

FAQ for publishing on the Sociology Website

Please read these guidelines carefully as they may already answer your questions.

(Last updated: October 2021)

[1] What is the Sociology Website?

[Sociology, Goldsmiths](#) is a new online platform for showcasing research conducted in the Department of Sociology at Goldsmiths, University of London. The main sections of the website include:

- the [Sociology Blog](#)
- a list of the department's [Research Centres and Units](#)
- a brief showcase of the department's [Podcast and Video Channels](#)
- the [Sociology Society](#) webspace
- further pages with research resources such as the [Anti-Racist Dialogues](#) and the [Covid-19](#) page

[2] Who can publish a post on the Sociology Blog?

The departmental Blog welcomes entries from all members of the sociology community at Goldsmiths:

- by academic and research staff
- by post-doctoral researchers
- by doctoral candidates
- by MA students and recent MA graduates
- by BA students (if you are a BA student or recent BA graduate, see the first few lines of the answer to question [4] to find out which route is right to get your work published on the Blog)

[3] What kinds of posts are published on the Blog?

We seek to publish a variety of blog-posts that reflect the department's research and overall activity.

These may include, but are not limited to:

- all kinds of theoretical, methodological and/or conceptual **reflections** produced by our academic community during sociological work; in the form of short textual pieces or longer essays (500–2000 words) and/or any number of audio/visual elements [see some examples [here](#) and [here](#)]

- brief presentations of **ongoing research projects** by the department's researchers [see some examples [here](#) and [here](#)]
- academic and **research tips**, reading lists, student-life suggestions, etc. [see an example [here](#)]
- dissemination of **academic news** about our research community (e.g. news about awards, interviews, publications) [see an example [here](#)]; including a monthly publication of the overall Research News in the department, the collection of which is facilitated by Chloe Nast via email (c.nast@gold.ac.uk) [see an example [here](#)]
- separate announcements and details of any type of **events** organised by anyone in the department, such as book launches, exhibitions, projections, talks, symposia, workshops [see some examples [here](#) and [here](#)]

Additionally, the Sociology Society publishes posts on the Sociology Blog with the work of BA students in the department (also see question [7] below).

[4] How to publish a post on the Sociology Blog?

These instructions are applicable to all work submitted by staff members, post-doctoral researchers, doctoral candidates, MA students (and recent BA graduates or BA students who have received their dissertation marks and wish to publish part of their dissertation on the Blog with the approval of their supervisor). If you are an ongoing BA student you will not be able to publish your work on the Blog via this route – in this case, please see question [7].

Before sending any material for publication, we ask you to read questions [2] and [3] above, as well as see the relevant blog-post examples in question [3]. To publish anything on the departmental Blog please send an email to George Kalivis (g.kalivis@gold.ac.uk) including:

- a Word document (.doc or .docx file) with the following written information:
 - **title** of the blog-post (this can be the same as the title of an event, an ongoing project, a publication, or something just unique to the specific comment/reflection that you wish to publish)
 - your **full name** and pronouns (or the name of the centre, unit or research group under which you are publishing)
 - **date, time** and **place** (if appropriate)
 - **link(s)** to external website(s) (if appropriate)
 - the **main text** you wish to publish. Keep in mind that **we do not edit the spelling and grammar of texts** – this will be copied and pasted onto the site, so please write it in a

style that you are happy to be published. If you wish to emphasise something in your text, kindly use **bold font styling**. Do not use *italics* in the body of blog-posts. **This is to make sure the posts are accessible for people with dyslexia and/or other learning requirements.** *Italics can be used in Bibliographies/Reference Lists* (if appropriate).

For similar reasons, do not underline anything in your text.

- at least 1 **image** (if possible), as well as any other non-textual element(s) you wish to share on the body of the post (this also includes the uploading of separate PDF files with text and/or images). You can send as many images as you wish. If you do not send a visual element, we will choose a decorative stock-image to use as the cover of the blog-post. Ideally, you should own the copyrights of any images you send, or you should make sure that they are copyright-free, at least for non-commercial use. If appropriate, please include the caption(s) of any image(s) on the Word file (i.e. creator/copyright owner, date, and any additional information or description). If you are sharing an event, please do not send us only your final poster as an image – kindly provide the image(s) used in the poster separately, without any text on them (and include all textual information in your main text). **This is to make sure that the post is accessible for people with visual impairments.**

To find out when your blog-post will be uploaded and be ready for sharing please see question [9].

