

# SUBMITTING MANUSCRIPTS

The *International Labour Review* invites submissions in all fields related to the world of work, such as economics, law, industrial relations, social policy, sociology and history.

Please read the following guidelines and information before proceeding to the submission.

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## **1. SUBMISSION**

### **1.1. Aims and scope**

Before submitting your manuscript, please ensure you have read the [aims and scope](#) of the *International Labour Review (ILR)*.

### **1.2. Submission**

Submissions to the *ILR* should be sent to:

[revue@ilo.org](mailto:revue@ilo.org)

### **1.3. Languages**

Articles can be submitted in English, French or Spanish (if translated from another language the original should also be provided).

Authors are encouraged to submit their articles in whichever of these languages they feel most comfortable. They are also invited to write in a style that is accessible to academics, policymakers and a multidisciplinary audience.

### **1.4. Submission declaration statement**

All submissions should be accompanied by a statement indicating that they are not under consideration elsewhere or have not already been published, and that they will not be submitted for publication elsewhere without the agreement of the Managing Editor.

### **1.5. Conflict of interest statement**

Authors must provide a conflict of interest statement. For details on what to include in this statement, see section 4.2 below.

Submitting authors should ensure they liaise with all co-authors to confirm agreement with the final statement.

### **1.6. Rights and permissions**

Authors must observe the usual rules and practices regarding the reproduction of copyright material in their articles, assuming responsibility for obtaining permission where appropriate.

### **1.7. Pre-print policy**

This journal will consider for review articles previously available as preprints on non-commercial servers. Authors may also post the submitted version of a manuscript on non-commercial servers at any time. They are requested to update any pre-publication versions, providing a link to the final published article.

### **1.8. Copyright**

Upon acceptance for publication, authors will be required to sign an Exclusive License Form (ELF).

Signature of the Exclusive License Form does not affect ownership of copyright in the material.

## **2. PREPARING THE SUBMISSION**

### **2.1. Formatting**

Manuscripts should be submitted as Word documents. The figures of final versions should be provided in Excel files or as vector graphics.

Manuscripts should be submitted in “Times New Roman”, font size 12, double spaced.

Each new paragraph should be indented except for the first paragraph under a heading.

### **2.2. Parts and length of manuscripts**

Articles should be between 7,000 and 10,000 words long, including tables, boxes, footnotes and references, with an abstract of no more than 100 words.

The manuscript should be submitted in separate files for the following parts: (1) title page; (2) main text file; (3) tables, figures, appendices and supporting information.

#### **Title page**

The title page should contain:

- i. A *title* containing no abbreviations (see Wiley's [best practice SEO tips](#));
- ii. The *full names of the author(s)*, specifying the *name of the corresponding author*, i.e. the person who will have the primary responsibility for communicating with the journal during the manuscript submission, peer review and publication process.
- iii. The *institutional affiliation(s) where the work was conducted and e-mail address(es)* of the author(s), with a footnote indicating the current affiliation(s), if different from the one(s) where the work was conducted;
- iv. *Acknowledgments*. Besides indicating any contributions from persons who do not meet the criteria for authorship, any financial support should be mentioned (see section 4.3. below).
- v. *Submission declaration statement*, see section 1.4. above.
- vi. *Conflict of interest statement*, see section 1.5. above.
- vii. *Information on rights and permissions* obtained to reproduce material from other sources, see section 1.6. above.

#### **Main text file**

As articles are peer-reviewed, the main text file should not include any information that might identify the authors.

The main text file should be presented in the following order:

- i. Title;
- ii. Abstract: describing the aims, methods, scope of analysis, results and conclusions;
- iii. Key words (between 4 and 8);
- iv. Main text;
- v. List of references.

## **Tables, figures, appendices and supporting information**

Tables and figures should be included in the text and also supplied in a separate file.

Appendices will be published after the references. For submission they should be supplied as separate files but referred to in the text.

Supporting information is information that is not essential to the article but that provides greater depth and background. It is hosted online, and appears without editing, translation or typesetting. It may include tables, figures, videos, datasets, etc. (see here [Wiley's FAQs on supporting information](#)).

If data, scripts or other artefacts used to generate the analyses presented in the manuscript are available via a publicly available data repository, authors should include a reference to the location of the material within their manuscript.

