



Instructions for Authors

Scope

Society & Animals (SOAN) publishes studies that describe and analyze our experience of nonhuman animals. The goal of the journal is to stimulate and support an emerging content area within the social sciences and the humanities. The field of human-animal studies examines the ways in which nonhuman animals figure in our lives. Authors are encouraged to include data-based discussion bearing on ethical and policy considerations in the current debate over the place of nonhuman animals in an increasingly human-centered world. *Society & Animals* spans four broad areas:

1. applied uses of animals (research, education, medicine, agriculture)
2. animals in popular culture (entertainment, companion animals, animal symbolism)
3. wildlife and the environment
4. sociopolitical movements, public policy, and the law

Society & Animals gives priority to manuscripts that contain significant new results of empirical investigations. However, other types of papers such as theoretical analyses, literature reviews, and methodological contributions are also considered, as are comments on previously published papers and on topics pertinent to the journal. As occasioned, *Society & Animals* solicits comments on selected articles. Any current method within the scholarly traditions of the several social sciences may be applied. Qualitative, ethnographic, and phenomenological methods are welcome, in addition to quantitative and experimental styles of research. Studies employing methods in the tradition of investigations in the humanities, particularly historical and literary analyses, are also welcome.

Ethical and Legal Conditions

Please note that submission of an article for publication in any of Brill's journals implies that you have read and agreed to Brill's Ethical and Legal Conditions. The Ethical and Legal Conditions can be found here: brill.com/downloads/conditions.pdf.

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Society & Animals now uses online submission only. Authors should submit their manuscript online via the Editorial Manager (EM) online submission system at: editorialmanager.com/soan First-time users of EM need to register first. Go to the website and click on the "Register Now" link in the login menu. Enter the information requested.

When you register, select e-mail as your preferred method of contact. Upon successful registration, you will receive an e-mail message containing your Username and Password. If you should forget your Username and Password, click on the "Send Username/Password" link in the login section, and enter



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your first name, last name and email address exactly as you had entered it when you registered. Your access codes will then be e-mailed to you.

Prior to submission, authors are encouraged to read the 'Instructions for Authors'. When submitting via the website, you will be guided stepwise through the creation and uploading of the various files.

A revised document is uploaded the same way as the initial submission. The system automatically generates an electronic (PDF) proof, which is then used for reviewing purposes. All correspondence, including the editor's request for revision and final decision, is sent by e-mail.

Double-blinded Peer Review

SOAN uses a double-blind peer review system, which means that manuscript author(s) do not know who the reviewers are, and that reviewers do not know the names of the author(s). When you submit your article via Editorial Manager, you will be asked to submit a separate title page which includes the full title of the manuscript plus the names and complete contact details of all authors. This page will not be accessible to the referees. All other files (manuscript, figures, tables, etc.) should not contain any information concerning author names, institutions, etc. The names of these files and the document properties should also be anonymized.

Contact Address

For additional information or if you need help in uploading your manuscript please visit the author tutorial or online help links given at the right side of the log-in window. For remaining questions please contact the editor, Dr. Kenneth Shapiro, at: ken.shapiro@animalsandsociety.org.

For eventual questions about Editorial Manager, authors can also contact the Brill EM Support Department at: em@brill.com.

File Format

Please upload source files such as .doc, and not .pdf files.

All manuscripts are refereed by the Board of Editors and outside reviewers.

Submission Requirements

Language

Manuscripts should be submitted using American English spelling; the dictionary to use is the Merriam-Webster Collegiate (10th Edition).

Contributors should use language that is respectful of our relation to animals of other species, e.g. gender-based pronouns such as *his*, *her*, *who*, and *whose*; *companion animal*, *animal in the laboratory*, *non human animal*, *keeper* or *caretaker* (not *owner*).



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Manuscript Length

Articles should be no longer than 7,000 words (including references).

Manuscript Structure

All manuscripts should be typed double-spaced, with generous margins, and left justified.

The elements of the manuscript should be in the following order:

Title

Author, author's affiliation—including faculty, department or institute, university, full mailing address, and author's e-mail address:

Abstract

Keywords

Body of text

Endnotes

References

Tables

Figures

The journal makes use of *The Publication Manual of the American Psychological Association* (6th ed., 2010) and, for additional style guidance, *The Chicago Manual of Style* (16th ed.)

