

Intersectionalities Style Guide

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The journal's Editors are selected by its advisory board for a three-year term. Currently the Editors and principal contacts for *Intersectionalities* are Drs. Brenda LeFrançois and Ken Barter School of Social Work, Memorial University. Email: blefrancois@mun.ca; kbarter@mun.ca

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References for Style, Grammar, and Spelling

Standards of style, grammar, spelling, and formatting for *Intersectionalities* (both in manuscripts and in published articles) are defined by four key reference works.

- **The principal reference for style requirements**

American Psychological Association. (2010). *Publication Manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

- **For style issues not addressed in the *Publication Manual of the APA***

University of Chicago Press. (2010). *The Chicago Manual of Style* (16th ed.). Chicago, IL: Author.

- **The principal reference for spelling and hyphenation**

Barber, K. (Ed.). (2005). *The Canadian Oxford Dictionary* (2nd ed.). Don Mills, ON: Oxford University Press.

- **For spelling of words not listed in *The Canadian Oxford Dictionary***

Oxford University Press. *OED Online* (latest ed.). www.oed.com

Manuscript Basics

Only manuscripts that relate to the scope, focus, and themes of the journal will be considered for peer review.

All submissions must be original contributions that have not been published elsewhere, in any form. However, the journal welcomes manuscripts based in whole or in part on the author's previously unpublished doctoral dissertation.

Manuscripts must be submitted as Microsoft Word (.doc or .docx) or Rich Text Format (.rtf) files. They must be double spaced throughout (including abstract, block quotes, and references), using 12 pt Times New Roman text.

Only manuscripts that are between 4,000 and 9,000 words (excluding references) will be accepted, unless a longer article is agreed to by the editor. Shorter articles written by social work practitioners or people who use social work services may also be considered.

All identifying information, including author's name and references, must be removed from the manuscript (except from the cover page; see next item). Authors should cite their own work as, for example, "Author (2003)", to be replaced (and corresponding references added) if the article proceeds to publication.

The cover page must include the title of the manuscript, author name(s) and affiliation(s), contact information for the corresponding author, biographic information (maximum 75 words for each author) and the exact word count (not including references) of the manuscript.

An abstract (maximum 250 words) and keywords (maximum 5) must be included following the cover page.

Following the keywords please indicate which of the journal's themes the manuscript best falls under. If the manuscript clearly fits within more than one theme, please list them in order of relevance.

APA Style Tips for Authors

Manuscripts submitted to *Intersectionalities* should follow the style requirements of the *APA Publication Manual* in all matters of writing style, grammar and punctuation, page layout, text formatting, and presentation of references.

Please review the following key requirements and adjust your manuscript if necessary prior to submission. Manuscripts that deviate from APA style requirements may be returned for correction.

- **Page sequence for manuscripts**

Page 1. Title, author(s), author affiliation(s), note of any acknowledgements or special circumstances, and the corresponding author's postal and email address.

Page 2. The heading "Abstract" and the text of the article abstract (one paragraph, 250-word maximum). After the abstract, on a new line insert "Keywords:" followed by terms to be used for indexing your article. After the keywords, on a new line indicate which of the journal's themes your article addresses.

Page 3. Title (repeated from page 1), followed by the heading, "Introduction," and the first page of article text.

After the end of the article text, start a new page with the heading "References" followed by your alphabetized reference list.

After your reference list, start a new page with an appropriate heading and provide any tables and/or figures cited in the text.

- **Heading formats**

APA style requires specific formats for each level of heading.

Level One Like This

Centred, boldface, proper capitalization, on a separate line.

Level Two Like This

Flush left, boldface, proper capitalization, on a separate line.

Level three like this. Indented, boldface, initial capitalization only, not on a separate line.

Level four like this. Indented, boldface and italic, initial capitalization only, not on a separate line.

- **Page headers: Short title and page number**

At the top of every page of your manuscript, provide the short title (left) and page number (right). Use the Header and Footer function in your word processing program for this.