## **3. HOUSE STYLE**

### **3.1. References**

References follow the Chicago Manual of Style “author–date” system.

Authors are responsible for verifying all citations and quotations in the text, and the list of references before the submission of the manuscript. Incorrect surnames, journal/book titles, publication year and pagination may decrease discoverability.

#### **List of references**

A list of references should be provided at the end of the text.

As entries in a list of references are arranged alphabetically by author name, the first-listed author's name is inverted (last name(s) first). Any subsequent names (up to ten authors in total) are written with the first name(s) followed by the last name(s):

Lieuw-Kie-Song, Maikel, Haile Abebe, Theogene Sempundu, and Eddy Bynens.

All references mentioned in the list of references should be cited in the text (including its appendices, tables and figures) and vice versa.

Reference examples:

#### *Book*

Supiot, Alain. 2012. *The Spirit of Philadelphia: Social Justice vs. the Total Market*. London: Verso.

#### *Edited book*

Bellace, Janice R., and Beryl ter Haar, eds. 2019. *Research Handbook on Labour, Business and Human Rights Law*. Cheltenham: Edward Elgar.

#### *Chapter in book*

Gyimah–Brempong, Kwabena, and John A. Karikari. 2009. “Telephone demand and economic growth in Africa”. In *Back on Track: Sector-Led Growth*

*in Africa and Implications for Development*, edited by Diery Seck and Sylvain Boko, 265–289. Trenton, NJ: Africa World Press.

*Journal article*

Sen, Amartya. 2002. “Work and Rights”. *International Labour Review* 139 (2): 119–128.

*Working paper*

Dale, Stacey B., and Alan B. Krueger. 1998. “Estimating the Payoff to Attending a More Selective College: An Application of Selection on Observables and Unobservables”, NBER Working Paper No. 7322. Cambridge, MA: National Bureau of Economic Research.

*Presentations at meetings*

Larsson, Allan. 1999. “Towards a European Pact for Employment”. Paper presented at the ILO Transition Workshop, The Hague, January 1999.

If the information is available online, a URL should be included.

*Newspaper article*

Mahdawi, Arwa. 2017. “What Jobs Will Still be Around in 20 Years? Read this to Prepare your Future”. *The Guardian*, 26 June 2017.

*Electronic material (blogs and websites)*

Sachs, Benjamin. 2015. “Do we Need an ‘Independent Worker’ Category?” *OnLabor* (blog), 8 December 2015. <http://onlabor.org/2015/12/08/do-we-need-an-independent-worker-category/>.

*Several works by the same author(s)*

Fine, Janice R. 2006. *Worker Centers: Organizing Communities at the Edge of the Dream*. Ithaca, NY: Cornell University/ILR Press  
———. 2011a. “Worker Centers: Entering a New Stage of Growth and Development”. *New Labor Forum* 20 (3): 44–53.  
———. 2011b. “New Forms to Settle Old Scores: Updating the Worker Centre Story in the United States”. *Relations Industrielles/Industrial Relations* 66 (4): 604–630.

*Works by multiple authors or editors*

For works by or edited by four to ten persons, all names are usually given in the list of references:

Adams, Zoe, Louise Bishop, Simon Deakin, Colin Fenwick, Sara Martinsson Garzelli, and Giudy Rusconi. 2019. “The Economic Significance of Laws Relating to Employment Protection and Different Forms of Employment: Analysis of a Panel of 117 Countries, 1990–2013”. *International Labour Review* 158 (1): 1–35.

For works with more than ten authors, the first seven should be listed, followed by *et al.*

**Electronic references**

When citing electronic sources, an access date is required only if no date of publication or revision can be determined from the source. The access date should be indicated after the URL (e.g. “accessed 17 January 2020”).

For citations of journals consulted online, the inclusion of a DOI or a URL is recommended (if an article was consulted in print, there is no need to include them). If an entry has both a DOI and a URL, only the DOI should be included.

Both DOIs and URLs should be presented as hyperlinks (i.e., beginning with “http:” or “https:”) and these should not be underlined:

Du, Yang, and Weiguang Pan. 2009. “Minimum Wage Regulation in China and its Applications to Migrant Workers in the Urban Labor Market”. *China and World Economy* 17 (2): 79–93. <https://doi.org/10.1111/j.1749-124X.2009.01143.x>.