(chicagomanualofstyle.org/home.html).

Abstract and Keywords

Manuscripts should include a short abstract of 120–150 words maximum, as well as up to five or six keywords. In the abstract, the active voice should be used, with no use of the first person (“I” or “we”).

Headings

All headings are flush left.

The First Level Heading

The Second Level Heading

Text Citation

In the text, use the author's last name followed by comma, year of publication, and page number if any material is a quotation.

Jones (2005) writes the following:

The animals in the circus gave their trainers an ultimatum (Jones, 2005).



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The animals in the circus told their trainers they wanted to “go back to the jungle” (Jones, 2005, p. 34).

Personal communications—text only; do not enter in reference list:

(J. J. Jones, personal communication, November 15, 2005)

J. J. Jones (personal communication, November 15, 2005)

For references with multiple authors—cite up to five authors the first time, then use surname and “et al.”

For six or more authors, cite the first author and follow with “et al.” both initially and thereafter.

Endnotes

Use endnotes to provide information that supplements text. Do not use them as a reference list.

References

The Journal uses author/date text cites and corresponding entries in the reference list. Add a DOI where possible. All citations in the manuscript must appear in the reference list, and all references must be cited in text. The references should be placed in an alphabetical list at the end of the article.

Author, A., & Author, B. (2014). Title of article. *Periodical*, p. 1. DOI: 10.1163/15685306-12341360.

Author, A. A. (2014). The title of the article. *Journal*, 1(2), 1–20. DOI: 10.1163/15685306-12341361.

Author, A., & Author, B. (2014). Chapter title. In A. Editor & B. Editor (Eds.), *Book title* (pp. 1–20). City: Publisher.

Author, A., & Author, B. (2014). *Book title*. City: Publisher.

Author, A. (2014). *Title of the Dissertation*, Unpublished doctoral dissertation. University: City.

Author, A. (2014). Article title. In A. Editor & B. Editor (Eds.) *Symposium Title, Vol. 1, The Title* (pp. 1–20). City: Publisher. DOI: 10.1163/15685306-12341362.

Author, A., Title of article. Retrieved September 5, 2014, from <http://www.someinternetsite.html>.

Figures and Tables

All figures and tables should be cited in the text. Figures should be submitted as separate source files in .eps, .tif, or .jpg format, in a size suitable for the typesetting area of the journal. The resolution of these files should be at least 300 dpi for half-tone figures and 600 dpi for line drawings. Number the files, and indicate in the manuscript where they are to appear (“Fig. 1 here”).

The text in a figure must be legible and should not be smaller than corps 7. The size of this lettering for any text in a figure should be the same for all figures in the manuscript.

Italics

Italicize titles of books, periodicals, and microfilm publications, foreign phrases, and words that could be misread. Do not use italics for emphasis, abbreviations, or for foreign phrases common in English.



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Lists

For items in a sentence, use lowercase letters enclosed in parentheses: (a) (b) (c).

For a vertical list, use Arabic numerals followed by a period and one space. Make sure the lists maintain parallelism.

Numbers

Spell out numbers under 10; but express numbers from 10 and above, both cardinals and ordinals, in figures. Spell out any number that begins a sentence, title, or heading. Avoid beginning a sentence with a number.

Quotations

Use double quotation marks (“ . . .”) to enclose material up to 39 words. Single quotation marks (‘ . . .’) should be used to enclose material quoted within the quotation.

Indent quotations of 40 words or longer. Use double quotation marks for direct quotations within the block quotation.

Publication

Proofs

Upon acceptance, a PDF of the article proofs will be sent to authors by e-mail to check carefully for factual and typographic errors. Authors are responsible for checking these proofs and are strongly urged to make use of the Comment & Markup toolbar to note their corrections directly on the proofs. At this stage in the production process only minor corrections are allowed.

