

CONTRIBUTING AUTHOR AGREEMENT

AGREEMENT dated as of 06-May-2016 between:

Oxford University Press, a not-for-profit organization with an office at 198 Madison Avenue, New York, New York 10016 (the “Publisher”), and

Claus C Pörtner

whose address is _____

who is a citizen of Denmark (the “Contributing Author”).

WHEREAS

- A. The Contributing Author will create and submit a chapter or article in **the Work** (the “Contribution”) to be included in a work provisionally entitled **the Oxford Handbook of Women and the Economy** (the ‘Work’) which Work will be edited by **Susan L. Averett and Laura Argys** (the “Editor”); and
- B. The Contributing Author has agreed to submit the Contribution on the terms of this Agreement,

IT IS HEREBY AGREED AS FOLLOWS:

1. PUBLISHER’S COMMISSION. The Publisher hereby commissions the Contributing Author to write the Contribution and assist in its preparation for publication, as described in Schedule A attached hereto (as such schedule may be amended from time to time in writing signed by both parties, and which Schedule A is hereby incorporated by reference and made a part of this Agreement).

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10. DISPUTE RESOLUTION; INTERPRETATION. Any dispute or difference relating to this Agreement between the parties hereto may be submitted in the first instance to an informal dispute resolution tribunal to be agreed between the Contributing Author and the Publisher. Failing agreement on such, or on the terms of such submission, the parties agree to and submit to the jurisdiction of the English courts, which, other than the aforementioned informal dispute resolution tribunal, will have exclusive jurisdiction over any disputes arising in connection with this Agreement. This Agreement and all matters arising out of it will in all respects be governed by the laws of England and Wales.

11. GENERAL.

- a. This Agreement may not be amended, varied, or supplemented except by a writing signed by the parties or their duly authorized representatives. This Agreement sets forth the entire agreement between the parties regarding its subject matter and supersedes and replaces all prior discussions, arrangements, and agreements (whether written or oral) relating thereto. Each party confirms that it has not relied upon any representation not recorded in this Agreement save that this Clause shall not apply to any statement, representation or warranty made fraudulently.
- b. This Agreement may be executed in any number of identical counterparts and each party agrees that signatures exchanged by facsimile, e-mail, or other digital/electronic means will have the same validity, force and effect hereunder as manual signatures.
- c. The invalidity or unenforceability of any provisions of this Agreement will not affect the validity or enforceability of any other provisions, which will remain in full force and effect.

The parties will use their best efforts to achieve the purpose of any invalid provision by a new, legally valid stipulation. No failure or delay on the part of either party to exercise any right or remedy under this Agreement or any single or partial exercise of such right or remedy will be construed as a waiver thereof.

- d. The Publisher may assign this Agreement or any of its interests in it and may delegate its duties. The Contributing Author may not assign it nor may the Contributing Author delegate its duties without the Publisher's prior, written consent. Any assignment in contravention of this paragraph will be null and void and of no force or effect.
- e. Any notice required to be given under this Agreement will be deemed given three (3) business days after being sent by mail and one (1) business day after being sent by overnight delivery or by personal delivery.
- f. No provision of this Agreement is intended to be enforceable by a person who is not a party to this Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this agreement on the date above written.

CONTRIBUTING AUTHOR

OXFORD UNIVERSITY PRESS

Signed: Claus C Pörtner
Claus C Pörtner (May 7, 2016)

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Damon Zucca, Publisher, Reference

Date: 06-May-2016

If Joint Contributing Authors (leave blank if single Contributing Author or per number of Joint Contributing Authors):

<p>Signed: _____</p> <p>Name(print): _____</p> <p>Date: _____</p> <p>Telephone #: _____</p>	<p>Signed: _____</p> <p>Name(print): _____</p> <p>Date: _____</p> <p>Telephone #: _____</p>
<p>Signed: _____</p> <p>Name(print): _____</p> <p>Date: _____</p> <p>Telephone #: _____</p>	<p>Signed: _____</p> <p>Name(print): _____</p> <p>Date: _____</p> <p>Telephone #: _____</p>

SCHEDULE A

CONTRIBUTION SPECIFICATIONS

The Contribution will meet the following requirements:

Subject matter and treatment:

A scholarly research review article on the topic of Fertility Issues in Developing Countries

Style notes:

Refer to the Author Instructions for more detailed style guidelines.

