

## *Journal of Critical Realism*

### **Submission Guidelines**

Please follow these guidelines when you first submit your article for consideration by the journal editors and when you prepare the final version of your article following acceptance for publication. As noted below, all submissions should be made through the journal's online submission site (see the JCR homepage on the Equinox website [www.equinoxpub.com](http://www.equinoxpub.com) and go to *For Authors*).

The journal is published simultaneously in print and online. It publishes articles, review essays, review symposia, book reviews, debates and postgraduate reflections that relate in some significant way to critical realist approaches to understanding and changing the world.

There is an Editor and an Editorial Committee responsible for the running of the journal, supported by an international Editorial Board to advise the Editor both on individual articles and on questions of policy. The publisher is Equinox Publishing Ltd.

#### *Articles*

Articles should be between 6,000 and 10,000 words, including references and tables; longer articles may exceptionally be considered. They should as a rule be directed at an audience across different disciplines with a shared interest in critical realism rather than a specialist disciplinary audience.

#### *Review Essays*

Established scholars may also offer to write review essays. For this, they should approach the Editor, with details of the book or books to be reviewed. Review essays should be between 4,000 and 8,000 words and may review one or more books, and may also focus on multiple works of a single author, works in a series, or publications around particular topics. Review essays may also be joint-authored, and may be commissioned and accepted by the Editor without outside review as *Review Symposia*. All review essays should be given a title.

#### *Book Reviews*

The Book Review Editor solicits and receives books for review from publishers and places these with reviewers. Individuals may also approach the Book Review Editor to offer to review a particular title. If so, please check with the Book Review Editor first to ensure the book you want to review has not already been assigned. Reviews are to be between 1,000 and 3,000 words in length, and as much as possible refrain from the use of footnotes and references.

#### *Debates*

This more informal section of the journal encourages constructive exchange of views between scholars on particular issues. Contributions should be no more than 4,000 words. They do not go to external review, but are published at the discretion of the Editors. The Editors usually invite a response from the scholar(s) whose views are criticised.

#### *Postgraduate Interventions*

This section is intended to encourage outstanding postgraduate work. Contributions, which should be no more than 6,000 words, are subject to review by members of the Editorial Committee and published at their discretion. They are distinguished from articles only by their shorter length and any limitations following from that.

### **Language of Publication**

The language of publication is English. The language of submission should be English. The Editors will consider translations of articles previously published in other languages, if they consider that

their publication in English will considerably advance the study of the subject but authors are responsible for providing the translation.

### **Review Process**

You will be able to track the progress of your submission through our online submission system when you log in as an author.

All submissions are evaluated by referees, who may be members of the Editorial Board or external referees. Authors and referees remain anonymous to each other throughout this process. The Editors will make every effort to have all submissions evaluated in a timely manner and in any case within three months of submission. The evaluation may include recommendations for revision, which the author should carry out to the Editors' satisfaction before the article can be accepted.

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### **Submissions**

Submission of an article is taken to imply that it has not previously been published in English and that it is not being considered elsewhere. If an author is publishing a related article elsewhere, this fact should be indicated.

We normally accept only online submissions. If you are unable to do so electronically through the Equinox site, contact the Editor.

Online submission is a five-stage process. Once you have begun the five-stage process, you will be prompted to supply various types of information (metadata) along with your actual article, including an abstract of no more than 200 words (Book Reviews, Review Symposia and Debates do not require abstracts) and three to six keywords, contact details and appropriate Library of Congress subject classification codes, among other things. This metadata is important because it facilitates the indexing of your article once it is published, leading to more citations and greater readership. Contact details normally appear in the print and online version of the journal for the purpose of further author identification and to further debate. Of course this information is not passed to reviewers prior to publication.

You will be asked to upload your article. Your submission should be in Microsoft Word. If using another word processor, convert the final file into Rich Text Format (RTF).

For articles containing characters outside the Western character set (diacritics) you should upload an original submission file in Word and a PDF as a supplementary file (in a two-stage process). We do not accept other programs since diacritics written in other programs may not be received correctly by the Editors and are more likely to be corrupted during the production process.

You may also upload other supplementary material such as: (a) research instruments; (b) data sets; (c) sources that would otherwise be unavailable to readers; or (d) audio/video material. If you intend these to become an official part of the journal, please indicate in a note to the Editor. Some material may be suitable only for the electronic version of the journal.