Alterations to the original manuscript at this stage will result in considerable delay in publication and, therefore, are not accepted unless charged to the author. Proof corrections should be returned within four working days to the editor, Dr. Kenneth J. Shapiro, e-mail: ken.shapiro@animalsandsociety.org.

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Transfer of Copyright

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Should the author wish to publish the article in Open Access he/she can choose the Brill Open option. This allows for non-exclusive Open Access publication under a Creative Commons license in exchange for an Article Publication Charge (APC), upon signing a special Brill Open Consent to Publish Form. More information on Brill Open, Brill's Open Access Model and the Brill Open Consent to Publish Form can be found on brill.com/brillopen.



Instructions for Authors

Appendix: Three-part Style Guide (2007 Revision):

Part 1, The Guide

Part 2, Sample Reference List

Part 3, Cheat Sheet

This Style Guide supplements *The Publication Manual of the American Psychological Association* (Fourth Edition). Dictionary of record is *Merriam-Webster Collegiate* (10th Edition). *Society & Animals* uses U.S. English constructions and spelling. *Note:* If your field's disciplines differ substantially from *Journal* style requirements, please advise. We will work with you to achieve a mutually satisfactory accommodation.

Part 1, The Guide

Order of 9 Elements

Title

Author, author's affiliation--including faculty, department or institute, university, full mailing address, and author's e-mail address:

Abstract--all papers must include an abstract

Keywords--all papers must include key words.

Body of text,

Endnotes

References

Tables

Figures

Presentation: Justify left

Abstract

- 120-180 words maximum
- Active voice only
- No use of first person (I or we)

Keywords

List in lower case important words used in abstract and text.



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Body of Text

Use author-date format for cites—author’s last name and date of publication. Do not provide author’s first name or name of publication.

- Bold heads
- Italicize subheads.
- Indicate Table and Figure placement first mention at end of paragraph.

Table 1 about here

Figure 1 about here

Endnotes

Use endnotes to provide information that supplements text. Do not use as a reference list. The Journal uses author/date text cites and corresponding entries in Reference List.

Speaking of Nonhuman Animals

Use “nonhuman” animal first mention in title, abstract, heads, and text. Use “companion animal” or “animal companion” first mention in title, abstract, heads, and text. Use proper name, when appropriate, for a nonhuman animal. Use “animal in the laboratory” (“zoo, wild,” or “on the farm”) first mention in both abstract and text. Use personal pronouns to refer to all nonhuman animals (even “no-see-ums”).

Editorial Guidelines

Heads and Sub-heads

Please supply heads and subheads both to break up long blocks of text and to lead the reader through the paper.

Italics

- Italicize titles of books, periodicals, and microfilm publications, foreign phrases, and words that could be misread.
- Do **not** italicize for emphasis, abbreviations, or foreign phrases common in English.

Lists

- For items in a sentence, use lower case letters enclosed in parentheses: (a) (b) (c).
- For a vertical list, use Arabic numerals followed by a period and one space. Make sure the lists maintain parallelism.



Instructions for Authors

Numbers

Express numbers under 10 in words. Express numbers 10 and above, both cardinals and ordinals, in figures. Spell out any number that begins a sentence, title, or heading. Avoid beginning a sentence with a number.

Parallelism

When a series begins with a particular part of speech, use that part of speech throughout the series.

Example: The participants were told **to make** themselves comfortable, **to read** the instructions, and **to ask** about anything they did not understand.

Running Headers

A short running headline may not be longer than 60 characters.

Quotation Marks

Double quotation marks enclose material up to 39 words. Single quotation marks enclose material quoted inside the quotation. Indent quotations of 40 or more words. Use double quotation marks for direct quotations inside the block.

Citations and References

All citations must be in the Reference List, and references must have a matching text citation.

Text Cites

Last name only of author, followed by comma, year of publication, and page number if any material is a quotation.

- Jones (2005) writes the following:
- The animals in the circus gave their trainers an ultimatum (Jones, 2005).
- The animals in the circus told their trainers they wanted to “go back to the jungle” (Jones, 2005, p. 34).

Personal communications--text only; do not enter in reference list.

- (J. J. Jones, personal communication, November 15, 2005)
- J. J. Jones (personal communication, November 15, 2005)

Multiple authors--cite up to five authors first use, then only first author followed by, & et al. For six or more authors, cite first author and follow with & et al. both initially and thereafter.



