

# ***Migration and Society: Advances in Research***

## **SUBMISSION INFORMATION FOR CONTRIBUTORS**

Please submit articles, reviews, and other contributions as Microsoft Word or Rich Text Format (rtf) files through the online submissions system at <http://ojs.berghahnjournals.com/index.php/air-ms>. Authors must register with the journal on the submission website before submitting, or, if already registered, they can simply log in. On registering as an Author, authors have the option of also registering as a Reviewer (to be called upon to undertake peer reviews of other submissions).

All submissions are subject to a rigorous double blind peer review process and submission is no guarantee of publication. We encourage authors to ensure their submissions are ready for peer review. To this end, please:

- Carefully edit your submission
- Ensure you have formatted the piece correctly, following the submission and style guide (see below)
- Respect the relevant word lengths, as stated below. Submissions that are over length are likely to be rejected
- Anonymise your submission and submit a cover sheet with your contact e-mails, bio, abstract, and keywords in a separate file

The editors reserve the right to reject submissions that are not suitable for publication in the journal. Please note that articles based on Masters dissertations are generally not accepted for publication.

Submissions are welcome for consideration in one of the five key journal sections:

- **Research Articles:** Each issue will include articles (maximum 8,000 words) addressing a key theme, in addition to a range of other articles related to migration and society;
- **People & Places** consists of shorter pieces (2,000 to 4,000 words), including notes from the field, “migrant voices,” and interviews with scholars, practitioners, and policy makers;
- **Reflections** invites critical reflections (maximum 5,000 words) on migration research and teaching;
- **Curated Interventions** includes photo essays and other creative representations of migration;
- **Book Reviews** (800 words for single book reviews, 1,300 to 1,4000 words for two books, 1,500 to 1,600 words for three books) conclude each issue.

**NB: Word counts are inclusive of footnotes, endnotes and the bibliography.**

Migration and Society is committed to inclusive citation and scholarly practice. We encourage our contributors to ensure they reference and engage with the work of female, black, and minority ethnic writers, and work by other under-represented groups.

Any inquiries should be sent to the editors, Mette Louise Berg, Elena Fiddian-Qasmiyeh, and Tatiana Thieme on: [migration@berghahnjournals.com](mailto:migration@berghahnjournals.com)

### **COVER PAGE**

The separate cover page should provide the title of the article, complete contact information for each author (mailing address, phone number, and email), biographical data of approximately 100 words for each author including an [ORCID code](#), a total word count (including endnotes, footnotes and the bibliography), the number of tables and/or figures included, and any acknowledgments. Affiliations and email addresses will be posted online for indexing/abstracting purposes.

### **ABSTRACT/KEYWORDS**

The article must include an abstract of **125 words** and **5 to 8 keywords**. The abstract should not duplicate the text verbatim but rather include the research question or puzzle, identify the data, and give some indication of the findings. Keywords should be drawn from the content and not duplicate the article title, listed in alphabetical order, and separated by commas; only proper nouns should be capitalized.

## FORMATTING

The document must be set at the US letter standard size. The entire document (including notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides and no extra spaces between paragraphs. A 12-point standard font such as Times New Roman is required for all text, including headings, notes, and references. Any unusual characters or diacritics should be flagged by placing the entire word in **red type**.

## ANONYMISATION

The article submission should be fully anonymized and must not include the author's name, including in the document properties as this will compromise the peer review process. Articles that are not anonymized will be returned to the author.

## RESEARCH FUNDING

All research funding (often mentioned in the acknowledgments section) must not conflict with our embargo period outlined in the journal copyright transfer agreement. Prior to submission to Berghahn, authors need to establish the requirements of their funding, and if necessary pursue the gold OA option for their article.

## COPYRIGHT/PERMISSIONS

Upon acceptance, authors are required to submit copyright agreements and all necessary permission letters for reprinting or modifying copyrighted materials, both textual and graphic. The author is fully responsible for obtaining all permissions and clearing any associated fees to reproduce copyrighted materials.

## ARTWORK

For optimal reproduction, **figures** or **photos** should be submitted as high-resolution JPGs or TIFFs (300 ppi), or as EPS files with all fonts embedded. All images should be at least 4 x 4 inches at the resolution indicated. **Tables** should be made and submitted in Microsoft Word or rtf. All figures and tables should be in separate files and numbered consecutively; only placement indicators and captions (with source/copyright information) should be included in the articles themselves. For more details, please see our [Artwork](#) submission webpage.