When you have completed the submission process, the journal Editor will receive a notification of your submission and you will receive confirmation that the review process has started.

### **Ensuring a Blind Peer Review**

All articles are blind peer-reviewed. To ensure the integrity of the blind peer-review we need to make every effort to preserve the anonymity of authors and reviewers. Therefore when preparing your article for submission please take the following steps:

1. Remove your name entirely from the text. If you cite your own publications be sure to substitute the word 'author' for your own personal details and for the actual title of the work cited.
2. With Microsoft Office documents, author identification should also be removed from the properties for the file (see under File in Word), by clicking on the following, beginning with File on the main menu of the Microsoft application: File>Save As>Tools (or Options with a Mac)>Security>Remove personal information from the file properties on save>Save.
3. On any PDF uploaded, remove the author names from Document Properties found under File on Adobe.

### **Publishable Copy**

All articles and reviews accepted for publication must conform with the following style rules and be submitted according to the following instructions. Your careful compliance with these Guidelines will be greatly appreciated, as it significantly reduces editorial workload. Where an article seriously fails to conform, acceptance may be made conditional upon revision to bring it into line.

#### *Presentation*

- (a) The most important rule is consistency.
- (b) Please use a Spell Check (UK English) on your manuscript. JCR uses 'ise' spelling in words such as 'organise'.
- (c) Formatting:
  - Use single spacing throughout.
  - Use a 12 point font throughout.
  - Headings, sub-headings and sub-sub-headings should be set out as follows (numbering is optional):

3. *Understanding Modern Freedom. Adorno's Three Views*

### 3.1. *Pre-temporal or historical freedom?*

#### 3.1.1. Impasse in negative dialectics

- Non-bold italics should be used as above and for: (i) titles of works named in the text and references (see below); (ii) non-English words, except where well known (e.g. *a priori*, *ceteris paribus* (c. p.), *cliché*, *contra*, *et al.*, etc., *genre*, *leitmotif*, *per se*, *rapprochement*, *reductio ad absurdum*, *sic*, *sui generis*, *verstehen*, *versus*, *vice versa*, *via*, *vis-à-vis*) [if the non-English word is unusual, an English translation should be provided in parenthesis]; (iii) authors' emphases. Do not italicise standard Latin abbreviations (such as *cf.*, *e.g.*, *et al.*, and etc.). Do not use underlining.
- (d) Do not capitalise words or phrases unnecessarily: 'critical realism', not 'Critical Realism', 'empiricism', not 'Empiricism' (etc.) (except in titles). Use lower case for government, church, state, party etc., unless a specific one is named, e.g. the Anglican Church. Do not as a rule use abbreviations or acronyms (e.g. 'CR' for 'critical realism'), except in the footnotes in the case of titles to which frequent reference is made.
- (e) Where a proper name ends in 's', add an 's' to indicate the possessive case, except for a name of two or more syllables that ends in an *eez* sound. Thus: In Bhaskar's view and in Engels's view, but in Euripides' tragedies.
- (f) Use the hyphen to connect words and syllables (but only where necessary, as in 'sub-heading'). Use the en-dash for number spans (as illustrated below), for items of equal weight (as in 'master-slave-type relations'), and in lieu of bullets:
  - prediction of effects
  - prediction at an individual levelJCR also uses en-dashes to separate phrases and sentences ('And so it is – on Kuhn's account – that changes of scientific paradigm'). Don't overdo this use of the en-dash: the colon and semi-colon have their uses too; indeed, are often preferable.
- (g) Abbreviations. Full stops should be used after abbreviations (p., Ch.) but not after contractions (Dr, St, Mr), abbreviations formed from initial letters or acronyms (CR) or in the plural.

Note especially:	ed. eds (edited by or edition/s)
	vol. vols
	ch. chs Ch. 2 (in notes), Chapter Two, in the final chapter (in text)
and the exceptions:	no. nos.
	trans. translated by
- (h) Quotations of under forty words should be incorporated in the text, and enclosed within single quotation marks. If quotation marks need to be used within the quoted text, use double quotation marks. Longer quotes should be indented left by 0.5 cm and separated from the main text by one line (hard return) above and below the quote, with no quotation marks at the beginning or end. If quotation marks are required within this long quote, use single quotation marks. When omitting a word or words from a quote, use an ellipsis (three dots), but not as a rule at the beginning or end, thus: 'text, text, text ... text, text, text', but not as a rule '... text, text, text, text, text, text ...'. If you change the case of the opening letter of a quote, do not as a rule put it in square brackets: As Adorno says, 'what we may call the thing itself', and not: '[w]hat

we may call the thing itself? If you change the emphasis or emphases in a quote, signify this by 'my emphasis'. If the emphasis is in the original, indicate this by 'original emphasis'.