Length and Delivery Deadline(s):

The Contribution will consist approximately of the number of words
and be delivered according to the deadlines specified below:

Work	Article Title	Length	Deadline

Delivery Format:

No later than the date(s) specified above, the Contributing Author will deliver an electronic file of the Contribution to the **Publisher** by electronic mail or online submission, which file will consist of a double-spaced manuscript of the Contribution in English, with all necessary footnotes, paragraph numbers, headings, etc., complete and in accordance with any guidelines provided by or on behalf of the Publisher.

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CONSIDERATION:

Upon approval of the Contribution by the Publisher, the Publisher will pay the Contributing Author a fee in the amount of \$ 0

AUTHOR GUIDELINES

PREPARING YOUR MANUSCRIPT

for

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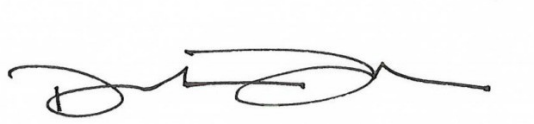
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Damon Zucca
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Manuscript Submission Checklist

Before submitting your final manuscript, please be sure that:

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- ☐ You are submitting the final version of your article.
- ☐ Your article title adheres to the [best practices](#) outlined below in this document.
- ☐ You provided your full name and affiliation (including institution and department) as you want them to appear on the published article.
- ☐ You have provided an [abstract and keywords](#) and, if appropriate, a list of abbreviations and a style guide.
- ☐ Headings and subheadings are concise and consistently formatted.
- ☐ [You have highlighted in-text cross-references which link to articles.](#)
- ☐ You have followed the style guidelines in these instructions or as specified by your volume or OUP editor. Be sure to consult the [appendix](#) of these instructions for additional subject-specific guidelines.
- ☐ All special characters, accents, and symbols are as they should appear in the published article. If your article includes non-standard characters and symbols, use Unicode fonts and provide a PDF of your article in addition to a Word version.
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Best Practices for Discoverable Titles

- ☐ Accurately and specifically describe the content. Avoid terms that are too general.
 - Effective: "Gulags Under Stalin"
 - Less effective: "Gulags"
- ☐ Avoid hypotheticals or rhetorical questions.
- ☐ Consider how readers will search. Use terminology that is frequently searched but does not have too much competition.
 - Effective: "Che Guevara in Bolivia"
 - Less effective: "Building Upon Che Guevara's Bolivia"
- ☐ Note that Google values the beginning of titles more than the end.
- ☐ Use no more than 40 characters in length, including spaces.
- ☐ Specialized terms are highly discoverable ("person in environment theory"). These terms have little competition and a lot of traffic.
 - *Example:* A search for "anthropology and genocide" in Google returns an OHO article titled "Anthropology and Genocide" on the first page of results. However, if you were to search just "Genocide," the same OHO article would not likely be discovered. "Genocide" is too general a title.
 - *Example:* The title "Our Paris, Oh Paris: the Post-modern Era in the Metropolis" is not a highly discoverable title because of its length and because it doesn't include the most likely search phrases for this topic. A more discoverable title may be "The Modernist Movement in Paris."

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- ☐ Does the audio or video enhance the information in the text without being redundant?
- ☐ Are the audio or video files clear and complete?

Audio/Video Requirements

- ☐ Audio files should be MP4 files (MP3 files are not preferred, and will be converted to MP4).
- ☐ Video files should be MP4 files (AVI, WMV, MOV are not preferred, and will be converted to MP4); recommended range of 15 seconds to 15 minutes
- ☐ The location of any audio or video files must be called out in the text and you must provide a complete caption for each.

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Abstract

The article abstract should be concise, between 3–6 sentences, around 120 words and no more than 150 words. It should provide a clear overview of the content of the article. Where possible, the personal pronoun should not be used, but an impersonal voice adopted: “This article discusses . . .” rather than: “In this article, I discuss . . .”

