1. GENERAL INSTRUCTIONS

Социолошка ревија/Sociological review welcomes papers which examine sociological and related issues.

Contributions to Социолошка ревија/Sociological review are divided into the following categories:
- **Articles** featuring original (theoretical, empirical and methodological) and peer-reviewed articles;
- **Sociological debates** featuring invited contributions on a topic related to the ongoing scientific debates in sociological research;
- **Reprints** containing a reprint of selected research articles, especially those published in non-sociological journals;
- **Translations**;
- **Book reviews** and other information of scientific and professional interest.

2. SUBMISSION PROCEDURE

2.1 Reviewing procedure

Submitted manuscripts (except invited contributions) are subject to peer review. The names of the reviewers are not disclosed to the authors of the manuscript under review. The reviewing process takes up to three months. The editors rely on the judgment of the reviewers, although they are not bound by them. The authors are informed of the board's decision; in case of rejection or request for modifications, the authors will receive an explanation or a specification of the modifications suggested by the referees. Resubmissions should address comments provided by the referees and the editorial board. The board may contact an external referee to comment on resubmissions if necessary.

2.2 Final manuscript

Upon acceptance, the authors are asked to provide the final manuscript prepared according to the style and layout guidelines specified below. Социолошка ревија/Sociological Review provides final English editing. The editorial board retains the right to edit submitted contributions. Manuscripts requiring extensive editing will be returned to the author for approval before typesetting. Final pagination and insertion of running titles is arranged by the publisher. Authors contributing to the Reprints section must provide a written statement that they were granted permission to reproduce their contribution.

After publication, each author receives at least one hard copy of Социолошка ревија/Sociological Review as well as an electronic version of his/her contribution in Portable Document Format (PDF).
format. The authors are granted rights to reprint and distribute their article and make it available on their or their institute’s website. In the latter case, they have to include a full reference to Социолошка ревија/Sociological Review (listing all the authors, year of publication, title, Volume and Issue of the Социолошка ревија/Sociological Review, and page numbers).

3. STYLE & LAYOUT GUIDELINES

3.1 Language, style, and content

Contributions to Социолошка ревија/Sociological review should be in English. Non-native English speakers need to make sure their article is written in correct English. It is recommended that nonnative speakers have their articles checked by a native speaker. Социолошка ревија/Sociological review reserves the right to translate selected contributions into Macedonian and publish them in separate Macedonian edition of the Review.

The Review does not impose strict restrictions on the length of the contributions. However, we recommend that the submitted manuscripts do not exceed 24 pages (including illustrations) nor should they be over 8,000 words.

Submissions in MS Word are preferred. Submissions by e-mail are recommended as they speed up the reviewing and production process.

- 12-point Times Roman typeface
- Single-spaced text, tables, and references.
- Explain all acronyms & abbreviations when they first appear in your text, such as “GDP (gross domestic product)”
- Briefly define or explain all the technical terms
- Italicize foreign-language phrases
- Both British and American English are accepted. Please be consistent in spelling and usage throughout the article
- Write in a concise, straightforward style
- Use footnotes that appear on the bottom of a given page

3.2 Structure & layout of the contributions

All submitted papers should be in accord with the following elements: At the beginning of your article:

- Title: Title of submission
- Names of all authors (main author first), their current position and institutional affiliation
- Name, postal address, email, and phone number of the corresponding author
- A scientific area, one or more (for example: sociology of religion, mass communication, etc.)
- Keywords: approximately five key words.
- Abstract: between 150 and 250 words.

The core of the article should be structured in the following way:
• Overview of theoretical approaches.
• Review of empirical evidence.
• Assessment of research to date.
• Discussion of new directions which future theories and research might take.

Larger contributions should be structured by the use of short textual section headings or subsection headings. Sections and subsections should be numbered in Arabic numerals. We accept three levels of subheadings, which should be numbered as follows: 1 Sections; 1.1 Subsections; and 1.1.1 Sub-subsections. The first letter of each word in the heading should be capitalized.

Finish the article with the following elements:

• A short author biography of approximately three sentences.
• Acknowledgements and list of references appear below the main body of text. Appendices, when included, are listed last.

3.2.1 List of items

Lists may be presented with each item marked by either bullets or numbers.

3.2.2 Figures & illustrations

Figures and illustrations should be numbered according to their sequence in the text. Color figures and illustrations are not accepted. Figures should be inserted at the nearest appropriate point following their first reference in the text. Alternatively, the position of the figures should be clearly indicated in the text (e.g., “[Figure 5 about here]”) and each figure then provided on a separate page. Please provide all figures including the source data also in separate MS Excel or EPS Files. References to figures should be done as follows: “Figure 5”, “see Figure 5 and 7”, etc.

Each illustration should have a self-explanatory caption and an appropriate description of the x and y-axes (preferred font Times New Roman, size 8). The caption must be placed above the figure. Notes and data source list are aligned left and listed below each figure when appropriate. Different lines, bars, and other features in the graphs should be clearly distinguishable in black and white print.

3.2.3 Tables

Tables should be numbered according to their sequence in the text and should be inserted at the nearest appropriate point following their first reference in the text. Alternatively, the position of each table should be clearly indicated in the text (e.g., “[Table 3 about here]”) and each table then provided on a separate sheet of paper. Tables should have self-explanatory captions. Notes and data source list are aligned left and listed below each table when appropriate.
3.2.4 Footnotes

Footnotes should only be used if essential. They appear at the bottom of the page. They should be numbered in the text, indicated by superscript Arabic numerals.

3.2.5 Acknowledgments

This section should appear before the Reference list. Funding information may also be included here.

3.2.6 References

- Cite the references in the text in parentheses after the text which requires a reference, e.g., (van Dalen 2000) or (Bongaarts and Feeney 1979).
- Separate a series of references with a semicolon, e.g. (Grey 1989; White and Black 1998; Green et al. 1999). Do not use any other style of parentheses.
- For more than two authors, use “et al.” throughout, e.g., (Blondie et al. 2002). However, the list of references should list each author.
- Include page numbers when you quote directly from a work, refer to specific passages, or whenever you consider it helpful for the readers. Pagination follows the year of publication after a colon and a space, e.g., “Liar (1995: 77) argued that Flipflopper’s (1992: 55-56) concept of truth has been “clearly discredited” by Goodwills’ (1996: 796) deconstruction analysis.”
- For unpublished materials use “forthcoming” to refer to material scheduled for publication: (Johnson forthcoming).

3.2.7 Reference list

All publications cited in the text should be presented in a list of references. References are ordered alphabetically by authors’ names and chronologically per author. When multiple references are listed for one author, the following order should be used:

1) publications of a single author, arranged in chronological order
2) publications of the author with one co-author
3) publications of the author with more than one co-author.

Publications by the same author in the same year should be listed as 1999a, 1999b, etc.

Any bibliographic element which helps readers obtain a copy of the work should be included. Whenever applicable, full URL address should appear at the end of each reference concerned: Accessed from <>. When possible, indicate the date of access:

“Accessed 31 December 1999 from <>”.

Please format your references using the style shown in the following examples. Do not abbreviate the titles of periodicals in the list of references.

Reference to a contribution in a book:


Reference to a journal or magazine article:


Reference to a conference paper:


Reference to a government publication:


Reference to a doctoral thesis:


3.2.8 Appendices

Any appendices should appear after the References section and should be numbered as follows: A.1, A.2, etc. Number displayed equations occurring in the Appendix as (A.1), (A.2), etc.

**Submissions need to be sent to following email address**

**sociological.review@fzf.ukim.edu.mk**

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