each chapter.

Abbreviations and **acronyms** are only to be explained the first time they appear inside the text.

Any **modification of the original quote** must be signaled by square brackets: [...].

In order to underline some meanings inside the article body, we don't recommend the use of underlined or **bold**, but rather the use of *italics*.

Complete bibliographical references must be presented only in the final bibliography, at the end of the article, not in the footnotes or in notes inside the article body. In these latter notes can only be placed the bibliographic references of this sort: „see Benveniste (2018)” or right after the quote: (Benveniste, 2018).

The name of the authors quoted inside the article body will not use all capital letters, the only capital letter being the initial one – Gusti, instead of GUSTI.

The first mention of an author inside the article body will be, for instance: Dimitrie Gusti, while later it will only be mentioned by the initial of the first name and the whole surname (D. Gusti).

The bibliography will be placed at the end of the article: the name of the authors will be in minuscules (except for the initials) and arranged alphabetically, from **a** to **z**, with each position numbered from **1** to **n**, on the APA reference system, with a few differences, given for many situations, for instance:

1. For a book that has been published:

Velicu, A., Mascheroni, G., Ólafsson, K. (2014). *Riscuri și oportunități în folosirea internetului mobil de către copiii din România. Raportul proiectului Net Children Go Mobile*. București: Ars Docendi.

2. For a chapter in a published book:

Kestly, T. (2010). Group sandplay in elementary schools. In A.A. Drewes și E. Shaefer (eds), *School-based play therapy* (p. 257–282). Hoboken, NJ: John Wileys & Sons.

N.B. Include the page numbers of the chapter after the book title.

3. For an scientific article with a DOI number:

Cavenagh, N. and Ramadurai, R. (2017). On the distances between Latin squares and the smallest defining set size. *Journal of Combinatorial Designs*, 25(4), 147–158. <https://doi.org/10.1002/jcd.21529>

N.B. DOI (Digital Object Identifier) is an unique code attributed to an academic publication. This code is connected to the article published online.

4. For an article without the DOI code:

Germann, F., Ebbes, P. și Grewal, R. (2015). The chief marketing officer matters! *Journal of Marketing*, 79(3), 1–22.

5. For a newspaper article:

Coster, D. (2017, June, 12). Driver who caused man's death is placed in dementia care. *Stuff*. Available at the: <http://www.stuff.co.nz/>

6. For an article in a magazine:

Goodwin, D.K. (2002, 4 februarie). How I caused that Goodwin story. *Time*, 159(5), 69.

N.B. The date should be mentioned entirely if there's a weekly publication; for monthly publications, there would be only mentioned the month and the year.

7. For articles cited by websites:

Willard, N.E. (2007). *Educators' guide to cyberbullying and cyberthreats*. Accessed April, 12, 2014 at the address:

<http://csriu.org/cyberbully/docs/cbcteducator.pdf>

New Zealand Trade and Enterprise. (n.d.).

Agribusiness. Available at:

<https://www.nzte.govt.nz/en/export/market-research/agribusiness/>

N.B. The format shall be: (1) Author (or organization). (2) The date (of publication or of the most recent update). (3) The title. (4) The URL.

In the example given, n.d.=no date.