## PROCESS FOR REFEREEING AND ACCEPTING ARTICLES

*Migration and Society* is a peer-reviewed journal. Submissions are considered on the understanding that the article is not currently under consideration for publication elsewhere. Articles are sent to at least two scholars with relevant experience and expertise for double blind peer review. Referees are asked to advise the editors as to whether an article should be published and, if so, with what recommended changes. The editors respond to the author with a decision, a list of any changes needed for the article to be accepted for publication, and the anonymous referees' comments.

## PUBLICATION

Manuscripts accepted for publication that do not conform to the style guide may be rejected or returned to the author for amendment. The editors also reserve the right to alter usage to conform to the style guide issued by the publisher. Authors cannot supply new materials or request major alterations following the copyediting stage, so please ensure that all text is final upon acceptance. Contributors of research articles will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.

**Have other questions about submitting your manuscript? Please refer to Berghahn's [Journal Author FAQs](#) for additional information.**

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## STYLE GUIDE

The *Advances in Research* style guide is based on *The Chicago Manual of Style (CMS)*. Please note that the journal uses **US punctuation and spelling**, following *Merriam-Webster's Collegiate Dictionary*.

## CITATION SYSTEM

*Migration and Society* follows the in-text **author-date system**, with full documentation in the reference list. Any other notes should be **endnotes** (using Word's automatic endnote function) and kept short and to a minimum.

### Author-Date Examples

(Pickett and White 1985; Smith 1987)  
Jones's research (1977, 1979a, 1979b)  
(Kant n.d.; McGinnis forthcoming)

**Single Author with Multiple Sources:** (Smith 1993: 63; 1998: 124–169; 2001: 104)

**Three or More Authors:** (Jones et al. 2001)

**Authors with Same Last Name:** (D. Smith 1981; G. Smith 1999)

The first mention of an author in the main body text (not in-text citations) should include the first and last name. Multiple sources in a parenthetical note should be listed alphabetically.

Please note that translations of all non-English titles in the reference list are required for indexing/abstracting purposes (see the translated title examples provided below).

## REFERENCE LIST EXAMPLES

### Book with one author/editor

Wagner, Roy G. (1975) 1981. *The Invention of Culture*. Chicago: University of Chicago Press.

### Book with multiple authors/editors

Lü, Xiaobo, and Elizabeth J. Perry, eds. 1997. *Danwei: The Changing Chinese Workplace in Historical and Comparative Perspective*. New York: M. E. Sharpe.

### Chapter or other part of a book

Franklin, Sarah. 1995. "Romancing the Helix." In *Romance Revisited*, ed. Lynne Pearce and Jackie Stacy, 63–77. New York: New York University Press.

### Journal article (always include the)

Thomas, Nick. 2010. "The Museum as Method." *Museum Anthropology* 33 (1): 6–10.  
<https://doi.org/10.1111/j.1548-1379.2010.01070>.

### Article in a newspaper or magazine

Barghouthi, Mustafa. 2012. "Peaceful Protest Can Free Palestine." *New York Times*, 21 February.  
<http://www.nytimes.com/2012/02/22/opinion/peaceful-protest-can-freepalestine.html>.

### Translations

Schmitt, Carl. 1985. *The Crisis of Parliamentary Democracy*. Trans. Ellen Kennedy. Cambridge, MA: MIT Press.

### Translated titles

Bernet, Moshe. 2009. *A Nation Like Any Nation: Toward the Establishment of an Israeli Republic*. [In Hebrew.] Jerusalem: Carmel.

Wereszyncki, Henryk. 1977. *Koniec sojuszu trzech cesarzy* [The end of the Three Emperors' League]. Warsaw: PWN.

### Paper presented at a meeting or conference

Szebehely, Marta. 2007. "Carework in Scandinavia: Organisational Trends and Everyday Realities." Paper presented at the 5th Annual ESPAnet Conference, Vienna, 20–22 September.

### Report

Christoplos, Ian, Simon Anderson, Margaret Arnold, Victor Galaz, Merylyn Hedger, Richard J. T. Klein, and Katell Le

Goulven. 2009. *The Human Dimension of Climate Adaptation: The Importance of Local and Institutional Issues*. Report to the Commission on Climate Change and Development, Ministry for Foreign Affairs, Stockholm.