Instructions for Authors

References

- All references must have matching text cites.
- Use Part 2, Sample Reference List, to construct your Reference List.

APA SAYS...

Active Voice

“Verbs are vigorous, direct communicators. Use the active rather than the passive voice, and select tense and mood carefully” (APA, p. 32)

Long Sentences and Long Paragraphs

Although writing only in short, simple sentences produces choppy and boring prose, writing exclusively in long, involved sentences creates difficult, sometimes incomprehensible material. Varied sentence length helps readers maintain interest and comprehension. When involved concepts require long sentences, the components should march along like people in a parade, not dodge about like broken field runners. Direct, declarative sentences with simple, common words are usually best” (APA, p. 28) (*Please note: The Journal edits overlong sentences and breaks long paragraphs at an appropriate breaking point.*)

Misplaced and Dangling Modifiers

Misplaced modifiers, because of their placement in a sentence, ambiguously or illogically modify a word. You can eliminate these by placing an adjective or an adverb as close as possible to the word it modifies.

Unclear

The investigator tested the subjects using this procedure. [The sentence is unclear about whether the investigator or the subjects used this procedure.]

Clear

Using this procedure, the investigator tested the subjects (APA, p. 38)

While and Since

Use *while* to link events occurring simultaneously; use *although*, *whereas*, *and*, or *but* in place of *while*.... *Since* is more precise when used to refer only to time (to mean "after that"); otherwise, replace with *because*. (APA, pp. 42-43).



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Part 2: Society & Animals Reference List

(Fictitious references below)

Books

Granger, H. (2005). *Animals I have known* (Rev. ed.). New York: Scholastic Inc.

Jones, A. B., & Smith, C. D. (2005). *How to write a style guide: From start to finish*. Washington, DC: Smithsonian Institute.

Jones, A. B., & Smith, C. D. (2005). Who needs all this style guiding anyway? In E. B. Brown & J. C. Green (Eds.), *Style for the ages* (pp. 125-135). Washington, DC: Smithsonian Institute.

Merriam-Webster Collegiate Dictionary (10th ed.). Springfield, MA: Merriam-Webster.

Karr, S. (Ed.). (2000). *Dictionary of obsolete print terminology* (2nd ed., Vols. 1-3). Arlington, VA: The Printing Press.

Manet, A. (1999). *Nonhuman animals and you* (K. Shapiro & M. Randour, Trans.). Hillsdale, NJ: Erlbaum (Original work published 1937).

Roget, G. (1999). *Votre grenouille a mangé mon déjeuner* (Your frog has eaten my lunch). Paris: Presses de France.

Shapiro, K. J. (2005). *Rats I have known* (2nd ed.). Washington, DC: Smithsonian Institute.

Weasley, R. (in press). What next? In B. Buckbeak & C. Crookshanks (Eds.), *Empirical study of magical theories: Vol. 5. Magic tomorrow*. Washington, DC: Magic Press.

Journals

Lauffer, M. A. (Ed.). 500 workshops are not enough (Special Issue). *Workshops, 100* (3).

Journal (Entire Issue)

Smith, A. B., & Brown, G. (2003a). The search begins. *Everyday Events, 48*, 525-550.

Smith, A. B., & Brown, G. (2003b). The search continues. *New Every Day, 45* (2), 10-25.

Journal Paginated by Issue

Smith, A. B., & Brown, G. (in press). The search has a happy ending. *Everyday Events*.

Magazine, Newspaper, Newsletter, Brochure

Magazine

Hagrid, P. (2005, January 5). Following the spiders. *Forests, 247*, 656-670.

Daily Newspaper Article, No Author

Three cheers for the elephants. (2005, May 21). *The London Times*, p. A12.

Traveler, R. (2005, June 23). High mountain valleys in West Virginia. *The Charleston Gazette*, pp. A1, A4.

Daily Newspaper Article

Weasley, B. (2004, Spring). Dragons in Romania. *Dragon Studies, 41*, 52-59.



