

PREPARATION CHECKLIST FOR ASR MANUSCRIPTS

This checklist is intended to help you prepare your manuscript for publication in *ASR* and to save you time in the production process.

MANUSCRIPT FORMAT

TITLE PAGE

- Include the full **title** of the article.
- List all author(s)'s **name(s)** and **institution(s)** (listed vertically if more than one author).
- Include **running head** (<55 characters including spaces) and **word count** for the manuscript.
- Title footnote: An asterisk (*) by the title refers to the title footnote at the bottom of the title page: includes name, mailing address, and e-mail of **corresponding author; acknowledgments/credits**; grant numbers.
- List complete **contact information for all authors** (street mailing address, e-mail, phone, fax) for journal mailing purposes; *these will not be published* in the journal article.

Biography

- Include a short biography (<100 words) for each author.
- The bio includes author's name, title, department, institution, and brief description of current research interests, publications, or awards.

ABSTRACT

- Make it brief (one paragraph of 150 to 200 words).
- Summarize the most important contributions in your paper.
- Make it accessible, jargon-free, and clear to the general reader.
- Consider it a press release about your research (to test quality of abstract).
- Write in third person (no "I" or "we").

TEXT

Content

- Use consistent verb tense, active voice, consistent terminology, parallel construction.
- Avoid passive voice when possible, obscure terminology, wordy phrases, pronouns with ambiguous antecedents.

Subheadings

A maximum of three (3) levels of subheadings are sufficient:

MAIN HEADING LEVEL 1

Subheading Level 2

Subheading level 3. The subjects in this experiment answered a series of questions. . . .

Text citations

Cite only those that provide evidence for your assertions or that guide readers to important sources on your topic. Include the last name of the author and year of publication. Include page numbers when you quote directly from a work or refer to specific

passages.

- If author name is in text, follow last name with year in parentheses, "...Duncan (1959)."
- If author name is not in text, enclose last name and year in parentheses, "... (Gouldner 1963)."
- Pagination follows the year of publication after a colon, "... (Ramirez and Weiss 1979:239–40)."
- Give both last names for joint authors—".....(Martin and Bailey 1988)."
- For works with three authors, list all last names in the first citation in the text; thereafter use "et al."—"..... (Carr, Smith, and Jones 1962)"; and later, "..... (Carr et al. 1962)." For more than three authors, use "et al." throughout.
- For institutional authorship, supply minimum identification from the complete citation—"..... (U.S. Bureau of the Census 1963:117)."
- Separate a series of references with semicolon—".....(Burgess 1968; Marwell et al. 1971)."
- For unpublished materials, use "forthcoming" to indicate material scheduled for publication. For dissertations and unpublished papers, cite date. If no date, use "n.d." in place of the date, "...Smith (forthcoming) and Jones (n.d.)."

Equations

- Equations in the text should be typed or printed.
- Use consecutive Arabic numerals in parentheses at the right margin to identify important equations.
- Align all expressions and clearly mark compound subscripts and superscripts.
- Clarify all unusual characters or symbols.
- Use *italic* type for variables in equations and in the text; use **bold** type for vectors.

Appendices

- Appendices appear at the end of your article (label "Appendix A," "Appendix B," etc.) just *before* the References list.
- Use appendices only when necessary and make them brief.

Endnotes

- Use endnotes only when necessary and make them brief (<100 words). As alternatives, consider (a) stating in the text that information is available from the author, or (b) adding a brief appendix.
- Begin each note with the superscript numeral to which it is keyed in the text *after* the References list. Notes can (a) explain or amplify text, or (b) cite materials of limited availability.

AMERICAN SOCIOLOGICAL REVIEW

REFERENCE LIST

(It is the responsibility of the **author**, not ASR, to verify that references are correct and cited appropriately.)

- All references cited in the text must be listed in the reference list, and vice versa.
- Double check spelling and publication details—ASA journals are not responsible for the accuracy of references.
- Cross-check author names cited in your text with author names in the reference list.
- List references in alphabetical order by author last names. Include full names of all authors—use first-name initials only if the author used initials in the original publication.
- For multiple authors, only the name of the first author is inverted (e.g., “Jones, Arthur B., Colin D. Smith, and Barrie Thorne”).
- For two or more references by the same author(s), list in order of publication year. Use six hyphens and a period (-----.) in place of the name when the authorship is the same as in the preceding citation.
- To list two or more works by the same author(s) from the same year, add letters (a, b, c, etc.) to the year or to “Forthcoming” (e.g., 1992a, Forth-coming a). List in alphabetical order by title.

Reference Examples

(recent journal issues contain further examples)

• Books:

- Bernard, Claude. [1865] 1957. *An Introduction to the Study of Experimental Medicine*. Translated by H. C. Greene. New York: Dover.
- Mason, Karen O. 1974. *Women's Labor Force Participation and Fertility*. Research Triangle Park, NC: National Institutes of Health.
- U.S. Bureau of the Census. 1960. *Characteristics of Population*. Vol. 1. Washington, DC: U.S. Government Printing Office.

