

INTERNATIONAL SOCIAL RESEARCH METHODS CASE STUDIES

Instructions to authors of Case Studies

Researchers are invited to provide an account of their international research project for inclusion in the databank. Authors are asked to conform as closely as possible to the following guidelines:

Length

Case studies should be of between 4,500–5,500 words (excluding key search terms).

Content and structure

The headings in Part 1 of the Framework should be respected as closely as possible to facilitate on-line production and searching. The questions should be used selectively to guide authors through the methodological issues raised by international comparative research that are relevant to their project.

Please use the attached template for guidance on the length of each section.

The key search terms in Part 2 of the Framework are not exhaustive but should be used as a guide to select the most appropriate terms that will enable readers to identify case studies reflecting their interests.

When identifying your Key Search Terms from the Framework, please use the template for guidance on presentation of search terms.

Copyright

Authors retain copyright of their papers and should complete and return the ReStore Permissions Form with their contribution.

Style

Case studies will be converted to html and made available in pdf. To facilitate the conversion, authors are asked to observe the follow instructions:

Use Microsoft Word, Arial 10 points.

Page numbers should be placed at the bottom of pages and centred.

Do not include page headers.

Avoid any special effects and character spacing.

Use the bold headers provided in the Framework, and do not number paragraphs.

As the Case Studies are expected to have a long 'shelf' life, avoid using imprecise references to temporal events, for example: instead of 'recently', use 'in 2010'; instead of 'in the past 10 years', use 'in the 2000s'.

Write numbers of 10 or more as figures. Use figures for fractions and percentages. Avoid beginning a sentence with a number or date. Use 70% rather than 70 per cent or 70 %.

Do not use double spaces at the ends of sentences. Use – ... – for explanations within a sentence. Avoid excessive use of brackets.

Do not italicise individual words for emphasis, but use italics for foreign words.

Use English spelling for ize, ization endings, i.e. ise, isation and a UK English spell-checker.

Avoid extensive use of quotations. Use single quotation marks for extracts of less than three lines of text. For more than three lines of quotes, set out the quote, starting a new line and using an indent of 1 cm at the left of the page, without quotation marks. Give the author's name, date and exact page reference at the end of quotes from publications in brackets, and do not include any quotations for which permission has not been received.

When referring to proper names of organisations or titles, for example Principal Investigator, give the name in full in the original language at the first occurrence in each section (using the conventions for capitalisation in the original language), followed by the translation into English, if necessary, and the abbreviation in brackets. This is to enable users to read across the case studies without having to search for meanings of abbreviated forms and acronyms.

Footnotes should not be used for references to authors. Footnotes should appear at the end of the Case Study before the References and be indicated in the text by a superscript¹. They should be used sparingly only to elucidate any points that need further clarification and will be included in the overall word count.

Illustrations and graphs should also be kept to a minimum. Vertical lines between columns should be omitted from numerical tables, and horizontal lines should be confined to the top and bottom of the table, with an additional line below the column headings. Titles should appear at the top of tables and graphs and sources at the bottom, with page references if appropriate.

References

References should be incorporated into the text, using the Harvard System, i.e. refer to the author's name, date of publication, and page numbers if appropriate in brackets in the text, for example (Brannen, 2001, pp. 8–10; Hantrais, 2009, pp. 30–6). If you are referring to more than one author in the brackets, use chronological rather than alphabetical order (Hantrais, 2009; Brannen, 2012). For more than two authors, refer to the first author *et al.* in the text and provide the names of all authors in the references. If the authors' names are mentioned in the running text, include the first name, for example Peter Taylor-Gooby (1996), at the first mention. Page number(s) are required for any extract quoted in the text.

At the end of the paper, full references to works referred to in the text should be presented in alphabetical order. References should include the information provided in the examples below, observing the punctuation used in the examples.

Place of publication as well as publisher are required for books. Inclusive page numbers are required for chapters in edited books and for articles in journals. Volume and issue numbers and page numbers are required for journal articles.

Where the text is available in English, use the English title and details. If a conference paper has been published, refer to the published version. If a web publication is available in print format, give the details for the printed version. If a publication is available on-line, provide the full URL in the references and the date when last consulted.

Please include the URL for a project website and check that it is up to date.

Books

Landmann, T. (2008) *Issues and Methods in Comparative Politics: an introduction*, 3rd edn, Abingdon/New York: Routledge (1st edn 2000).

Chapters in edited books

Blyth, M. (2009) 'An approach to comparative analysis, or a sub-field within a sub-field? Political economy', in M. Lichbach and A. Zuckerman (eds), *Comparative Politics: rationality, culture, and structure*, 2nd edn, Cambridge: Cambridge University Press (1st edn 1997), pp. 193–219.

Articles in journals

Mjøset, L. (2007) 'No fear of comparison or context: on the foundations of historical sociology', *Comparative Education*, 42 (4): 337–62.

Items available on-line

Wolff, P., Montaigne, F. and Rojas Gonzáles, G. (2010) 'Investing in statistics', in A.B. Atkinson and E. Marlier (eds), *Income and Living Conditions in Europe*, Luxembourg: Office for Official Publications of the European Communities, pp. 37–55. http://epp.eurostat.ec.europa.eu/cache/ITY_OFFPUB/KS-31-10-555/EN/KS-31-10-555-EN.PDF /June 2012.

Template for Case Studies

Title of Project: subtitle of project (acronym)

Coordinator's first name and surname [if also the author], inclusive project dates
Or Author's first name and surname; Coordinator's first name and surname, inclusive project dates

Key search terms [selected from Framework Part 2]:

Disciplines: history, human geography.

Topics / themes: cultural life [from main topics list] (value systems [from subtopics list]).

Units of comparison: administration [from main units list] (companies, local government, NGOs [from subunits list]). [etc.]

[Target figures are indicative. The relative length of sections will depend on the material to be presented. Total length should be between 4,500 and 5,500 words. Each section should respond selectively to the questions in Framework Part 1.]

Research context

[target 150–200 words]

Research topic / theme

[target 150–200 words]

Aims, objectives and research questions

[target 400–500 words]

[Number research questions if appropriate using hanging indents as in ReStore pdfs]

Resources and governance

[target 350–450 words]

Management and coordination

[target 450–550 words]

Professional and ethical standards

[target 300–400 words]

Rationale for the research design

[target 500–600 words]

Rationale for the research methods

[target 500–600 words]

Conceptual issues

[target 250–350 words]

Data collection and analysis

[target 450–550 words]

Interpretation and dissemination of findings

[target 350–450 words]

Lessons learned

[target 350–450 words] [Use bullet points where appropriate]

References

[target 5–10 items, including project website; number of words to be included in the overall total]

Contact J.Brannen@ioe.ac.uk or L.Hantrais@lse.ac.uk if you have any queries about these instructions.

Completed case studies can be submitted at any time. They will be normally be added to the databank every three months after review and editing.