Keywords

Please suggest 5–10 keywords that can be used for describing the content of the article and will ensure your article is searchable and discoverable online. Keywords are equivalent to terms in an index in a printed work. Keywords should meet the following criteria:

- ☐ Keywords should be one word whenever possible, though two- and three-word specialist terms are acceptable when necessary.
- ☐ Keywords should not be too generalized.
- ☐ Each keyword should appear in the accompanying abstract.
- ☐ Keywords may be drawn from the article title, as long as they appear in the text of the related abstract.

Sample abstracts and keywords

Article title: The Afferent Synapse

Abstract: This article introduces a number of critical features of the afferent synapse with particular reference to mammalian hearing. The auditory synapse is the first relay point for the input of sound into the nervous system and the properties of this synapse determine how well a signal from the hair cells is relayed up the auditory brainstem. This information is re-encoded as a pattern in the auditory nerve for subsequent analysis by the brain. The design of the afferent synapse ensures that the information content is not degraded. The article describes the structure and physiology of the afferent synapse and explains the presynaptic and postsynaptic mechanisms. Furthermore, it reveals the paired presynaptic and postsynaptic responses. In addition, it also describes the concept of synaptic adaptation and the genetics of the synapse. It also states that it is sometimes necessary to extrapolate from non-mammalian systems.

Keywords: afferent synapse, mammalian hearing, auditory synapse, presynaptic and postsynaptic mechanisms, synaptic adaptation, genetics of synapse

Article title: Public Sector Contracting

Abstract: This article looks at the structural changes that have resulted from the economy-wide application of contracting out. The public sector is perhaps the one that has been most profoundly affected by it, and about which controversy concerning the appropriate scope of private and public production continues to smolder. This article takes a forward look at contracting trends, not by gazing at a crystal ball, but by asking whether contracting is a fad. It also examines the downsizing phenomenon and the ongoing confusion between its role and that of contracting out. Lastly, it addresses the matter of where and when the bounds of contracting out will be identified, but finds no definitive answer on the basis of current trends.

Article Keywords: boundaries, contracting out, downsizing, fads, outsourcing, public sector, structural changes, trends

Notes, References, and Bibliography

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If you are writing exclusively for the online service, your OUP development editor will let you know which reference style to use. Please use these guidelines in conjunction with instructions from your OUP editor.

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During copyediting, your references will be edited for style but will not be fact-checked, so please pay special attention to the accuracy of your references. Please also ensure that all references are full, complete, and consistently formatted. Do not use *ibid.*, *id.*, *op. cit.*, or other such reference abbreviations. Do not use a long dash to replace a repeated author name in a bibliography or reference list. Give page ranges in full (651–652, not 651–52).

Numbered Endnotes with a Bibliography

List any endnotes at the end of your article. Use superscript numbers (e.g., text¹) to indicate the note reference in text. Please provide full reference citations in the endnotes, so that the endnotes can stand alone without the bibliography. (You may also have explanatory endnotes, but please try to keep these to a minimum.) The bibliography should serve as a guide for someone coming new to the field to read their way into the topic, containing all of the most recent key works in the field. The bibliography need not contain every reference cited and can contain references you have not cited in the endnotes.

