Elgar Encyclopedia on Economic Sociology - Short Guide for authors

## Editor: Andrea Maurer – January 9,/2024

*Content:*

[1. Language and style: 2](#_Toc155087466)

[2. How to name and send your file 2](#_Toc155087467)

[3. Three ideal types of items 2](#_Toc155087468)

[4. Templates for the 3 ideal typical entries 2](#_Toc155087469)

[5. Formatting and citations 4](#_Toc155087470)

[6. Additional information (given by Elgar Press) 5](#_Toc155087483)

# Language and style:

* British English
* Chicagomanual style (**author-date style – current Chicago 17th author date**)

# How to name and send your file

* Please send us **blank word-files** without any hand formatting. Please send your contribution only as a **Microsoft Word file** (.doc or .docx).
* Please name the file in this way: **entry title\_last name of the first author**   
  (e.g. *capitalism\_maurer*; *economy‑and‑society\_Bruch; money\_Duck*)l; this will help us to organize the workflow.

# Three ideal types of items

* We have three kinds of items when it comes to content.
  + **biographical**
  + **concepts**
  + **topics**
  + entries feature 2,000 to 4,000 words for major topics and 1,000 to 4,000 for minor topics (**700** words are roughly one page)
  + We send you a list of all entries giving a lead for word count.
  + I realize that this is mainly about focus and some overlapping might happen in content and length. Nevertheless, it offers editor and co-editors as well as contributors a rough idea about entries and cross-references.

# Templates for the 3 ideal typical entries

We give you an idea where your entry fits into.   
We suggest using these rough outlines to maintain consistency across the Encyclopedia.   
This works for co-editors and crossreferencing too.

2.1 Template: **biographical entries**

* *Title and name of the (author)*
* *abstract (100 words – around 3-5 sentences)   
  This should immediately be followed by the text. We do not require the entries to use a table of contents.*
* a short bio: major events, who influenced them
* major writings, ideas, concepts (this should be the heart of the text)
* reception and reaction of the field
* relevance to economic sociology generally and/or today

*Additional information*  
maximum of 8 references,   
your name, institution, email-adress  
6 key words **and** 6 phrases for cross referencing   
*These will be incorporated into the electronic presentation of the Encyclopedia on Elgaronline,may be included in the Encyclopedia itself, and will assist with wider search functionality and discoverability.*

2.2 Template: **significant concepts**

* *Title*
* *abstract (3-5 sentences)  
  This should immediately be followed by the text. We do not require the entries to use a table of contents.*
* theoretical background
* proponents
* major assumptions, theses, insights (heart of the text)
* important empirical studies, if there are any
* evolution, theoretical developments and trajectories, reactions from the field
* relevance to economic sociology generally and/or recently
* 3-5 references + 1-3 central writings
* *Additional information*  
  maximum of 8 references,   
  your name, institution, email-adress  
  6 key words and 6 phrases for cross referencing   
  *These will be incorporated into the electronic presentation of the Encyclopedia on Elgaronline,may be included in the Encyclopedia itself, and will assist with wider search functionality and discoverability.*

2.3 Template: **significant subjects**

* *Title*
* *abstract (3-5 sentences)  
  This should immediately be followed by the text. We do not require the entries to use a table of contents.*
* significance for society and the economy generally and or recently
* description, definition, and observations
* how the subject is conceptualized and theorized in economic sociology
* studies, proponents, major insights
* relevance to economic sociology generally and/or today
* *Additional information*  
  maximum of 8 references,   
  your name, institution, email-adress  
  6 key words and 6 phrases for cross referencing   
  *These will be incorporated into the electronic presentation of the Encyclopedia on Elgaronline,may be included in the Encyclopedia itself, and will assist with wider search functionality and discoverability.*

# Formatting and citations

**In-Text citation and list of references**

* we use Chicago manual style  
  <https://www.chicagomanualofstyle.org/book/ed17/frontmatter/toc.html>
* *In-text citations*  
  For more information and examples see chapter 15/17 of The Chicago Manual of Style)  
  <https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html#cg-social> : (Lahiri 2016, 177-78)
* List of references (alphabetical order):   
  <https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html#cg-social> : *Lahiri, Jhumpa. 2016. In Other Words. Translated by Ann Goldstein. New York: Alfred Knop*
* In case you do not find it or of further questions we can send you the complete Guide provided by Chicacomanual style for in-text citation and list of references.   
  contact via email: econsoc@uni-trier.de

**Important examples from Chicagomanual style “author-date format”**

## **Book**:

### *In-text citations*

(Grazer and Fishman 2015, 12)

(Smith 2016, 315–16)

*List of references*

Grazer, Brian, and Charles Fishman. 2015. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster.

