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End Matter

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CCR Style Guide for Submitted Manuscripts

Acceptance

This is a peer-reviewed and peer-edited journal, issued twice per year: a spring volume and a fall volume. A manuscript will be accepted for publication only after it has been reviewed by our credentialed Peer Review Committee. Alternatively, if a paper is accepted by the Program Committee for delivery at the Annual Meeting of the International Society for the Comparative Study of Civilizations, it will qualify as peer-reviewed, and acceptable, *ab initio*, assuming that it meets all other quality standards of the journal and has not been published previously elsewhere. Please note that the Comparative Civilizations Review holds the right to reject any submission with, or without, explanation. The manuscript becomes the property of the CCR once it is accepted by the journal for publication.

Submission

Manuscripts must be written in English. Submit only ONE COMPLETE DOCUMENT— i.e., no attachments and no subsequent submissions, instructions, or corrections. Send your paper to Managing Editor Peter Hecht (peter.hecht@iscsc.org). If you belatedly discover an egregious error or omission in your submission, email Editor-in Chief Joseph Drew (joseph.drew@iscsc.org) and Managing Editor Peter Hecht (peter.hecht@iscsc.org). We will attempt to address your concerns, provided our printing schedule permits intervention. Once a manuscript is accepted, alterations are at the discretion of the Review staff.

Print Schedule

The reviewing and editing process normally takes three to six months. Typically, we put the spring volume together in January or February and the fall volume together in July or August.

Format – Document

Submit your manuscript, including tables, figures, and appendices, as a single Microsoft Word file. Page size should be 8.5 x 11 inches. All margins (left, right, top and bottom) should be 1-inch, including placement of your tables, graphs and illustrations. Single space your text. Use a single column layout with both left and right margins justified. Main body text font: 12 pt. Times New Roman. Use high-resolution images when possible. Maximum length of the article should be thirty pages including endnotes, bibliography, etc.

Please DO NOT include page numbers, headers, or footers. The editors will add these. DO NOT utilize automatic formatting for the space before or following subheads and paragraphs. Do NOT utilize automatic formatting for numbering or bulleting paragraphs — use only for compact lists.

Format – First Page

Begin the document with the title, author's name, author's position (e.g., professor, retired professor, lecturer, graduate student, independent scholar, if applicable), author's academic department and affiliation (if applicable), with city and state location or equivalent, and the author's email address. All this information must be included.

All manuscripts must include an abstract containing a maximum of 150 words. A keyword section should be placed after the abstract, preceded and followed by a line space. Please supply up to five keywords. The word *Keywords* should be italicized and followed by a colon; the words themselves should be separated by a comma and should not be italicized; no period at the end of the list.

Format - Paragraphs, Subheads, Quotations

Do NOT indent paragraphs. A line space should precede and follow each paragraph. Subheads are in bold, flush left, separated by a line space above and below. Long quotations should be placed in a separate paragraph with a .5-inch left indent, no quotation marks, and should be preceded and followed by one-line spaces.

Except for common non-standard English terminology, the use of non-standard English terms should be avoided. Authors should use proper, standard English grammar. Suggested guides include *The Elements of Style* by William Strunk, Jr. and E. B. White, and *The Chicago Manual of Style*, University of Chicago Press.

Underlining and bold-face type in the text are discouraged. Whenever possible use italics to indicate text that you wish to emphasize. Use italics for book titles, movie titles, and for foreign terms. Using colored text is prohibited. However, we encourage authors to take advantage of the ability to use color in the production of graphs, maps, and so forth.

Format - Tables, Graphs

To the extent possible, tables and graphs should appear in the document near where they are referenced in the text. Large tables or graphs should be put on pages by themselves. Avoid the use of overly small type in tables. In no case should tables or graphs be in a separate document or file. All tables and graphs must fit within 1-inch margins on all sides, in both portrait and landscape view.

