

LOVA JOURNAL OF GENDER STUDIES AND FEMINIST ANTHROPOLOGY

GUIDELINES FOR MANUSCRIPTS

Article type	Max. word count
Research article	4,000 – 6,000 (including references)
Essay	2,000
Field research reflections	1,000
Column	500
Interview	2,000
Book review	500

The selection of contributions for publication in LOVA Journal is based on engagement with feminist ethnography, gender and the central themes of the LOVA conferences and School of Experimental Education, quality of the article, originality and methodological or theoretical novelty.

We especially encourage Master's and PhD students as well as non-academic affiliated participants to publish in our journal. Of course contributions of graduates employed by universities and research institutions are also very welcome.

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Special attention is required to the use of adequate English grammar. Please, make sure that your contribution is adequately reviewed before submission. We will not accept contributions that do not attain a standard degree of quality of Oxford Academic English. Submit to:

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1. GENERAL GUIDELINES

- **SUBMISSION:** Submit your text digitally in a Word document. When saving your file name the document in the following way: **[First name and Surname of author]_[title]_[article type].doc**

LAY-OUT: Plain text in Microsoft Word, 12 point font Times New Roman, 1.5 line spacing, number pages. Text should be left-aligned, continuous and structured only for content purposes; please include no further formatting on titles, subtitles, etc. Mention the amount of words at the bottom of the last page.

- **SPELLING.** The latest Oxford English spelling and grammar rules. Be consistent. Please avoid wordiness and passive writing style.
- **GENDER-NEUTRAL** or gender-inclusive language, when required, should be used ('he or she', 's/he', 'they', and 'humans' or 'people' instead of 'man').
- **HEADING.** Use a title of no more than five words. Use only lowercase letters except the first letter and start names with a capital. Neither bold nor underlined, no punctuation at the end, followed by a blank line.

Author name: First name followed by surname, no punctuation at the end, followed by a blank line.

Bio data of author(s): Title, position and employer (which university), no punctuation at the end.

Two blank lines after the heading.

- **REFERENCES** should be styled according to the instructions below; this implies including them in the text and adding a list of references at the end of an article. **SPECIAL CHARACTERS** should be written as words (e.g. percent, Euro, US Dollar).
- **HYPHENS** (e.g. low-budget job) and dashes should be distinguished. Please use dashes for insertions within sentences (e.g. sentence – insertion – sentence).
- **NUMBERS** from one to twenty should be spelled out. From 21, measures and weights should be written in numeric characters. Large numbers of four or more digits should be presented by a period, e.g. 1,250. Use numeric characters for calculations and comparisons.
- **DATES:** 1950s, 1950-1980, 1950-51, 750th anniversary; 1.10.2008, 2.2.2002, the 1990s.

2. CITATIONS AND REFERENCING

- CITATIONS in the text should be made visible by inserting double “inverted commas”. In quotations within quotations use single ‘inverted commas’. Present long quotations (three lines at least) in a separate text block with indentation and blank lines before and after the quote. Use quotation marks. Full stop at the end of the last sentence inside the quotation mark. Add the reference within brackets.
- Add PAGE NUMBER(S) in the reference after a “Quote” in the following way: (Pollan 2006, 99). Page numbers should also be added when paraphrasing (Pollan 2006, 99–100).
- Several authors of one work: (Ward and Burns 2007, 52). If more than two authors: (Benjet et al. 2012, 83).
- Different works in one reference should be listed as follows: (Pollan 2006, 99; Ward and Burns 2007, 52).
- Several publications of one author from the same year should be indicated by adding a letter after the year of publication: (Butler 1997a; Butler 1997b).
- When needed use ENDNOTES not FOOTNOTES. Please use endnotes ONLY for the inclusion of additional content-relevant information and proof of archival and Internet sources and NOT for the proof of published sources. If the note refers to a whole sentence or part of a sentence, it is to be inserted after the punctuation mark. Otherwise, it should immediately follow the relevant term within the sentence.
- Internet sources: With sources from the Internet a regular reference note is inserted without the URL (this is mentioned in the bibliography): (Eldis 2015).
- Interviews and Fieldnotes are indicated with the name of the informant followed with year or date: (Julia Schal, 2010); (Field research notebook, 10.3.2010).

2.1. REFERENCES

Submit the bibliography in a separate document. No indentation. Separate each entry with a blank line.

- **Article**
Beusink, Irma. 2014. What is on a woman’s mind: Metaphors of the geography of the body. *LOVA Journal* 35 (1): 4-12.
- **Article in edited volume**
Scott, David. 1994. Piracy, terrorism, and crime at sea. In: P.T. Haydon and A.L. Griffiths (eds.), *Maritime security and conflict resolution at sea in the post cold war era* (22-39). Halifax: Centre for Foreign Policy Studies, Dalhousie University.
- **Book**
One author:

Pollan, Michael. 2006. *The omnivore's dilemma: A natural history of four meals*. New York: Penguin.

Order multiple references to one author in ascending order, with the oldest publication on top.

Two or more authors:

Ward, Geoffrey C., and Burns, Ken. 2007. *The war: An intimate history, 1941–1945*. New York: Knopf.

Mention all authors' names, even when four or more.