In the header, the short title, in all caps, must fit on one line leaving adequate room for the page number. The manuscript footer should be blank.

- **Citations and references**

When listing two or more citations in series, present the citations in the same order in which they appear in the reference list.

Only works cited in the text should be listed in the References, and only works listed in the References may be cited in the text.

- **Use of notes**

Use footnotes, not endnotes, for commentary or supplementary details not central to the flow of your arguments. Number the footnotes sequentially using Arabic numerals (1, 2, 3...).

- **Serial commas**

APA style requires a comma after each item in a series of three or more (for example: “to deal with officials, to settle disputes, and to make donations”; or “Samuel, Frasier, and Lang”).

- **Verb tense**

APA style requires that published research findings or discussions be referred to in the past or past perfect tense, for example: “Smith (2005) demonstrated” or “Jones (1996) has argued.”

If your article describes your own new experimental or analytical results, use the past tense to describe these as well, for example: “anxiety decreased significantly.” However, use the present tense to discuss the implications or conclusions of your research, for example: “elevated values signal improvement.”

- **Parallel phrasing**

When listing two or more items, use parallel phrasing. For example:

Correct

By eliminating the problem and introducing new approaches...

Those who feel they were forced to make such choices or to live in remote areas...

Incorrect

By eliminating the problem and the introduction of new approaches...

Those who feel they were forced into making such choices or to live in remote areas...

- **Formatting, citing, and placing tables**

It is strongly recommended but not required that you use MS Word's table menu or at least set specific tab positions to construct your tables. Please do not hit the tab key or space bar repeatedly to create the appearance of text columns.

Please provide tables and figures on separate pages at the end of the manuscript.

All tables must be cited in the text, either parenthetically, for example, "(see Table 1)," or in the normal text flow, for example, "Table 1 shows an increasing number of incidents."

In your manuscript, please indicate your preference for the location of a table by inserting a note in square brackets on a separate line, for example:

[Insert Table 1 here]

Tables are normally placed between paragraphs after the first citation of the table. Exact placement in the final, published article will depend on the location of page breaks.

- **Where to find more APA style details online**

APA style guidelines are comprehensive, covering numerous aspects of writing style and manuscript preparation. The printed publication manual is a valuable resource for anyone who writes for APA-formatted journals.

Some APA style information is also available online at www.apastyle.org. There you will find links to a variety of resources, including a searchable style blog addressing a wide variety of topics.

Journal-Specific Policies

- **Abstract length**

Abstracts should not exceed 250 words.

- **Use of dissertation content**

Intersectionalities welcomes articles that are sections of, or that adapt or reuse content from, an author's own Ph.D. dissertation. For example, the background section of a dissertation may be submitted as a review article, or a chapter or related group of chapters may form all or part of a research article.

To be accepted, an article of this kind must meet all the other requirements of the journal and should be:

- Based on a dissertation that has been approved by the degree-granting program in which the author is or was enrolled and for which the author has completed all other degree requirements.
- A single-author publication.
- Free from any copyright infringements, for example, relating to extended quotations or images not created by the author.
- Explicit in describing its connection to the dissertation (see next).

- **Crediting/citing dissertation content**

Substantial reuse. If your article contains sections of, is based on, or otherwise draws substantially from your dissertation, please make this clear somewhere in the Introduction to your article, either in the main text flow or in a footnote. If you think it would be helpful to readers seeking the original text, also consider mentioning specific chapters or sections of the dissertation. Use the normal APA citation format to refer to your dissertation, for example:

In this article, drawing on Chapters 4–6 of my Ph.D. dissertation (Smith-Jones, 2008) I review previous interpretations and present new evidence showing that...

or

An experimental approach, however, has allowed me to examine the issue analytically by isolating individual factors affecting individuals' perceptions.¹

¹ This article is based on research described in the author's Ph.D. dissertation (Doe, 2010).

