

# **INSTRUCTIONS FOR AUTHORS**

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PREPARING YOUR MANUSCRIPT

*for*

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RESEARCH  
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## Using These Instructions

While all information provided in these instructions is important and should be read over prior to writing your article, critical instructions have been called out for you using the following icon:



Any information provided to you in separate discipline-specific guidelines or addenda should be adhered to. If you have received conflicting information please consult your OUP editor as certain subject areas may have bespoke requirements.

## Your Contract

Your contributor contract should have been provided to you via AdobeSign, a secure contracting service. If you have not received a contract, please contact your OUP editor immediately. Please include the names and email addresses of all coauthors in this correspondence. We will be unable to accept your submission if we have not received a signed contract.

## Manuscript Submission Checklist

Before submitting your final manuscript, please be sure that:

- You have returned a signed copy of your contract.
- You are submitting the final version of your article.
- The article title is listed at the top of your document and is exactly as it appears in your contract. If your article title has changed, please notify your OUP editor at the time of submission.
- You provided your full name and affiliation as you want them to appear on the published article.
- You have provided an [article summary and keywords](#), and, if appropriate, a list of abbreviations, and a style guide.
- Headings and subheadings are concise and consistently formatted.
- All special characters, accents, and symbols are as they should appear in the published article. If your article includes non-standard characters and symbols, use Unicode fonts and provide a pdf of your article in addition to a Word version.
- All notes and references are complete and consistently formatted (see the [Notes, References, and Bibliography](#) section in these guidelines). Your reference list should contain an exact reference for each citation in the text.
- All written permissions to reproduce images, tables, and text have been paid for and filed with your OUP editor.
- You have provided all final versions of images and tables with a complete and accurate caption list, as per [requirements](#) detailed in these guidelines.

## Writing Your Article

Your article should be written for scholars and university-level readers, including advanced undergraduates, graduate students, researchers within your field and adjacent fields, and secondary and elementary classroom teachers seeking up-to-date articles and materials on the major topics in your field. Your article should include a synthetic summary of key topics and their development over time, as well as discussion of important contributions and contributors, debates, controversies, and possible directions for future research. Your article can reflect your perspective or analytical approach. Avoid format-specific terminology such as “the next page” or directional language such as “see above.”

**Be original.** Oxford Research Encyclopedias only publish new, previously unpublished articles. Avoid reproducing text or commentary—even your own— which has already appeared or been published elsewhere.

**Think long-term.** Do not engage with anything that is obviously ephemeral and will cause your article to date very quickly. To some extent this involves excising obvious references to recent geopolitical events *as recent events*. Of greater significance is that you exercise judgment on what controversies within the discipline will look like mere “flashes in the pan” five or ten years on. While it is not necessary to avoid these altogether, be cautious to not overstate their significance or unduly devote too much space to them. Similarly, do not comment on the state of the discipline via analysis of journal content in your subfield. This sort of analysis is invariably tied to a specific and recent period of time, which could quickly date the analysis.

**Length and scope.** Follow word count and scope guidelines as set forth in your contract. Do not devote more than a sentence or two to calling attention to the topics you are unable to discuss. Limit the use of jargon and abbreviations and define uncommon technical terms.

**Title.** Your article title is listed on your contract. If you would like to suggest a new one, please confer with your OUP editor. Titles should be concise yet descriptive of the content within. Avoid hypothetical or rhetorical questions, as well as over-flowery language. Avoid using subtitles. When titling your work, consider how you would like the article to appear in [online search results](#).

**Your reader.** Assume that the reader is knowledgeable in the field and its discourse and terminology. Though it is always a good idea to avoid jargon, you can and should engage with the terms and ideas in circulation in the area.

## Discovering Your Article Online

Articles should be titled with online discoverability in mind. We expect the editor in chief and OUP editors to make the final decision on article titles but if you choose to propose a new title, please keep the following in mind.