Author-date Citations with a Reference List

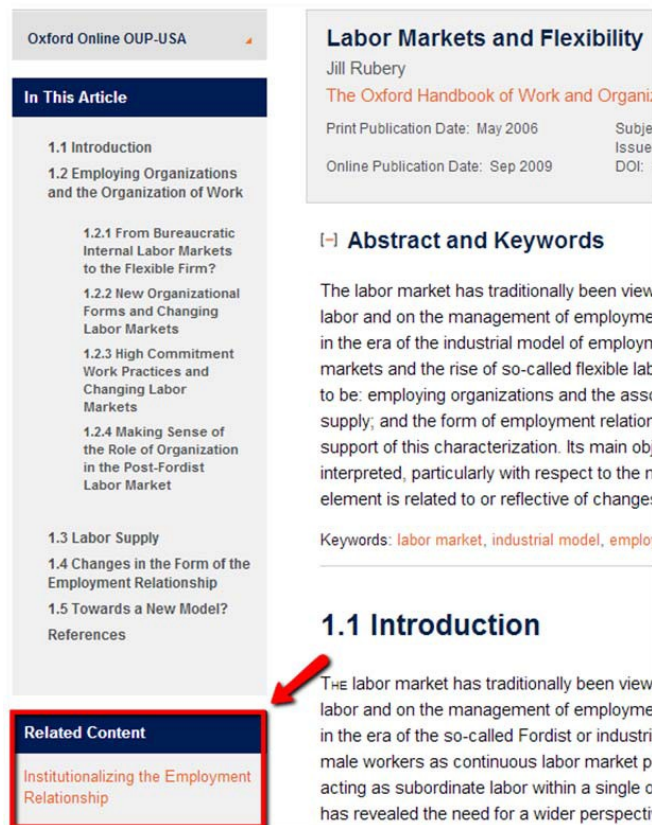
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For example: “According to John Smith’s essay on **business history**, a distinct area of scholarship emerged in the late 1920s.” In this sentence, “business history” may link to an article called “Business History” or to a section called “Business History.”

URLs

You may link from a specific place in your text to a non-OHO web address. Simply provide the full URL in your manuscript.

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Style, Spelling, and Format

If you have been commissioned as part of a handbook, please consult with your volume editor. He or she, along with the OUP editor, will determine which style guide to use throughout the book.

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For articles using UK spelling, the *New Oxford Spelling Dictionary* and *New Hart's Rules* will be followed. Use the ending -ize/-ization/-izing in all words where this alternative is available in British English. Note that “z” may not be substituted for “s” in words ending -yse (“analyse,” “paralyse”).

In all cases use the Oxford comma: “one, two, and three” (not “one, two and three”).

Any style guidance provided in these instructions supersedes that of *Chicago*, *APA*, and *New Hart's Rules*. See [Notes, References, and Bibliography](#) for information on how citations will be styled and see the [appendix](#) below for examples and more detailed subject-specific style guides.

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Headings and subheadings should be concise, consistently formatted, and clearly identifiable. This means all first-level headings should be formatted the same way, all second-level headings should be formatted the same way and differently from first-level headings, and so on. Use no more than three levels of headings. Think of headings as keywords for an online search. Headings must not include cross-references or cues to tables, figures, or notes.

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Appendix

Example: Numbered Endnotes with Bibliography

Notes

1. Immanuel Kant, *Critique of Pure Reason*, trans. N. K. Smith (New York: St. Martin's Press, 1965).
2. Kant, *Critique*, 43.
3. Philip Kitcher, *The Nature of Mathematical Knowledge* (New York: Oxford University Press, 1983), chap. 1.
4. W. V. Quine, "Two Dogmas of Empiricism," in *From a Logical Point of View*, 2d rev. ed. (New York: Harper and Row, 1963).
5. Hilary Putnam, " 'Two Dogmas' Revisited," in *Realism and Reason: Philosophical Papers*, vol. 3 (Cambridge: Cambridge University Press, 1983).
6. Tyler Burge, "Content Preservation," *Philosophical Review* 102 (1993): 457–488.

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Alston, William P. "Meta-Ethics and Meta-Epistemology." In *Values and Morals*, edited by A. I. Goldman and J. Kim, pp. 275–297. Dordrecht: Reidel, 1978.

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Moser, Paul K., J. D. Trout, and D. H. Mulder. *The Theory of Knowledge*. New York: Oxford University Press, 1998.

Novak, William J. "The Myth of the 'Weak' American State." *American Historical Review* 113 (June 2008): 752–772. doi:10.1086/ahr.113.3.752.