### **In-text references**

#### *Citations*

Sources should be cited in the text by providing, within parentheses, the author’s last name, year of publication and, if applicable, page number(s) or other identifiers of location.

Skills like problem-solving are more effectively developed in workplaces than in off-the-job situations (Brewer 2013, 43; OECD 2010b, para. 53).

When citing a source with two or three authors, all surnames should be stated.

The precise relationship between Decent Work and UFW hinges on the content of the relevant standards (see Fudge and McCann 2015, 48–51).

When citing a source with four or more authors, the first author’s surname should be used followed by “et al.” (not italicized).

(Adams et al. 2019)

When citing an edited book, the citation does not include ed./ eds.

(Bellace and ter Haar 2019)

#### *Quotations*

Short quotations incorporated in the body of the text should be indicated by double quotation marks. If a quotation appears within such a passage, single quotation marks should be used. Page number(s) should be included in the citation for quotations.

Regrettably, most studies in this field have concentrated only on numerical (or external) flexibility rather than considering the internal (or functional) one in the so-called “‘zone of acceptance’ within which an employee can be expected to obey orders” (Simon 1991, 31).

Quotations exceeding four lines should be set out without quotation marks as an indented block of text in smaller print, with the reference (also in smaller print) in parentheses at the end.

Adam Smith himself recognized in *An Inquiry into the Nature and Causes of the Wealth of Nations*:

A landlord, a farmer, a master manufacturer, a merchant, though they did not employ a single workman, could generally live a year or two upon the stocks which they have already acquired. Many workmen could not subsist a week, few could subsist a month, and scarce any a year without employment. In the long-run the workman may be as necessary to his master as his master is to him; but the necessity is not so immediate (1776, 68).

### **Cross references**

Internal cross-references should be used to take the reader straight to a precise place for example ‘See n 109’. Avoid making a cross-reference that will be difficult for the reader to find, such as “see above”.

### **Footnotes**

Footnotes should be used instead of endnotes, numbering them consecutively throughout the article (including any appendices) – except those in tables and figures – and inserting them in text following punctuation marks.

They should be used sparingly and should never be used for referencing except in the case of judicial rulings and legal case reports, for data sources such as data bases and general information websites.

### **Legal references**

The rules for presenting different types of legal references may vary according to the usage of the country concerned. In general, it is recommended to follow national practice.

When cited in text, laws, statutes, regulations and so on should normally be referred to by their full name, followed by the date, without a comma:

the Safety and Health at Work Act of 2013

When mentioned in text, case names should be italicized:

*Van der Mussele v. Belgium*

In discussion, a case name may be shortened:

In *Smith* (or in the *Smith* case), the Labour Court found against the applicant

References to judicial rulings and legal case reports should be provided in footnotes. Full case names, including the abbreviation v., are set in roman type; short forms in subsequent citations are italicized.

Profit Sharing Plan v. Mbank Dallas, N.A., 683 F. Supp. 592 (N.D. Tex. 1988).  
*Profit Sharing Plan*, 683 F. Supp. 592.

A single page number designates the opening page of a decision; an additional number designates an actual page cited. In short forms for legal citations, “at” is used to cite a particular page. Absence of “at” implies reference to the decision as a whole.

United States v. Christmas, 222 F.3d 141, 145 (4th Cir. 2000).  
*Christmas*, 222 F.3d at 145.

For more specific guidance on legal referencing, see *The Bluebook: A Uniform System of Citation*.

### **3.2. Tables and figures**

Tables, figures and boxes should be numbered consecutively, in order of appearance in the text.

Notes for tables and figures should be kept to a minimum and should appear immediately under the table or figure, rather than in a footnote.

Authors should indicate a source under figures and tables, in particular indicating the source of any data used for calculations, regardless of whether this has already been explained in the text.

### **3.3. Lay-out and general style points**

#### **Headings and subheadings**

Titles, headings and sub-headings should be numbered (following the format 1, 1.1, 1.1.1, etc.) to indicate the level of importance.

We recommend removing any headings and subheadings that do not add to clarity.