- **Internet sources**

The shortest URL path should be provided and the date of access included:

Eldis (2015). *Latest news*. URL: <http://www.eldis.org/go/latest-news#.VRCTYeEfhso>
Accessed on 18.03.2015.

- **Interviews and field notes**

Insert references to an interview or field note in the text like: From my interview with Julia Schal in 2010 I learned that ...; ... from my field notebook (or: research diary) entry from 10.3.2010 we see that Or use short references like: (Julia Schal, 2010), (Field research notebook 10.3.2010). In case of quoting original spelling, grammar and punctuation mistakes in interviews and field notes are to be corrected. Whenever it is necessary, interviewees should be made anonymous with both a first and last name.

3. RESEARCH ARTICLE

Manuscripts submitted as research papers will be judged on the rigour of design, which might include any or all of the following aspects, depending on the nature of the paper: methodology, theoretical frameworks, review of literature, validity, and overall quality of argument.

Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere. If the material has been presented at a conference or is part of a research study or similar project, this must be stated.

Heading

Follow the GENERAL GUIDELINES.

Abstract

Underneath the author's name, maximum 100 words, followed by a blank line.

When writing the abstract attention should be focused on the following questions:

- What is the general gist of the piece?
- What is its purpose?
- What do you expect the audience 'to do' with the information?

Keywords

Underneath the abstract, four or five words that help to situate your research.

Introduction

Introduction paragraph containing key questions of your research, which your article aims to answer. Maximum 100 words, followed by a blank line.

Subheadings

No more than four words. Their purpose is to introduce new sections of the article and improve legibility. Capitalize only the first letter of the first word of the subheading, followed by a blank line.

Paragraphs

Leave a blank line between paragraphs, NO indentation.

Visual materials

The purpose of tables, photos and other visual material or is to present data to the reader in a clear and unambiguous manner. Send these as images in separate files and write a 'call' to them in the place of your article where the image needs to be inserted. This is needed for the editing of the journal. See section 8 below for further information.

4. ESSAY

In an essay you defend a thesis statement with arguments. At the end, you reach a conclusion in tune with the statement you presented in the introduction. Choose a topic that is narrow enough to be explained adequately in short.

5. FIELD RESEARCH REFLECTIONS

In field research reflections you elaborate on a personal experience while doing ethnographic research in the field or writing your report about data collected. It might be regarding a specific incident or about some topic you encountered in your research.

6. COLUMN

In a column the author expresses her or his opinion about a topic that must concern an aspect of gender and anthropology. Your arguments must make sense and provide insight. Through your arguments, you will need to convince the readers that your viewpoint is right.

7. BOOK REVIEW

In a book review you summarise a book and comment on it. Organise the heading of your book review as follows:

Title of book under review: Use lowercase letters except at the beginning of the title and first letter of names. Do not use bold neither underlined, do not punctuate at the end.

Name of the book's author followed by year of publication: First name, surname, year, no punctuation at the end.

Name of the publishing house: Check correct name, no punctuation at the end.

Book reviewer's name: First name, surname, position and employer (which university), no punctuation at the end.

8. VISUAL MATERIAL

We accept two types of visual material:

- Loose pictures or illustrations inspired by the main theme of the journal preferably accompanied with a short text. Attach a description of what it is intended with that picture, what it symbolizes or portrays.
- Photos or illustrations that accompany an article. Send these images in a separate document and write a call in the place where they need to be inserted.

Photos and illustrations should conform the style of the magazine. The journal will print images in only black/white.

Send your images and the accompanying texts in separated files:

- The resolution of the images should be at *least 2 MB* or *300 dpi* at the intended size.
- File each image in a separate ‘jpg’, ‘eps’, or ‘tif’ document.
- Provide each image with a caption. A caption consists of two parts: the factual information about the image and the so-called credits: the name of the photographer and the date (when possible) or the source of the table or illustration.
- Collect the captions in a separate accompanying Word-document in which you number all the images and their captions in different paragraphs: Image 1: ...; Image 2: ...
- Regarding the factual information rules: people may be photographed only with their permission.
- In general the caption provides information about “the who, what, where, when and why”. When creating a caption do not describe what can be seen on the picture but add some information that cannot be seen in it.
- Each image should be given the following name: **[First name and Surname of author]_[Image number].jpg**
- The separate Word-document with the captions or other information about the images should be named: **[First name and Surname of author]_[Text for images].jpg**

9. ADDITIONAL INFORMATION

- Find your own voice as author.
- Watch out for jargon! Do not overuse it. For every piece of jargon make sure you give an explanation in an endnote with a definition, or some background information or contextualize it with a word or phrase.
- The editor reserves the right to decline the publication of a submission. When an article is accepted, that means that **IT IS ACCEPTED FOR PUBLICATION AFTER THE EDITING PROCESS HAS BEEN COMPLETED**. Manuscripts received after closing date will not be considered.
- The editorial team works as follows: After receipt of the manuscript the editor-in-chief will respond with information about the time schedule. The editor-in-chief will distribute the manuscripts among the members of the editorial board, who will discuss the quality and adequacy of the submitted contributions. Afterwards, the author will receive notification about whether her/his article has been accepted or not. Later, the author will receive the editors' comments and track-changes on the manuscript. If there are multiple authors, the editor maintains only contact with the lead author who submitted the contribution.
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