The full reference listing to your dissertation should then appear within the References section with all other cited works. No further specific citations of your dissertation are required within the article if you elect this approach.

Minor reuse. Alternatively, if the data and findings in your article represent predominantly new work but you have occasion to quote a few specific brief passages, replicate a data set, or repurpose a small number of key images from your dissertation, there is no need to make separate mention of your dissertation in the introduction. Instead, please simply use individual citations just as you would for any other cited work.

NOTE that any dissertation available for purchase or download is considered a published work and should be cited as such. See the section on formatting references for further details.

- **Capitalizations**

The word *Indigenous* should always be capitalized, as should *Mad* (e.g., Mad Studies).

- **Disabilities**

Use only the form *disabilities* rather than *(dis)abilities*, *disAbilities*, or other special formatting.

- **Foucauldian vs Foucaultian**

Use the spelling *Foucauldian* as the adjectival form referring to the works and concepts of philosopher Michel Foucault.

- **Toward, upward, eastward vs towards, upwards, eastwards**

Use *-ward* rather than *-wards* for words with that ending.

- **Use of brackets vs use of forward slash**

In theoretical and philosophical analyses it is sometimes helpful and succinct to present a concept and its opposite as a compound concept. For word constructions of this kind, use brackets, not a forward slash. For example,

Correct

(un)reflexively

(re)constitution

Incorrect

un/reflexively

re/constitution

- **Use of the heading, “Introduction”**

The heading “Introduction” should be used to mark the start of introductory text in manuscripts. The heading “Introduction” will be removed upon publication so that in the final layout, introductory text immediately follows the Abstract.

Examples of Common Reference Formats

• Book

American Psychiatric Association. (2000). *Diagnostic and statistical manual of mental disorders* (4th ed., text rev.). Washington, DC: Author.

Brookfield, S. D. (2006). *The skillful teacher* (2nd ed.). San Francisco, CA: Jossey-Bass.

Shavelson, R. J., & Towne, L. (Eds.). (2002). *Scientific research in education*. Washington, DC: National Academies Press. Retrieved from <http://www.ebrary.com>

• Chapter in a Book

Chambon, A. (1999). Foucault's approach: Making the familiar visible. In A. Chambon, A. Irving, & L. Epstein (Eds.), *Reading Foucault for social work* (pp. 51–82). New York, NY: Columbia University Press.

• Dissertation

Flicker, S. (2005). *Critical issues in community-based participatory research* (Unpublished dissertation). University of Toronto, ON.

Hillock, S. (2011). *Conceptualizing oppression : Resistance narratives for social work* (Doctoral dissertation). Retrieved from <http://collections.mun.ca>

• Journal Article

Jeffery, D. (2005). 'What good is antiracist social work if you can't master it?': Exploring a paradox in antiracist social work education. *Race Ethnicity and Education*, 8(4), 409–425. doi:10.1080/13613320500324011

Macias, T. (2012). 'In the World': Toward a Foucauldian Ethics of Reading in Social Work. *Intersectionalities: A Global Journal Of Social Work Analysis, Research, Polity, and Practice*, 1, 1-19. Retrieved from <http://journals.library.mun.ca/ojs/index.php/IJ>

• Web Content

Ministry of Health and Long-Term Care (MOHLTC). (2009). *Every door is the right door: Toward a ten-year addictions and mental health strategy—A discussion paper*. Retrieved from <http://www.health.gov.on.ca/en/public/programs/mentalhealth>

About DOIs and URLs

DOI stands for Digital Object Identifier. It is an international standard that provides a permanent way of finding documents online even if their web address changes. URL stands for Uniform Resource Locator and is commonly known as a web address. APA style requires that you provide either a DOI or a URL for all references obtained online.

Resolving DOIs

The DOI system is administered by the International DOI Foundation (IDF). You can find out more about the system and how it works at <http://www.doi.org>.

At the website <http://www.doi.org> you can look up a document using its DOI name. First, highlight the DOI in your bibliography or other reference list (don't select the label "doi:", just the numbers and letters that follow). Then copy and paste into the field labeled "Resolve a DOI Name".