- *Periodicals*: Goodman, Leo A. 1947a. “The Analysis of Systems of Qualitative Variables When Some of the Variables Are Unobservable. Part I—A Modified Latent Structure Approach.” *American Journal of Sociology* 79:1179–1259.
- . 1947b. “Exploratory Latent Structure Analysis Using Both Identifiable and Unidentifiable Models.” *Biometrika* 61:215–31.
- Szelényi, Szonja and Jacqueline Olvera. Forthcoming. “The Declining Significance of Class: Does Gender Complicate the Story?” *Theory and Society*.

• Dissertations:

- Charles, Maria. 1990. “Occupational Sex Segregation: A Log-Linear Analysis of Patterns in 25 Industrial Countries.” Ph.D. dissertation, Department of Sociology, Stanford University, Stanford, CA.

• Collections:

- Clausen, John A. 1972. “The Life Course of Individuals.” Pp. 457–514 in *Aging and Society*, vol. 3, *A Sociology of Age Stratification*, edited by M.W. Riley, M. Johnson, and A. Foner. New York: Russell Sage.
- Sampson, Robert J. 1992. “Family Management and Child Development: Insights from Social Disorganization Theory.” Pp. 63–93 in *Advances in Criminology Theory*, vol. 3, *Facts, Frameworks, and Forecasts*, edited by J. McCord. New Brunswick, NJ: Transaction.

• Web Sites:

- American Sociological Association. 1997. “Call for Help: Social Science Knowledge on Race, Racism, and Race Relations” (ASA Action Alert, October 15). Washington, DC: American Sociological Association. Retrieved October 15, 1997 (<http://www.asanet.org/racecall.htm>).
- Boorstein, Michelle. 2003. “Homeless Needs Outrun Success in Finding Shelter Site.” *Washington Post*, October 19, 2003, p. C05. Retrieved October 20, 2003 (<http://www.washingtonpost.com/wp-dyn/articles/A46989-2003Oct18.html>).
- Kao, Grace and Jennifer Thompson. 2003. “Racial and Ethnic Stratification in Educational Achievement and Attainment.” *Annual Review of Sociology* 29:417–42. Retrieved October 20, 2003 (<http://arjournals.annualreviews.org/doi/abs/10.1146/annurev.soc.29.010202.100019>).

TABLES, FIGURES, AND APPENDICES

Include tables, figures, and appendices only when they are critical to the reader's understanding. As an alternative, consider inserting a statement in the text stating that the information is available from the author.

Permissions

Author(s) are responsible for securing permission to publish any copyrighted figure, illustration, or photograph *before* sending final version of the manuscript to the ASR office.

Tables

- Number tables consecutively throughout text.
- Each table should have a brief (<25 words) descriptive title.
- Preferred computer programs are Excel and/or MS Word (Table function).
- Use 1/2 point or thicker when using rules. (Hairline rules are too fine for print production.)
- Each table should appear on a separate page.
- Include a brief descriptive title for each table and headings for all columns and rows (see recent journal issues for examples).
- Use the same variable names in your tables as you use in your text.
- Abbreviations are okay to use, but please spell out in table footnote (NIH = National Institutes of Health; SP = single parent).
- Standard errors, standard deviations, t-statistics, and so on, should appear in parentheses under the means or coefficients in the tables and be explained in the table footnote (*Note*: Data shown are regression coefficients with standard error in parentheses...).
- Table footnotes appear at the bottom of the table; use superscript a, b, c, etc.
- Use asterisks to indicate significance as follows: * $p < .05$, ** $p < .01$, and *** $p < .001$ levels (avoid listing $p < .10$; only results significant at $p < .05$ level or better should be indicated as significant in tables or text). Indicate if tests are one-tailed or two-tailed.

Figures

- Number figures consecutively throughout text.
- Each figure should have a brief (<25 words) descriptive title/caption.
- Preferred computer programs are Excel, Illustrator, Photoshop, or Corel Draw.
- Submit separate figure files (laser proofs do not reproduce well). Provide the original computer file(s) of the figure(s) as created in the **original** program: e.g., an Excel graphic must be sent as an Excel file (*.xls).
- Do not submit a figure placed/inserted/pasted into a word processing document unless disk contains a separate original graphic file (Excel, Illustrator, Photoshop, or Corel Draw).
- Do not submit Stata file; convert into Excel file (*.xls).
- Use 1/2 point or thicker rules (hairline rules are too fine for print production).
- Use **black and white** only (not color).
- Use 10 point font (Times New Roman) for all labels and text in figures.
- Use at least 300 dpi resolution for gray-scale; use at least 600 dpi resolution for line-art (1200 dpi is preferred).
- Preferred file formats are *.xls, *.tiff files, or *.eps files (not *.ps files).
- Do not send 72 dpi screen shots or web gifs (they look okay on the computer screen *but* do not reproduce well in publication).
- If submitting camera-ready (hard copy) artwork, it must be produced by computer or by a graphic artist in black ink on white paper with clear and clean lines. All labels on figures and illustrations must be typeset.