

Guidance for Authors: Writing for SURJ

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Introduction

Prior to submitting a manuscript to SURJ, please ensure that you have read this document carefully and understand the expectations about writing for the Journal. It is advised that you also look at the 'SURJ Style Guide' alongside this guide, to ensure that your manuscript is formatted in accordance with the Journal's house style which all authors must follow.

The aim of this document is to offer guidance and support to authors in the writing process, and help ensure that your manuscript contains all of the relevant sections that journal articles should have. Due to the interdisciplinary nature of the SURJ we expect that manuscripts will vary somewhat in structure and presentation of information due to the nature of the article and its contents; therefore please use this document as a **guide**.

We suggest that all manuscripts will require: a title page, abstract and keywords, the main body (which will vary according to discipline and whether your article is an empirical/scientific or literature based article), conclusions and references. The headings that appear in blue text are sections that we suggest all articles will have; however, some articles will have differing or additional sections; depending on the content and nature of the article. This document offers some guidance notes on these additional sections, and advice on the differences between empirical/scientific and literature review based articles.

Please don't hesitate to get in touch with SURJ if you require any assistance or clarification with this aspect of writing your manuscript.

The Editorial Team

Contents for Manuscripts

Title Page

The first page of your manuscript should be the title page. All manuscripts should contain a title page which contains the following information:

- The title of the manuscript
- Author details: title, full name (as you want it to appear in the publication), affiliation (school/department), university email address and alternative email address – please see the SURJ Privacy Statement
- All of the above information should appear on one page.

Please DO NOT include any details identifying you in the headers or footers of your document!

Abstract & Keywords

The second page of the manuscript must contain an abstract, which is a short piece of writing that summarises your entire paper (maximum of 200 words). When writing this, try to bear in mind that this should be written in a style that is appropriate for a multi-disciplinary audience.

Please select up to a maximum of 5 keywords (or key phrases) which capture the ‘essence’ or topic of your manuscript. The choice of words that you select is important because when someone searches for these terms they will be directed towards your paper. Additionally, it helps the reader to identify if your article is of interest and relevance to them in their literature search.

Both the abstract and keywords should be on the second page of the manuscript, with all of this on just one page. For an example of an abstract and keywords see Appendix.

Introduction (*potentially including a literature review)

All manuscripts should contain an introduction which informs the reader what the article is about, the timeliness and relevance of the work, and should act as a guide to signpost the reader as to what they should expect in the article.

*In empirical/scientific papers, some authors include a brief literature review within the Introduction. Additionally, journal articles (particularly the Humanities and Social Sciences) offer a brief review of the literature within the introduction section in order to use the literature as support for the contribution that you are going to offer to the reader(s). It also offers a summary and synthesis of existing literature and acts as a way to justify your research by identifying 'gap' in the literature. Typically, subsequent sections within the main body then continue to address the literature by referencing ideas throughout the article to support or oppose the author's claims.

However, some manuscripts have a dedicated 'Literature Review' section in the main body of the article. On the other hand, some articles are themselves literature review articles which are dedicated to examining and reviewing literature around a particular topic. Please see the sections below for further advice on writing about the literature in empirical/scientific articles and advice for writing a literature review based article.

Main Body

Literature Review

All journal articles offer some kind of review of the literature at some point within the article, although where this appears can vary. There are three ways in which a journal article can incorporate a literature review: within the Introduction (see the 'Introduction sub-heading above for advice on this), within the Main Body or the entire article itself may be a review of the literature.

Some articles dedicate a 'Literature Review' section within the main body of the text, which explores significant areas of literature which relate to the research topic. These are often divided into themes or sub-headings. An appropriate way to determine the approach that you should adopt in writing your article is to have a look at journals within your discipline; thinking about how they are structured and review the literature.

Some articles are entirely literature review based. This means that the author has undertaken a critical review of existing literature on a particular research topic in order to make an original interpretation about the literature. In these types of articles authors organise, integrate and critically evaluate literature on material that has been already published in order to progress ideas or identify an issue / problem (American Psychological Association, 2009). Therefore, unlike empirical/scientific articles, literature review based articles, will not necessary contain

sections on methodology, results etc. because these aren't necessary for the article. However, they will require a conclusion section.

Methodology / Theoretical Framework

Not all journal articles will require a section on methodology or theoretical frameworks – this solely depends on if you have undertaken your own empirical/scientific research or data collection. If you are writing an empirical/scientific based research article then you will need to outline the methodological details regards your research and any theoretical or conceptual framework employed which underpins your research.