The way an article is titled has a significant impact on the number of potential readers who will find your work. Increasingly Google and other search engines are the starting point for academic research. With this in mind ORE has been engineered to optimize discoverability of your work on the open web. Search engines, including the search functionality within ORE, approach a title on its own terms. Contextual factors, including keywords and the article summary, may influence an individual’s decision to read the article, but the primary consideration for discoverability is the wording of the title itself. The more specific and straightforward the title, the more likely people looking for an article on that specific topic are to find your work.

### Titling for Discoverability

Titles should accurately and specifically describe what the article is about without being too general. Avoid hypotheticals or rhetorical questions. Consider using terminology that is frequently searched but does not have too much competition. Also worth noting: Google values the beginning of titles more than the end. Best practices for titling for discoverability include:

- Use no more than 40 characters—including spaces—in length.
- Accurately and specifically describe the content. Good: “Gulags Under Stalin.” Less good: “Gulags.”
- Consider how users search. Good: “Che Guevara in Bolivia.” Less good: “Building Upon Che Guevara’s Bolivia.”

- ❑ Specialized fields of study are highly discoverable (“person in environment theory”). These terms have little competition and a lot of traffic.

*Example:* A search for “anthropology and genocide” in Google returns an OUP article titled “Anthropology and Genocide” on the first page of results. However, if you were to search just “Genocide,” the same article would be unlikely to be discovered. “Genocide” is too general a title.

*Example:* The title “Messiah with the Microphone? Oral Historians, Technology, and Sound Archives” is not a highly discoverable title because of its length and because of the “Messiah with the Microphone...” A more discoverable title may be “Oral Historians, Technology, and Sound Archives” because users are more likely to search “oral historian technology archive.”

**Please note:** if your article will focus on a specific geographic location, please be sure to indicate this in your title and article keywords.

## Images, Audio, and Video Components

### Images, Figures, Tables, etc.

Images include photos, line drawings (including written music examples), tables, charts, maps, and illustrations. Images should be used sparingly and you should consult with your OUP editor before deciding to include them in your article.

Consider the following criteria for inclusion:

- ❑ Is describing the image in words inadequate?
- ❑ Is the image substantively appropriate to draw attention to the point being made?
- ❑ Is the image current and accurate?
- ❑ Is the image easy to understand?
- ❑ Does the image enhance the information in the text without being redundant?
- ❑ Is the image easily reproducible?

If you do decide to include images, we strongly suggest choosing non-copyrighted materials. For copyrighted materials, you must file cleared permissions with OUP.

### Image Requirements

- ❑ Provide each graphic component as an individual file in one of the acceptable file formats – PNG, JPG, or GIF (unanimated only). Do not embed them in your manuscript. Do not merge multiple images into a single file.
- ❑ Tables should be Word or Excel files with author name and image number as filenames, e.g. “Smith-Table 1.” (Don’t embed tables in the body of your article.)
- ❑ Placement of images and tables in the article should be indicated by callouts in brackets and bold font, e.g. “[insert **Smith- Fig 3 here**].”
- ❑ Illustrations should be submitted as.jpg image files.
- ❑ Digital images should be submitted along with your article through ScholarOne (see [“Submitting Your Article,”](#) below). Digital files should be named with author name and image numbers, e.g. “Smith-Fig 8” for the eighth image in your article. If you have difficulty submitting your image through ScholarOne, please contact your development editor.
- ❑ **Digital art should be at least 1280 pixels on the longest side.**

- If you are working with photographic prints, please mail the originals. Do not scan or photocopy photographs and pictures from a printed work. Do not submit photographs printed from computer screens, video stills, or television. Keep one (photo)copy of each photograph for your records.
- Prints should be labeled with author name and image numbers, e.g. “Smith-Fig 8” for the eighth image in your article.
- Indicate orientation of hard copies with “TOP” indicating “top of photo.” If the photo needs to be cropped, indicate how on an accompanying photocopy.
- Provide captions at the end of your article. Captions should be concise and followed by a complete credit line, e.g. “[Smith Fig 1]: A Roman copy (1st century BCE) of a Greek bronze of Alexander the Great. The distinctive hairstyle immediately marks him as Alexander, despite the Roman cuirass. [Credit line: Alexander the Great. The National Archaeological Museum, Naples. Alinari © Alinari Archives, Florence.]”
- Confirm if an image is floating or anchored to a specific place in the text.