#### **Abbreviations, acronyms and contractions**

In general, terms and names should not be abbreviated unless they are used repeatedly (more than three times) and the abbreviation is helpful to the reader. Where abbreviations are used, each one should be expanded on its first use, followed by the abbreviation or acronym in parentheses. Thereafter, the abbreviation or acronym should be used rather than the full term.

Latin abbreviations should be used as follows:

- roman, no comma: *ibid.* / *et seq.* / *ff.* / *i.e.* / *e.g.*
- roman, followed by a comma: *c.f.*, / *et al.*,

Full points are retained for abbreviations (*pp.*, *para.*, *ed.*, etc.) and after initials (e.g. W. T. Murphy).

Contractions should not have a full stop (*eds*, *paras*, *vs.*, etc.).

#### **Latin phrases and foreign expressions**

Where these are used, they should be italicized unless so common that they have become wholly absorbed into everyday language (e.g. *bona fide*). Examples of the normal rule: *res ipsa loquitur* *amicus curiae*.

#### **Capitalization**

In articles, only the first letter of the title, subtitle and headings should be capitalized, as well as any other words that would ordinarily be capitalized.

Following colons and en dashes, the first letter of subtitles are also capitalized. E.g.:

Welfare and labour market regimes: A review of earlier work



In source citations, however, regardless of the capitalization of the original, English language titles of works are capitalized except for articles, conjunctions, prepositions (“regarding”, “concerning” and “respecting” are treated as prepositions), unless they are the first or last word of a title. E.g.:

Houston, Diane M. (ed.). 2005. *Work–Life Balance in the 21st Century*. London: Palgrave Macmillan UK.

Initial capitals should be used for the short titles of legislative texts and international instruments:

The Family Allowances Act 1964  
The Equal Remuneration Convention, 1951 (No. 100)  
*but*  
the 1964 Act on family allowances

### **Numbers**

Numbers should be spelled out from one to ten inclusive in the body of the text, except for figures before “million” and billion”, for dates, percentages (N.B per cent not %), units of money or measurement, ages, times of the day, page references, serial numbers, etc.

### **Page references**

Page references should be set out in full, e.g. pp. 123–124 (not 123–4).

It is preferable to cite a precise range of pages rather than using expressions such as “p. 218 ff.”.

### **Spelling**

The *ILR* applies British rather than American spelling, according to the first entry of the *Oxford English Dictionary*. Note that while “z” rather than “s” spelling is used, there are a number of words to which this does not apply (e.g. analyse).

### **Hyphens “-” and en-dashes “–”**

Hyphens are used in composite words, compound expressions, or with prefixes, e.g. X-ray, melting-point, non-contributory.

En-dashes are used either to indicate number ranges or relationships (e.g. 1–5, Blinder–Oaxaca decomposition, worker–employer relationship, export origin–destination pairs), or in punctuation as parenthetical dashes.

### **Country names**

The *ILR* applies the standard [ILO terminology for country designations](#).

In instances where country codes are used, an indication should be given of the coding that has been applied (e.g. ISO alpha-2 or Eurostat country codes) and, where possible, consistency should be maintained throughout the text.

## **4. EDITORIAL POLICIES AND ETHICAL CONSIDERATIONS**

### **4.1. Peer-review and acceptance**

All manuscripts undergo screening by the *ILR* Managing Editor and the Editorial Board based on the *ILR*'s [editorial policy](#). Those manuscripts which pass this screening stage are submitted to a double-blind peer-review process and, if accepted, to editing and translation by the *ILR* editorial team.

### **4.2. Conflict of interest**

Authors should disclose any potential sources of conflict of interest. Any interest or relationship, financial or otherwise that might be perceived as influencing an author's objectivity is considered a potential source of conflict of interest. If the authors have no conflict of interest to declare, they must also state this at submission. It is the responsibility of the corresponding author to review this policy with all co-authors.

### **4.3. Funding**

Authors should list all funding sources in the acknowledgments section. Authors are responsible for the accuracy of their funder designation.

### **4.4. Publication ethics**

Authors should observe high standards with regard to publication ethics as outlined by the Committee on Publication Ethics (COPE). Any cases of ethical misconduct will be dealt with in accordance with the COPE guidelines.