Data / Results

If you have written an empirical/scientific based paper, then you will need to present your data and/or the results to the reader. The presentation of the data will be dependent upon whether your research was qualitative or quantitative. For example, this might include interview data, diagrams, tables, images, statistics etc. This section can analyse the results as well as presenting the data; however, you may wish to undertake full analysis of the data in subsequent sections under the heading of analysis/discussion (see below).

Analysis / Discussion

If you have presented data or results in your article then it will need to be analysed, interpreted and discussed critically in your article. Quite often this section contains sub-headings to address particular themes within the data which you present and analyse.

Conclusions

Every manuscript will require a conclusion to the article. The conclusion should remind the reader as to why the article was written in the first place – effectively justifying the publication. It can do this by reiterating the main points or themes within the article to echo the reason for writing the paper. This section will highlight how and why your research article is important and perhaps significant for practice, policy or provide recommendations for future research.

Acknowledgements

This section is applicable or relevant if the author would like to acknowledge any particular person(s) or organisation(s) that have supported the author regarding their manuscript. This might include any organisations / placements where the research took place, or colleagues/peers who have helped support the author. Generally, it is good practice to refer to the peer reviewers or referees whom provided feedback or comment on your manuscript, for example: "Thanks to the two anonymous referees whose comments enhanced this manuscript."

Appendices

If required you may include a section for the Appendices that are not included within the word count of the manuscript. Each appendix should be numbered and have a title e.g. Appendix 1: Image of patient. Each appendix should be listed on a separate page.

References

SURJ uses the Harvard Referencing System for the journal. If you require assistance with the referencing system you could visit your Librarian, look at *Cite Them Right*, Surrey Learn contains guidance on referencing or visit the University of Surrey Library website: <http://www.surrey.ac.uk/library/learning/information skills/referencing.htm>

Useful Tips and Resources

Your manuscript will be submitted for a double-blind peer review process, so make sure that the manuscript does not contain any information that could identify you as the author – except on the title page where you provide your full contact details.

For inspiration on how to write an abstract and identifying relevant keywords for your manuscript, why not look at a range journal articles and see the style in which they are written.

For a useful blog on how to write a journal article for academic publication, follow this link:

<http://writingajournalarticle.wordpress.com/>

For help and advice relating to referencing and using the Harvard system, see the resources available at the University of Surrey library, or book an appointment with a librarian. Alternatively, you could visit a librarian at a drop-in session in the Academic Skills and Development area, 1st floor of the library:

<https://www.surrey.ac.uk/academic-skills-and-development>

When writing up your reference list, make sure that the citations in the body of the text match the reference list, so that all citations are properly acknowledged.

Search the University of Surrey's library catalogue "writing a literature review" for numerous useful texts on how to get a better understanding of the role and purpose of a literature, and how to write a literature review. The Academic Skills and Development team also offer workshops on writing literature reviews throughout the year.

For advice on writing a Literature Review based article, this blog page is particularly useful:

<http://blog.efpsa.org/2011/07/20/how-to-write-a-good-literature-review-article/>

Appendix

Abstract and Keywords Example

This is a sample abstract, taken from an article by Paul Hodkinson (Senior Lecturer, Department of Sociology) at The University of Surrey. This is an example to illustrate as to how an abstract for SURJ could be written.

Source: Hodkinson, P. (2012) "Family and Parenthood in an Ageing 'Youth' Culture: A Collective Embrace of Dominant Adulthood?" *Sociology*. 47 (6): 1072-1087. Available at: <http://soc.sagepub.com/content/47/6/1072.full.pdf+html>

'Youth' music and style cultures, such as the punk, goth, metal and club scenes, are often regarded as opposed to the institution of the family and the values it symbolises. Yet significant numbers of the participants of such groups are now remaining actively involved into their thirties and beyond alongside the taking on of permanent cohabitation, marriage and parenthood. This article explores the increasing importance of family life for ageing members of 'youth' cultures in relation to the case study of the goth scene, a dark-themed grouping whose average age is rising. I emphasise the collective nature of the embrace of family among older goths and the implications of this for the values and environment of the group itself and the trajectories of individual members. Amongst other things, I explore whether the drift towards family and parenthood amongst goths might be understood as a collective assimilation into dominant adulthood.

Keywords: adulthood, family, identity, music, parenthood, style, subculture, youth.