### Audio and Video

You are encouraged to supplement your article with audio and video files, which will be embedded directly in your text. You should consult with your OUP editor before deciding to include audio or video in your article.

Consider the following criteria for inclusion:

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- Is the audio or video substantively appropriate to draw attention to the point being made?
- Is the audio or video current and accurate?
- Does the audio or video enhance the information in the text without being redundant?
- Are the audio or video files clear and complete?

If you do decide to include audio or video, we strongly suggest choosing non-copyrighted materials. For copyrighted materials, please seek permissions.



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- File permissions with your OUP editor before you submit your article.

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## Article Summary and Keywords

You will need to supply an article summary prior to submitting your completed article. Keywords should be submitted along with your article. If you would like to revise your article summary, you may submit revisions when you submit your completed article. Please provide keywords and the optional revised article summary at the beginning of your manuscript.

### Article Summary

The article summary should be a brief synopsis of the topic, no more than a paragraph or two. It should be roughly equivalent to a definition. Rather than a traditional abstract which may use directional language ("in this article"), the summary should be able to stand on its own as a useful piece of content without reference to a larger article. It will include the basic facts without the interpretive or synthetic gloss that the full essay will have. Consider that the first few lines of the summary may be used for the snippets in Google search results and should thus introduce the topic clearly and concisely. Please note that article summaries should not contain citations.

### Keywords

Please suggest 5-10 keywords that can be used for describing the content of the article and will ensure your article is searchable and discoverable online. Keywords are equivalent to terms in an index in a printed work. Keywords should meet the following criteria:

- Keywords should be one word where possible, though two- and three-word specialist terms are acceptable where necessary.
- Keywords should not be too generalized.
- Each keyword would ideally appear in the accompanying article summary.
- Keywords may be drawn from the article title.

### Sample summaries and keywords

*Article title:* Acoustic Phonetics

*Summary:* Sound waves form the physical link between speaker and hearer. Central to the field of acoustic phonetics are the concepts and techniques of acoustic physics; but acoustic phonetic research also integrates knowledge about how speech signals are produced by a speaker, how they are perceived by a hearer, and how they are structured by the phonology of languages. From the linguist's point of view, acoustic phonetics provides quantitative information on the realization of the sound system of a language, supplementing the data available from auditory phonetics.

Acoustic phonetics is a relative newcomer to the discipline of phonetics. Developments in the 19th century in the field of acoustics laid its theoretical foundations; but it was given its real impetus in the 20th century, by techniques for recording sound and analyzing it electronically. The availability

of computers for digital processing of signals gave it further momentum. Acoustic phonetics has become arguably the most successful branch of phonetics. Its primary data are easy to obtain (unlike, e.g., data on muscle activity in speech production); and advances in acoustic phonetics are often stimulated by the prospect of practical applications in such areas as telecommunications and human/computer interaction through speech.

*Keywords:* speech signals, sound system, acoustics, phonetics, human/computer interaction

*Article title:* Just Intonation

*Summary:* When pitch can be intoned with a modicum of flexibility, the term “just intonation” refers to the consistent use of harmonic intervals tuned so pure that they do not beat, and of melodic intervals derived from such an arrangement, including more than one size of whole tone. On normal keyboard instruments, however, the term refers to a system of tuning in which some 5ths (often including D–A or else G–D) are left distastefully smaller than pure in order that the other 5ths and most of the 3rds will not beat (it being impossible for all the concords on a normal keyboard instrument to be tuned pure). The defect of such an arrangement can be mitigated by the use of an elaborate keyboard.

*Keywords:* pitch, harmonic intervals, melodic intervals, tuning

## Notes, References, and Bibliography

The preferred style is:

1. [Author-date citations with a reference list.](#)

Please consult your OUP editor if you have any questions. Examples for the style are available in the [appendix](#). If you feel strongly that your article requires a different citation style, please discuss with your development editor before submitting your article.