Or, you can look up a document by using the web address: [dx.doi.org/\[doi name\]](http://dx.doi.org/[doi name]), for example, dx.doi.org/10.1007/BF02172140

It's important to quality-check the DOIs you provide in your reference list. Enter each DOI in your manuscript (or pre-check your bibliographic database) and make certain it resolves correctly to the intended article.

TIP: If the DOI name in your bibliography is followed by a period or other punctuation (it should not be, using APA style), be careful not to copy and paste the period. Valid DOIs never end with punctuation.

Finding DOIs for Articles

If you retrieve an article from an online collection, the page from which you download the article often lists the DOI. For example, here is a screen shot from a typical abstract page at a journal's website. The DOI is included with other citation information at the right:

The screenshot shows a journal abstract page. On the left, the article title is "Intersectional what? Social divisions, intersectionality and levels of analysis" by Floya Anthias, University of Roehampton, UK. On the right, the article information includes the publication date (October 31, 2012), the DOI (10.1177/1468796812463547, circled in blue), and the journal details (Ethnicities February 2013 vol. 13 no. 1 3-19). There are links for "Abstract Free" and "Full Text (PDF)".

Adding DOIs to Your References

APA style requires that in your References section you provide DOIs for any articles, book chapters, or other documents to which a DOI has been assigned.

Add the article's DOI at the end of your reference entry using the format doi:[code], that is, lower case "doi", colon, no space, then the code. Do not follow with a period. For example: doi:10.1080/13613320500324011

Prior to submitting your article, test each DOI (see Resolving DOIs, above) to make sure it correctly retrieves the article you have cited.

URLs in Your Reference List

Many types of online content do not have a DOI assigned to them, for example, e-books, online newspaper or magazine articles, downloadable PDFs, or other web page content. In these cases you must provide a URL.

General rule. Imagine you are an interested reader of your own article, trying to track down the cited content. Balance the benefits of an exact URL against the reality that websites may be reorganized, sometimes making very detailed URLs invalid over time.

Always test prior to publication. All URLs in your reference list should be tested prior to publication of your article. Will the URL allow a reader to find the item? Update if necessary. If the item is no longer available online, you cannot use the citation.

Formatting, placement. Begin the URL with "http://" and place it at the end of the reference entry. Don't break up the URL with line breaks or spaces in an attempt to improve its appearance. That kind of formatting will be done by the copy editor in the final layout stage when your article is published. Use no ending punctuation (see Examples of Common Reference Formats, above).

Subscription-based services—caution. If you access online databases through your university library account (such as ProQuest, psychINFO, Social Work Abstracts, MyiLibrary, or similar services), be aware that the URL shown in your web browser may not be usable in your reference list. The URL you see may only be accessible to on-campus users at your site or those with login access to your own university library system.

Publisher home page preferred. For articles and reports retrieved online, use the home page for the publisher of the content (journal, e-book publisher, government agency, NGO, newspaper or magazine, etc.).

For articles from online journals with no DOIs, use the journal homepage (not the full URL of the article); do not follow with a period. For example: <http://journals.library.mun.ca/ojs/index.php/IJ>

Occasionally a database service such as EBSCO or ProQuest is the actual publisher of the content. Use the home page for the database service only for content

exclusively available through them (for example, certain dissertations or archival content).

Downloaded PDFs. For PDFs downloaded from public websites, if you judge the content is too hard to find from the home page, you may provide the URL of the page from which the item was downloaded, or the direct URL of the PDF itself.

Name the publisher (website owner) if the publisher is not the author, for example:

Kessy, S. S. A., & Urio, F. M. (2006) The contribution of microfinance institutions to poverty reduction in Tanzania (Research Report no. 06.3). Retrieved from Research on Poverty Alleviation website: http://www.repoa.or.tz/documents_storage/Publications/Reports/06.3_Kessy_and_Urio.pdf