- (i) Include all tables and illustrations within the text at the appropriate places, numbered consecutively (Figure 1, Figure 2, Table 1, Table 2, etc.). All figures and tables should have captions.
- (j) Spell out numerals under 10, except for all measurements (e.g. 8 km, 42 km) and ages (e.g. 6 years old). Use numerals for percentages in the text but spell out 'per cent' (e.g. 24 per cent); the percentage sign (%) should be used only in tables and figures. Insert a comma before three zeros (e.g. 1,000 and 10,000). Use minimum numbers for number spans except in 'teens' (e.g. 25–8, 136–42, 150–1, but 12–16).
- (k) Use the symbol § for 'section' when followed by a numeral (§1 and §§1 and 2, etc. ), otherwise spell it out ('In the first section of this paper'). Similarly for ¶ (paragraph).
- (l) Set out dates as follows: '8 July', 'on 8 July', 'on the 8th'; '1990s'; nineteenth century; 1995–7, 1914–18.
- (m) The surnames of living authors should be used, not their first names, except (as a rule) when first mentioned (e.g. Christopher Norris when first mentioned, Norris thereafter).
- (n) Avoid the use of 'he' when 'he or she' is meant. Instead, use 'they', or 'she' (if the context is positive), or repeat the noun. Similarly, avoid 's/he', 'his/hers' and 'wo/man'. Use 'people', 'human kind', etc., for 'mankind'.
- (o) Documentation. JCR uses the author-date system of documentation, *except that it places references to author and date in a footnote<sup>1</sup> and not within parentheses in the text*. Notes should be listed consecutively using Arabic numerals. Use the automated numbering system only – please do not enter any numbers manually. In the text, place any punctuation before, not after, the footnote numeral (thus: discourse ethics.<sup>2</sup> or discourse ethics,<sup>2</sup> and not discourse ethics<sup>2</sup>. or discourse ethics<sup>2</sup>),. There is only one exception to the rule that references should be incorporated in footnotes: in book reviews, when referring to the book under review, place the references in the text; e.g. For Patomäki, 'reaching understanding seems to be the condition for human powers in general' (p. 105). Do not use *ibid.* or *op. cit.* All footnotes end with a full stop.
- (p) At the end of your article or review essay, please include a list of all citations arranged alphabetically by author, and within that by date. In determining alphabetical order, discount definite and indefinite articles (the, a, an) but not prepositions (from, between, etc.). Use the following as a guide:

#### *Bibliography*

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- Bhaskar, Roy 2002b. *Reflections on Meta-Reality: Transcendence, Emancipation and Everyday Life*. New Delhi and London: Thousand Oaks and Sage.

(q) Book reviews. Please set the details of the book under review out as follows:

*Capitalism and Citizenship: The Impossible Partnership*. By Kathryn Dean. London and New York: Routledge, 2003. xii, 232 pp. 0–415–27273–4 hardback, 0–415–27274–2 paperback, £19.99.

### Proofs

When an article has been accepted, an edited version will be produced and sent to the author by email attachment for approval and final revision. Articles will also be proofread at the page-proof stage by the editors, and by the publisher at the final proof stage. Authors will be sent page proofs by email attachment (PDF file), which they must correct and return within seven days. *Please note that only printing errors may be corrected at this stage*. It is the author's responsibility to ensure that the final version is free from factual and typographical errors. The editors reserve the right to make alterations that do not involve any change of meaning.

### Order of publication

Except where there are overriding considerations (e.g. thematic grouping), articles will be ordered for publication in terms of date of final revision and acceptance (not in terms of date of first submission).

### Responsibility

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### Complimentary copies

Please note that Equinox does not provide offprints. Authors of articles will be sent one copy of the whole issue. All contributors will receive a PDF of their article or review.

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<sup>1</sup> Bhaskar 1997a, 138.

<sup>2</sup> Indeed, Habermas accepts that it should really have been called 'a discourse theory of morality' rather than ethics (Habermas 1993, vii. See also Habermas 1990, 22). Bhaskar, on the other hand, etc.