During copyediting, your references will be edited for style but will not be fact-checked, so please pay special attention to the accuracy of your references. Please also ensure that all references are full, complete, and consistently formatted. Do not use *ibid.*, *id.*, *op. cit.*, or other such reference abbreviations. Do not use a long dash to replace a repeated author name in a reference list. Give page ranges in full (651–652, not 651–52).

References should, in general, be only to materials that are likely to remain accessible. This means that unpublished conference papers and similarly ephemeral materials should not be referenced unless they are forthcoming in some published form. Materials published on the web should be considered carefully. Consider if the material will remain accessible. If the materials in question have a DOI (digital object identifier) be sure to include it in your citation.

## Cross-references and Related Articles

Publishing online creates opportunities to cross-reference your article to related content. A list of articles you may link to can be provided by your OUP editor. Your editor in chief and editorial board will review your article for potential cross-references as well.

### Related Articles

Related articles are linked at the article level. On ORE, related articles will appear as a sidebar (see the below screenshot taken from [Oxford Handbooks Online](#)). For example, from the article “Labor Markets and Flexibility,” the reader would be able to link directly to “Institutionalizing the Employment Relationship” from the sidebar. In this way, ORE allows researchers to navigate the entire discipline. You may suggest these article-to-article links by listing related articles at the top of your manuscript. Suggestions are subject to editorial approval.

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## Labor Markets and Flexibility

Jill Rubery

The Oxford Handbook of Work and Organization

Print Publication Date: May 2006      Subject Issues

Online Publication Date: Sep 2009      DOI: 10.1093/oxfordhb/9780199286263.013.0001

### In This Article

- 1.1 Introduction
- 1.2 Employing Organizations and the Organization of Work
  - 1.2.1 From Bureaucratic Internal Labor Markets to the Flexible Firm?
  - 1.2.2 New Organizational Forms and Changing Labor Markets
  - 1.2.3 High Commitment Work Practices and Changing Labor Markets
  - 1.2.4 Making Sense of the Role of Organization in the Post-Fordist Labor Market
- 1.3 Labor Supply
- 1.4 Changes in the Form of the Employment Relationship
- 1.5 Towards a New Model?
- References

### [-] Abstract and Keywords

The labor market has traditionally been viewed in terms of labor and on the management of employment in the era of the industrial model of employment markets and the rise of so-called flexible labor markets to be: employing organizations and the associated labor supply; and the form of employment relationship support of this characterization. Its main objective is to be interpreted, particularly with respect to the new element is related to or reflective of changes in the labor market.

Keywords: labor market, industrial model, employment relationship

### 1.1 Introduction

The labor market has traditionally been viewed in terms of labor and on the management of employment in the era of the so-called Fordist or industrial model of employment markets and the rise of so-called flexible labor markets to be: employing organizations and the associated labor supply; and the form of employment relationship support of this characterization. Its main objective is to be interpreted, particularly with respect to the new element is related to or reflective of changes in the labor market.

#### Related Content

[Institutionalizing the Employment Relationship](#)

## Cross-references

Cross-references refer to in-line links to other articles, to other headings in your article, or to specific headings in other articles. An example: “Almost from the moment that <XR>business history</XR> emerged as a distinct area of scholarship in the late 1920s, its relationship with economics has been fraught with tension.” In this sentence, “business history” may link to an article called “Business History” or to a section called “Business History.” You are not required to create or suggest cross-references but they greatly improve the research journey and usefulness of your content. Cross-references must target a specific point in the text. Avoid using locators such as “see above,” “see below,” “infra,” “supra,” or “see p. XX.”



## URLs

You may link from a specific place in your text to a non-ORE web address. Simply provide the full URL in your manuscript; e.g., “The interactive map[<http://www.ucalgary.ca/arcticexpedition/>] offers brief descriptions of Operation Muskox, Operation Lemming, and other defense-related activity in the Canadian Arctic.”