Example: Author-Date Style with Reference List

(text)

The importance of knowledge as a crucial asset for firm performance has been of growing interest to organizational scholars over the last two decades (for example, Cook and Brown, 1999; Grant, 1996; Kogut and Zander, 1992; Nonaka and Takeuchi, 1995; Orlikowski, 2002; Spender, 1996). Whilst Nag et al. (2007) accepted that both institutional and organizational structures can retain knowledge, a significant portion of this knowledge is also contained in the cognition of the firm's constituent employees and other stakeholders; that is, within its human capital (Scott, 1995a, 1995b; Tsoukas, 1996).

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Cook, S. D. N., and Brown, J. S. (1999). "Bridging Epistemologies: The Generative Dance between Organizational Knowledge and Organizational Knowing." *Organization Science* 10(4): 381–400.

Kogut, B., and Zander, U. (1992). "Knowledge of the Firm, Combinative Capabilities, and the Replication of Technology." *Organization Science* 3(3): 383–397.

Nag, R., Corley, K. G., and Gioia, D. A. (2007). "The Intersection of Organizational Identity, Knowledge, and Practice: Attempting Strategic Change via Knowledge Grafting." *Academy of Management Journal* 50(4): 821–847.

Nonaka, I., and Takeuchi, H. (1995). *The Knowledge-Creating Company* (New York: Oxford University Press).

Orlikowski, W. J. (2002). "Knowing in Practice: Enacting a Collective Capability in Distributed Organizing." *Organization Science* 13(3): 249–273.

Scott, W. R. (1995a). *Organizations and Institutions* (Thousand Oaks, Calif.: Sage).

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Spender, J.-C. (1994). "Organizational Knowledge, Collective Practice and Penrose Rents." *International Business Review* 3(4): 353–367.

Tsoukas, H. (1996). "The Firm as a Distributed Knowledge System: A Constructionist Approach." *Strategic Management Journal* 17(Winter special issue): 11–25.

Further Reading

Beal, D. J., Weiss, H. M., Barros, E., and MacDermid, S. M. (2005). "An Episodic Process Model of Affective Influences on Performance." *Journal of Applied Psychology* 90(6): 1054–68. doi: 10.1037/0021-9010.90.6.1054.

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SUBJECT-SPECIFIC STYLE AND REFERENCE GUIDES

Musicology, Philosophy, Business, Political Science

- Follow the latest edition of the *Chicago Manual of Style*
<http://www.chicagomanualofstyle.org/16/contents.html>

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<http://www.chicagomanualofstyle.org/16/contents.html>
- LaTeX files are acceptable, but be sure to include all supporting files and a PDF
- EPS files of line drawings are preferred
- Microsoft Word's Equation Editor is converted to Math Type, so be mindful of any possible changes in spacing when reviewing copyedits and typeset proofs

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- Follow the latest edition of the *Chicago Manual of Style*, with endnotes
<http://www.chicagomanualofstyle.org/16/contents.html>

Science, Psychology*, Neuroscience*, Linguistics, Earth Science*

- Follow the *Publication Manual of the American Psychological Association*, 6th edition
<http://www.apastyle.org/>

*For Psychology and Neuroscience see additional guidelines below.

*For Earth Science be sure to include content on the applicability of the research discussed and human response regimes to the phenomenon researched.

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- Follow the *MLA Handbook*
<http://www.mla.org/store/CID24/PID363>

US-based History and Classics

- Follow the *Chicago Manual* humanities documentary style (footnotes and full bibliography)
<http://www.chicagomanualofstyle.org/16/contents.html>

US-based New World Archaeology (e.g., Aztecs, South American Arch, etc.)

- Follow style guide for the Society for American Archaeology (SAA)
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- A tip for how to indicate heading level in MS Word: You can differentiate by using special formatting, e.g., bold and all caps for <h1>, followed by bold for a <h2>, so long as it's consistent. You may prefer, however, in Microsoft Word 2010, to use "Styles" on the Home menu screen. This provides formatting options for Headings 1 through Headings 4, and even beyond (but don't go further).

Conclusion *(Summary and concluding remarks.)*

Future directions *(3–10 questions presenting future directions for the field, difficult problems to be solved, or topics that remain to be addressed.)*

Endnotes (if needed) *(Insert endnotes manually. No footnotes.)*

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