#### **Thesis, dissertation, or unpublished manuscript**

Villarreal, Magdalena. 1994. "Wielding and Yielding: Power, Subordination and Gender Identity in the Context of a Mexican Development Project." PhD diss., Wageningen University.

#### **Archive materials**

*Individual items in archives are usually best cited in endnotes and may be cited according to the conventions of the particular archive or kind of material being cited. A collection as a whole may be cited in the reference list.*

Egmont Manuscripts. n.d. Phillips Collection. University of Georgia Library, Athens.

Dedyk, Claudia. 1933. Linguistics Memos, Rossiskii Gosudarsvenyi Isoricheskii Arkhiv [RGIA], fond 1129, opis 1, delo 491, 11 February, 74–83, 116–119. Russian State Historical Archives, St. Petersburg.

#### **Websites and blogs**

*Access dates are only required when no date of publication or revision can be determined from the source.*

Marshall, Ruth. 2011. "Falling on the Sword of the Spirit." *Immanent Frame*, 28 February. <http://blogs.ssrc.org/tif/2011/02/28/falling-on-the-sword-of-the-spirit>.

WHO (World Health Organisation). 2000. "Committee on Technical Barriers to Trade—Notification—Mexico—Tequila." <http://docsonline.eto.org/TBT/Notif.00/168> (accessed 9 April 2000).

#### **Online video**

Rubinstein, Arthur. 2011. "Rachmaninoff Piano Concerto No. 2, Op. 18, I Moderato." Video, 10:16. Uploaded 8 November. <http://www.youtube.com/watch?v=0Vv0Sy9FJrc&list=PLDB11C4F39E09047F>.

## ARTICLE SUBMISSION CHECKLIST

- Copyright assignment form** is signed and submitted (*no later than the final revised article submission*);
- Cover sheet** is included and provides:
  - **Title** of the article;
  - An **abstract** of 125 words that is a summary or overview of the entire article and does not duplicate verbatim sections of the main text;
  - Five to eight **keywords** that are in alphabetical order and separated by commas (with only proper nouns capitalized);
  - Complete **contact information** for each author (mailing address, phone number, and email);
  - A **bio** of approximately 100 words for each author (including an ORCID if applicable);
  - Total **word count**, the number of tables and/or figures included, and any acknowledgments.
- For any **Figures**, ensure that:
  - **Placement indicators** and **captions** (with source/copyright information) have been provided in the main text for all figures and tables;
  - **Examples of source/credit lines in captions:**
    - Figure 1: Image of a girl with a dog (photo by the author).
    - Figure 1: Image of a girl with a dog (source: Library of Congress).
  - Separate files are provided (clearly named and consecutively numbered) and in the **required format** with all accompanying **permissions**.

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### PLEASE ENSURE THAT:

- The style guide has been followed;
- All text, including headings, notes, and references, is in a standard 12-point type, such as Times New Roman, and double-spaced with a 1-inch margin on all sides and no extra spaces between paragraphs;
- US spelling is used throughout, and a spellcheck has been performed;
- Different levels of headings are indicated by varying the typeface. Use **bold** type for an **A head** (a main text heading). Use **bold italic** for a **B head** (a first-level subheading). Use *non-bold italic* for a **C head**;
- Superscript note reference numbers and/or asterisks are not placed on article titles, headings, epigraphs, or the contributor's name;
- Contributions are referred to as articles (not essays or papers);
- Numbers less than 10 are spelled out (as are large whole numbers, e.g., nine hundred), and all number ranges are non-abbreviated;
- Foreign-language words that are not common in US usage are italicized on every instance;
- Double quotation marks are used for all quotations and terms, except for quotes or terms within quotes, and quotations of more than 100 words are indented as extracts with no quotation marks;
- URLs are not located in the main text when used in a bibliographical sense (although names such as Amazon.com are acceptable). Any URLs have been relocated to endnotes or the reference list;

- Abbreviations such as e.g., i.e., etc., and et al. are not used in the main text (except in parentheses);
- Every author mentioned in the reference list is cited in the main text or notes, and every author cited in the main text and notes is listed in the reference list.