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Newsletter

Smith, R. W. (2005, Winter). Keeping companion animals warm when it's cold. *Care for Companion Animals*, 34, 8-10.

- Give date as it appears on issue.
- Give volume number

Brochure

Research and Training Center for Saving Animals in the Wild. (2002). *Guidelines for writing press releases about individual species* (2nd ed.). [Brochure]. Washington, DC: Author.

- Format references to brochures in same way as those to entire books. In brackets, identify the publication as a brochure.

Doctoral Dissertations and Master's Theses

Gordon, G. F. (2001). Ancestry of the Hopi Indians: Descendants of various groups from north, south, and east over three centuries. *Dissertation Abstracts International*, 52 (01), 428A. (University Microfilms No. AAF87-14245)

- Doctoral Dissertation Abstracts (DA) published and obtained on university microfilm. Beginning with volume 27, DA paginates in two series--A for humanities; B for sciences. Beginning in 1930, DA title is Dissertation Abstracts International (DAI). For Master's Thesis abstracted in Masters Abstracts International and obtained on university microfilm, use format shown; give as publication information the title, volume numbers, page numbers, and the University Microfilms number.

Hensley, E. R. (2003). Mesa homes of the Hopi Indians: Social and religious use of the kivas over 100 years [Pueblo State University, 1990]. *Dissertation Abstracts International* 59, 47562.

- Doctoral Dissertation abstracted in DAI and obtained from the university]. Use same treatment for Master's Thesis.

Jackson, R. W. (2004) *Multilinal clans of the Hopi Indians: Customs and traditions of the Bear and other prominent clans*. Unpublished doctoral dissertation. Pueblo University: Chinle, AZ.

- Doctoral Dissertation unpublished. Use same treatment for unpublished Master's Thesis. Do not give name of state if included in name of university.

Symposia Proceedings

Published Proceedings

Anderson, P. R. (2004). Educational approaches to working with nonhuman animals in the wild. In R. Simpson (Ed.), *Alaska Symposium on Education: Vol. 22, New perspectives* (pp. 286-403). Juneau: University of Alaska Press.

- Capitalize the name of the symposium, a proper name.



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Unpublished Contributions to Symposium

Martin, L., Johnson, P., & Oliver, N. (2004, May). Enrichment items introduced at the Tivoli Zoo. In R. E. Winters (Chair). *Reducing traumatic experiences for nonhuman animals housed in urban zoos*. Symposium conducted at the Second International Congress of Zoos, Aalborg, Denmark.

- If month is known, give both it and year.

Internet

Parker, C. T. (2005). Websites and referencing them. In *Web guides*. Retrieved September 5, 2005, from <http://www.webgsnet/citation.htm>

- Internet Guidelines. Author, date published if available; otherwise, n. d. (no date). Title of article; title of web site; retrieved date; from URL. Separate items of citations with periods.



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Part 3: Society & Animals Reference List

This Style Guide supplements *The Publication Manual of the American Psychological Association* (4th ed.)/
For additional style guidance, the journal uses *The Chicago Manual of Style*. The dictionary of record is
Merriam-Webster Collegiate Dictionary (10th ed.). The journal uses U. S. English spelling.

Abstract—required

- active voice
- third person
- 150 words maximum

Keywords—required

- important words used in abstract and text

Nonhuman Animals

- nonhuman animal initially in title, abstract, heads, and article
- companion animal or animal companion initially (see above)
- nonhuman animal in the laboratory...in the wild...on the farm--first use
- personal pronouns for all animals from no-see-ums to humans
(*the dog who...*)
- gender specification only if content requires
(*cow=she; bull=he; however, no use of "it"*)

Text Cites

- author/date (Jones, 1999) or Jones (1999)
(*no citing of names of books, articles, or first names of authors*)
- all names used up to five authors first use; then, first author et al.
- first author et al. for six or more authors;
- author/date first use in a paragraph, then author only
- author in personal communication (inits., last name); date (May 5, 2005)
- text cites matched to Reference List entries and vice-versa

Reference List

- author/date, alphabetized by author's surname
- references matched to text cites and vice-versa
- style (*Society & Animals* Reference List samples in Part 2)