

# Submission Guidelines for Authors



**The Journal of Co-operative Studies** is a peer-reviewed international academic journal, which aims to promote knowledge, research and innovation within the co-operative sector. The Journal is published by the UK Society for Co-operative Studies in Manchester, England, a city strongly associated with the co-operative movement since the days of the Rochdale Pioneers. It is distributed in Canada in partnership with the Canadian Association of Studies in Co-operation.

The *Journal* is published three times a year. Articles are published in print and then, after six-months are available on-line via the *Journal* website. We welcome contributions on most aspects of co-operation, co-operative management, governance and leadership, and related subject areas, in relation to a range of co-operative sectors. The types of submissions are detailed below. Please ensure that you have read the submission and style guidelines before submitting your paper for review. There are no fees payable to submit or publish in the *Journal*.

1. **Articles of 4,000-7,000 words**, which either by reporting the results of empirical research or through developing theoretical perspectives will contribute to knowledge about co-operation and related subject areas. These articles will be subject to anonymous peer review by two specialist referees. They should be preceded by a title page with name(s) of the author (s), and a short abstract of up to 200 words (not included in the word count). Authors are invited to submit an outline proposal for discussion. They should be submitted electronically in MS Word format to: [editor@ukscs.coop](mailto:editor@ukscs.coop). If draft articles are accepted, then authors will need to adopt the layout and APA style for citations and reference lists.

2. **Shorter articles, generally of around 2,000 words** are assessed on the basis of their general interest and readability. Such articles are not subject to formal peer review although the editor may seek comments and suggestions from members of the Editorial Advisory Board, which would be discussed with the author as part of the editing process. They should be submitted electronically in MS Word format and include a short abstract of up to 200 words.

3. **Think pieces:** As a new feature of the Journal, we invite prospective contributors to submit very short (maximum 1,000 words) articles, which may be controversial or somewhat speculative in character. Their purpose should be to stimulate discussion and possible future new directions for co-operative research.

4. **Reviews and review articles;** the former should be no more than 600 words, the latter 2,000 words.

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## Special Issues

The Journal accepts proposals for special issues. These should be sent to: [editor@ukscs.coop](mailto:editor@ukscs.coop) and your proposal should include:

- An indicative title for the issue along with reasons for suggesting a special issue and the scope and objectives of the issue. Please indicate its theoretical/practical importance and relevance to UKSCS membership and Journal/wider readership.
- The proposed editorial team – including lead editor and short biographical details of the team with contact details and email addresses
- Where possible, an indication of timescale should be provided
- Indicate how the call for papers will be disseminated and promoted.

Papers submitted to a special issue will follow the same guidelines as for any peer-reviewed article, short article, review or think piece (see below).

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## Submission guidelines

- Each paper – of whatever length – must include an abstract of no more than 200 words. The abstract must be written in plain English and written in a way that is understandable by academic readers and non-academic readers alike.
- Author details should be included as a separate page before the main document or attached as a separate accompanying document to the main manuscript. Details to include name, organisation affiliation and email – if more than one author, please indicate the contact for correspondence. Short biographical details (one paragraph) to be included.
- Manuscripts will use a sans serif font e.g. Arial, font size 11.
- Paper size should be A4, with margins set at 'normal'. Line spacing for draft submissions should be 1.15 or 1.5.
- Titles and main headings should be sentence case in bold e.g. **Partnering to Build a Social Co-operative for Aboriginal Women Transitioning from Prison.**

- Sub-headings should be sentence case in italics (a lower level of sub-subheading should be avoided).
- Quotations of less than 20 words should be put in the text with single quotation marks. Quotes of more than 20 words should be indented and delineated by a space at top and bottom but without quotation marks.
- Tables and figures: Headings for tables should be placed above any included tables and should be labelled sequentially. Captions for figures should be above figures and consistently labelled as Fig. 1 or Figure 1 and follow sequentially. Tables and figures created in Word should be inserted in the text where cited, rather than at the end of your article. Figures and tables in other formats (e.g. EXCEL, JPG etc) should be submitted separately to your manuscript. Any images supplied in colour will be published in colour online (where appropriate), but will be black and white copy. It is important therefore that you supply graphics that can be viewed and understood in black and white and any labels/text should reflect this by not using words indicating colour.
- References and citations should use APA style (author/year) – see [style guide](#) for further information. Where figures or tables are reproductions (non-original content), permission must be sought from the copyright holders appropriate before final publication. Please check that all sources of information are appropriately acknowledged and cited, and that references are complete. We encourage authors to refer to the [Committee on Public Ethics International Standards for Authors](#).
- Authors of short articles, refereed articles and book reviews will receive PDF copies of their articles.

Manuscripts should be submitted in MS Word or RTF format, attached to an email and emailed to: [editor@ukscs.coop](mailto:editor@ukscs.coop)