Smith, Zadie. 2016. *Swing Time*. New York: Penguin Press.

## **Chapter or other part of an edited book**

### *In-text citation*

(Thoreau 2016, 177–78)

### *Reference list entry*

Thoreau, Henry David. 2016. “Walking.” In *The Making of the American Essay*, edited by John D’Agata, 167–95. Minneapolis: Graywolf Press.

In the reference list, include the page range. In the text, cite specific pages.

1. **Edited book – a collection as a whole**

### *Reference list entry*

D’Agata, John, ed. 2016. *The Making of the American Essay*. Minneapolis: Graywolf Press.

### *In-text citation*

(D’Agata 2016, 177–78)

## **Translated book**

### Reference list entry

Lahiri, Jhumpa. 2016. *In Other Words*. Translated by Ann Goldstein. New York: Alfred A. Knopf.

### *In-text citation*

(Lahiri 2016, 146)

# Additional information (given by Elgar Press)

This is additional information by Elgar Press may help you further and can be find also on the publisher’s website and added to our guidelines

* *Each of the entries in the Encyclopedia should consist of: 2,000 to 4,000 words of text that present an overview of the subject in a cohesive and logical manner.*
* *The level of writing in the entries should be targeted at academics and postgraduate students, undergraduate students, policymakers and practitioners.*
* *As a general rule entries should contain a list of a maximum of eight references, of which a maximum of three should be from the entry author. All references should use the Chicago (17th Author-date style).*
* *The text should be original, and not published before.*
* *Maximum of two or three authors per entry.*
* *Footnotes should not be used in the entries. A list of references should instead be collected and placed as a bibliography at the end of the entry. You should include no more than one figure or table in your entry.*
* *Please refer to your and other entries as ‘entries’ not ‘chapters’.*
* *Please refer to the [Elgar Author](https://www.e-elgar.com/author-hub/author-information/)* [*Hub*](https://www.e-elgar.com/author-hub/author-information/) *if you plan to include maths in any entries.*

*FIGURES AND TABLES*

* *We would prefer it if figures, tables and, particularly, photographs are kept to a minimum. All figures will be published in grayscale, so please keep this in mind as you develop your entry. Further information on submitting figures and tables is available on the [Author](https://www.e-elgar.com/author-hub/as-you-write-your-book-or-chapter/)* [*Hub*](https://www.e-elgar.com/author-hub/as-you-write-your-book-or-chapter/)*.*
* *Please closely follow the Publisher’s guidelines, which are available under the “Figures, graphs, maps and photographs” and “Tables and Boxes” tabs on the [Author](https://www.e-elgar.com/author-hub/as-you-write-your-book-or-chapter/)* [*Hub*](https://www.e-elgar.com/author-hub/as-you-write-your-book-or-chapter/)*.*
* *All figures should be submitted separately from the text document and ideally in the original figure format, not embedded in a Word document unless they have been created in Word.*
* *All text and tables need to be submitted in a Word file.*

*SUBMISSION INFORMATION*

* *Instructions, Format and Style Guide: The Publisher includes a comprehensive style guide on their Author Hub, which can be accessed [here](https://www.e-elgar.com/author-hub/as-you-write-your-book-or-chapter/). Some information is specific to our encyclopedias and this is includedabove.*
* *The entry’s title should immediately be followed by the text. We do not require the entries to use a table of contents.*
* *Please include a list of six keywords and a 100-word abstract, submitted at the start of your entry. These will be incorporated into the electronic presentation of the Encyclopedia on Elgaronline,may be included in the Encyclopedia itself, and will assist with wider search functionality and discoverability.*
* *Please send your entry as a Microsoft Word file (.doc or .docx). This will help to significantly expedite the copy-editing process.* 
  + *Please name the file with the* ***entry title****\_sur****name of t****he first Author (e.g. economic sociology‑maurer; this is slightly different to what Elgar asks for at the website and helps us the editor to manage the workflow).*
  + *Chapters that contain special characters (e.g. Chinese, Japanese, Greek, etc.) should be submitted as both PDF and Word files. Please check the PDF carefully, before submission, to ensure the special characters are displayed as intended. In the event of uncertainty regarding how any characters are to be displayed in the Word file, the copy editor and/or typesetter will use the PDF as a reference point.*

*CONTRIBUTOR INFORMATION*

*The publisher will include a simple alphabetical list of contributors comprising solely of the author’s name and their university. When submitting your entry, please also include your name and the university you are affiliated to, as well as your contact details, and email address.*