## Submitting Your Article

Review the [manuscript submission checklist](#). Save your manuscript in a Word-compatible format. To submit your article, please log in to the ORE ScholarOne site via the URL provided to you by your OUP editor. Your username and password will also be supplied to you. However, for security purposes, the system may require that you request a password. Once you are logged in, the Main Menu will be displayed. Please click on the Contributor Center, where you will find the article listed under “Invited Articles.” You can click on the “Continue Submission” button to begin article submission. ScholarOne will guide you through the submission process; if you have difficulties, contact your development editor.

## The Review Process

After submittal, your OUP editor will review your manuscript for sense and scope against the parameters outlined in your contract. Barring the need for major revision at this stage, your article will be submitted to peer review, the results of which will be returned to you for response. Once the peer review has been satisfactorily addressed, your article will be submitted to the editor in chief for final approval for publication. At this time, the editor in chief may also suggest [cross references and related articles](#).

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## Updating Your Article

We encourage you to submit revisions to your article after it publishes. There are three levels of revision to consider: corrections, updates, new articles.

### Corrections

Though every ORE article is put through a series of reviews and edits, errata can, on occasion, show up in the published product. Examples of a textual inaccuracy include the wrong page number in a reference or the use of an incorrect abbreviation. The online environment allows us to easily and quickly correct such instances. These corrections are considered silent updates. The change will be made at the next available monthly site update with no change to the article's online publication date or any other bibliographic data.

### Updates

Updates can and will be wide-ranging. They include, but are in no way limited to, adding coverage of a new argument, adding a discussion around recent developments in the field, or updating the article's bibliography. The original publication of your work is a permanent record of research, held to the same standard of print publications that live on the shelf, often in perpetuity. If a researcher cites your article in their work, they expect that reference to remain consistent and relevant. As such, all previous versions of an updated article will remain accessible to the reader via the most recent version of your article. The most recent version of your article will be the default version researchers are directed to. Updated articles have new online publication dates and updated bibliographic data.

### New Articles

If an article is updated to the extent it constitutes a new and individual work, there will be no relationship between the previous version(s) and will be a separate publication. The decision to create a new article will be made in consultation between the author, the editorial board, and the editor in chief. A "Related Article" link may be created but the articles will not be grouped together in search results and will have distinct bibliographic data.

If OUP, the editor in chief, or the editorial board considers an update to the material to be necessary, OUP may commission a new article to address the change in the field. This could include approaching the author of the original contribution, or a new contributor.

## Style, Spelling, and Format

### **Style and Spelling**

Please follow the *Publication Manual of the American Psychological Association*, 6<sup>th</sup> edition. Any style guidelines given in these instructions supersede those of APA. See [Notes, References, and Bibliography](#) for information on how citations will be styled. Spelling should follow the *New Oxford American Dictionary*.

Use the Oxford comma: “one, two, and three” (not “one, two and three”).

### **Headings**

Headings and subheadings should be concise, consistently formatted, and clearly identifiable. This means all first-level headings should be formatted the same way, all second-level headings should be formatted the same way and differently from first-level headings, and so on. Use no more than three levels of headings. Think of headings as keywords for an online search. Headings must not include cross-references or cues to tables, figures, or notes.

### **Format**

A manuscript page is a double-spaced, letter-size page, typed in Times New Roman 12 point. Please keep formatting such as bold, underlining, manual section and page breaks, to a minimum. Also, please turn off the automatic hyphenation function. Assign your article a file name with author name first followed by article title.

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## Appendix

### Author-Date Style with Reference List

#### (text)

The importance of knowledge as a crucial asset for firm performance has been of growing interest to organizational scholars over the last two decades (for example, Cook and Brown, 1999; Grant, 1996; Kogut and Zander, 1992; Nonaka and Takeuchi, 1995; Orlikowski, 2002; Spender, 1996). Whilst Nag et al. (2007) accepted that both institutional and organizational structures can retain knowledge, a significant portion of this knowledge is also contained in the cognition of the firm's constituent employees and other stakeholders; that is, within its human capital (Scott, 1995a, 1995b; Tsoukas, 1996).

#### References

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#### Further Reading

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