[5] How to amend information on the Centres, Units and Projects page?

The **Director(s)** of any **Research Centre and/or Unit** in the department may email George Kalivis (g.kalivis@gold.ac.uk) with any amendments they may have regarding the short description and/or logo of their Centre or Unit on the [Centres, Units and Projects](#) page at the Sociology Website. Kindly note that a Centre's or Unit's description text should be **75–80 words** long, and the logo (or cover image) should have **squarish** dimensions. This text will be copy-pasted on the website, so please write in a way that you are happy to be published.

The **Lead(s)** of **Research Projects** should email Chloe Nast (c.nast@gold.ac.uk) to amend information on the [Research Projects](#) page at the main College Website.

[6] How to add a podcast or a video to the department's media channels?

If you would like to add a **podcast** or **video** to the department's [media channels](#), please send an email to Beckie Coleman (rebecca.coleman@gold.ac.uk) and Melissa Nolas (s.nolas@gold.ac.uk), including the link to external source.

[7] What is the Sociology Society?

The Sociology Society at Goldsmiths **is run for and by students**.

It is open to all students in the department and provides a great opportunity to get to know other people across the different degree programmes and at all years of study. The Society has organised, and helped to coordinate, a number of different activities, these range from informal meetings and mentoring, to discussions and public lectures, workshops and seminars.

Read more about the Sociology Society [here](#), and – if you are a BA student in the Sociology Department at Goldsmiths – find out **how to submit your work** for the SPLIT zine [here](#).

[8] How to amend and/or add material on the Anti-Racist and Covid-19 pages?

Members of staff, as well as post-doctoral researchers and doctoral candidates, in the department are welcome to contribute their published work on the Sociology Website's Research Resources webpages – currently, the [Anti-Racist Dialogues](#) and the [Covid-19](#) page:

→ material on the **Anti-Racist Dialogues** is categorised as:

- Department Events
- External Talks
- Publications
- Walks
- Audio
- Exhibitions
- Collaborators
- Films

→ material on the **Covid-19** page is categorised as:

- Research Initiatives
- Newspaper Articles
- Blog Posts
- Journal Articles and Book Chapters
- Conference Participation

Please email your amendments and/or new contributions to George Kalivis (g.kalivis@gold.ac.uk).

If you are sending new work to be added on one of the pages, please include in your email:

- the name of the page you wish your contribution to be added to
- the category under which your contribution falls
- the full reference of your work (see also existing examples on the pages)

- external links (if applicable)
- a short 2-3 sentences description of the work
- an image, video, or audio file (if applicable) – if you do not send a non-textual element, we might choose a relevant stock-image to accompany your entry.

Kindly note that this will be copy-pasted on the website, so please write in a way that you are happy to be published.

[9] When will my contribution be uploaded and be ready for sharing?

We aim to update content on the Website and publish new blog-posts (as well as schedule their posting for a later day) every Monday (bank holidays excluded). However, if you are sending an “urgent” post, such as the announcement of an upcoming event, please state so in your email to George Kalivis and we will arrange for this to be uploaded as soon as possible. Once any new content is online, George will share with you the relevant URL. All blog-posts are also shared on the Sociology Department’s social media (i.e. Twitter and, occasionally, Facebook).

[10] Are there any limitations to what can be published on the Website?

We are open to all sorts of suggestions for new content, pages and posts that follow our aim to publish brief reflections, records and information about the wide variety of rigorous and critical research conducted within the Department of Sociology at Goldsmiths. However, any form of racist, sexist, homophobic, transphobic, ableist comments, and overall hate speech, will strictly not be tolerated and will not be published on the Sociology Website.

For further queries kindly email:

- George Kalivis (he/him – Website Editor) at: g.kalivis@gold.ac.uk

and/or:

- Beckie Coleman (she/her – Co-Director of Research) at: rebecca.coleman@gold.ac.uk
- Melissa Nolas (she/ her – Co-Director of Research) at: s.nolas@gold.ac.uk