Format – Footnotes, Endnotes

Footnotes, when used, should appear at the bottom of the page on which they are referenced. Footnotes and Endnotes should be in 10 pt. Times New Roman, single spaced, and flush left, ragged right. To create Footnotes and/or Endnotes, you must utilize the Footnote or Endnote option found under the References tab at the top of Word. There should be a footnote separator rule (line). Footnote numbers or symbols in the text must follow, rather than precede, punctuation.

Exceedingly long footnotes are probably better handled as endnotes.

References

The subhead References (denoting Bibliography, Works Cited, etc.) should appear right after the end of the document, beginning on the last page if possible. The references should be flush left, ragged right, with a .3-inch hanging indent. Use the format with which you are most comfortable, such as APA (American Psychological Association), MLA (Modern Language Association), or Chicago/Turabian.

In October 1961, in Salzburg, Austria, an extraordinary group of scholars gathered to create the International Society for the Comparative Study of Civilizations. Among the 26 founding members from Austria, Germany, France, Switzerland, The Netherlands, Spain, Italy, England, Russia, the United States, China and Japan were such luminaries as Pitirim Sorokin and Arnold Toynbee.

For six days, the participants debated such topics as the definition of “civilization,” problems in the analysis of complex cultures, civilizational encounters in the past, the Orient versus the Occident, problems of universal history, theories of historiography, and the role of the “human sciences” in “globalization.” The meeting was funded by the Austrian government, in cooperation with UNESCO, and received considerable press coverage. Sorokin was elected the Society’s first president.

After several meetings in Europe, the advancing age of its founding members and the declining health of then president, Othmar F. Anderle, were important factors in the decision to transfer the Society to the United States.

Between 1968 and 1970 Roger Williams Wescott of Drew University facilitated that transition. In 1971, the first annual meeting of the ISCSC (US) was held in Philadelphia. Important participants in that meeting and in the Society’s activities during the next years included Benjamin Nelson (the Society’s first American president), Roger Wescott, Vytautas Kavolis, Matthew Melko, David Wilkinson, Rushton Coulborn and C.P. Wolf.

The presidents of the ISCSC are, in order: In Europe, Pitirim Sorokin and Othmar Anderle; in the United States, Benjamin Nelson, Vytautas Kavolis, Matthew Melko, Michael Palencia-Roth, Roger Wescott, Shuntaro Ito (from Japan), Wayne Bledsoe, Lee Daniel Snyder, Andrew Targowski, David Rosner, Toby Huff, and current president Lynn Rhodes. To date, the Society has held annual meetings, most of them in the United States but also in Salzburg, Austria; Santo Domingo, The Dominican Republic; Dublin, Ireland; Chiba, Japan; Frenchman’s Cove, Jamaica; St. Petersburg, Russia; Paris, France; New Brunswick, Canada; Rio de Janeiro, Brazil; Suzhou, China; Bucharest, Romania; and Warsaw, Poland.

More than 30 countries are represented in the Society’s membership. Its intellectual dynamism and vibrancy over the years have been maintained and enhanced through its annual meetings, its publications, and the participation of such scholars as Talcott Parsons, Hayden White, Immanuel Wallerstein, Gordon Hewes, André Gunder Frank, Marshall Sahlins, Lynn White Jr., and Jeremy Sabloff.

The Society is committed to the idea that complex civilizational problems can best be approached through multidisciplinary analyses and debate by scholars from a variety of fields. *The Comparative Civilizations Review*, which welcomes submissions from the Society’s members as well as other scholars, has been published continually since its inaugural issue in 1979.

Prof. Michael Palencia-Roth

Membership Information

If you are not a member of the ISCSC please consider joining. The \$70/year membership fee, plus \$8/year postage for international shipping provides members with a one-year mailed paperback subscription to this journal, and the opportunity to be directly involved with the workings of the society. Membership is open to all interested in the comparative study of civilizations. Please visit www.iscsc.org for more information.

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**International Society for the
Comparative Study of Civilizations**

