

SOCIOLOGICAL VOICES

A Journal of Research by
Undergraduates at the
University of Notre Dame

STYLE GUIDE

All professional journals follow a particular “style” (format), and papers submitted to a journal for possible publication must follow its style. *Sociological Voices* has based its style on that of the American Sociological Association’s *Style Guide*, which is the model of all of the journals published by ASA, including its flagship *American Sociological Review*.

FONT

Sociological Voices uses Times New Roman, 11-point, as its default font. The title of your paper should be in 12-point type. Block quotations should be in 10-point type.

SPACING

Double-space between lines. Do not add extra space between paragraphs. Do not double space after periods.

TITLE AND AUTHOR’S NAME

Sociological Voices does not require a separate title page with submissions. On the first page of your paper put the title of your paper, centered, in capitals, followed by your name.

ABSTRACT

Following your name place a 150-200 word abstract, which identifies and summarizes your paper’s subject and your main points about that subject. Your abstract should be titled and indented as follows:

Abstract

This guide present the major issues of “style” involved in preparing a paper for submission to Sociological Voices for possible publication.

SUBHEADINGS

Divide your paper into sections and subsections, each with its own descriptive title, to highlight its organization. *Sociological Voices*, like ASA journals, uses 3 levels of subheadings, each with its own format.

Do not label your introduction using the work “introduction” as a subheading.

The title of this and the previous sections of this guide show the format for first-level subheadings. Include 2 blank lines before a first-level sub-heading and one after.

Do not indent the first paragraph after the subheading.

This Is a Second-Level Subheading

Second-level subheadings should have the same spacing before and after them as first-level subheadings, **unless** the second-level subheading immediately follows a first-level subheading, in which case use only one blank line between the two subheadings.

This is a third-level subheading. The format for this level of subheading should be obvious from this example.

CITATIONS AND REFERENCES

Scholars must supply citations and references for both facts and ideas that they obtain from the work of other scholars, whether quoted or paraphrased; failure to do this is plagiarism. Citations and references have two functions. One is to provide other scholars due credit for their work. The other is to provide other scholars with the information needed for them to be able to consult your sources themselves.

American Sociological Association journals require a “References” list, rather than a bibliography. The difference is that a bibliography can list works consulted, whereas a “References” list is restricted to works cited. Every work listed in your “References” must be cited at least once and every work cited in the body of your paper must be listed in your “References”.

References

Your references belong in a separate section of your paper, with the title REFERENCES as a first-level subheading. This section belongs after the body of your article, but before any appendices. The formats for the main types of references are given below. If you have any questions about formats for references, contact the Editor or the assistant editor assigned to your article.

Books. The following 3 examples cover the most common information required for references to books. The capitalizations of the subtitles follow the format of the books themselves.

Flaherty, Michael G. 1999. *A Watched Pot: How we experience time*. New York and London: New York University Press.

Hughes, John A., Wes W. Sharrock, and Peter J. Martin. 2003, *Understanding Classical Sociology*. Second Edition. London and Thousand Oaks: Sage Publications.

Poggi, Gianfranco. 1990. *The State: Its Nature, Development and Prospects*. Stanford: Stanford University Press.

Sica, Alan, ed. 2005. *Social Thought From the Enlightenment to the Present*. Boston: Pearson Education Inc.

Weber, Max. 2002. *The Protestant Ethic and the Spirit of Capitalism*. Third Roxbury Edition. Translated by Stephen Kalberg. Los Angeles: Roxbury Publishing Company.

Journal articles. For journals which start each issue with page 1, provide the issue number (or month). For journals whose pages are numbered consecutively within each volume, omit the issue number (or month). Please note the punctuation: there is no punctuation mark between journal titles and volume numbers and there is no space after the colon separating volume and page numbers.

Davis, Julie. 2003. "Community Involvement and Inter-Group Contact." *Sociological Voices* 1:171-193.

Newspaper and magazine articles. The word "The" in the titles of newspapers is omitted in references and citations.

Lyall, Sarah. 2002. "Lost in Sweden: A Kurdish Daughter is Sacrificed." *New York Times*, July 23, A3.

Articles from websites.

Lyman, Rick and Dexter Filkins. 2004. "After 3-Day Fight, U.S. and Iraqi Forces Retake Samarra." *New York Times*, October 4. Retrieved October 4, 2004. (<http://www.nytimes.com/2004/10/04/international/middleeast/04iraq.html?oref=login&th>)

In your references section, list your sources alphabetically by the authors' last names. If you have more than one source from an author, put them in order of the date of publication and replace the author's

name by ----- in the second and subsequent entries. If you have more than one source from the same year by an author, add a lower case letter to the year of publication: 2004a., 2004b., etc.

Doe, John. 2004a. *Meet John Doe*. Wherever: Whoever Publications.

-----, 2004b. *Hello John Doe*. Wherever: Whoever Publications.

Citations

Sociological Voices uses a rationalized version of the ASA's citation system. Our default format for citations, both for paraphrases and for in-text and block quotations is:

One famous study concluded that by 1870 barely half of the people living within the territory claimed by successive governments in Paris had been assimilated into a "nation", that is, "a body of people united according to their own will and having certain attributes in common" (Weber 1976:485).

The modern view of the nation as a body of people united according to their own will and having certain attributes in common (not least history) was at best dubiously applicable to the France of 1870 (Weber 1976:485).

Spaces within citations. There **is** a space between the author's name and the year of publication but **no** space between the colon and the page number.

Parentheses. Some of this information can be included in the text itself.

According to Eugen Weber's famous study *Peasants into Frenchmen*, by 1870 barely half of the people living within the territory claimed by successive governments in Paris had been assimilated into a "nation", that is, "a body of people united according to their own will and having certain attributes in common" (1976:485).

In 1976 Eugen Weber concluded that, even by 1870 barely half of the people living within the territory claimed by successive governments in Paris had been assimilated into a "nation", that is, "a body of people united according to their own will and having certain attributes in common" (485).

If you are citing a work as a whole, then, obviously, you will not cite a specific page or range of pages.

Eugen Weber's book *Peasants into Frenchmen* (1976) is a study of social mobilization and successful assimilation of the peasantry in France under the 3rd Republic.

However, always remember that one of the purposes of citations is to allow other scholars to locate your sources and evaluate them for themselves and it is unreasonable to expect someone to wade through a 40 page article or a book to find a quotation or piece of information! If you are citing something specific from a source you must provide its specific location.

In the concluding chapter of *Peasants into Frenchmen* (1976), Eugen Weber explicitly compares the incorporation of the peasantry into the French “nation” with Frantz Fanon’s analysis of colonialism in *The Wretched of the Earth* (490-493).

QUOTATIONS

Quotations of one sentence or less should be enclosed within quotation marks within your text.

Quotations of more than one sentence should be presented in “block quotation” format, in 10 point type, in a separate, indented paragraph.

If you modify a quotation, for instance, to make its grammar match yours, indicate where you omitted words by ellipses (3 “periods”) and indicate words that you have inserted or modified by placing them within square brackets.

TABLES

The following example of the basic format for tables comes from the ASA’s *Style Guide* (25).

Table 1. Coefficients from Regression of Gross National Product on Four Predictors: United States, 1985

<i>Variable</i>	<i>Coefficient</i>
Population (x 100,000)	.284** (.106)
Military Government (1 = yes)	.043*** (.010)
Debt (x \$1,000,000) ^a	.112 (.105)
Years since independence	5.13* (2.40)

Source: United Nations

Note: Numbers in parentheses are standard errors.

^a In 1985 dollars.

* $p < .05$

** $p < .01$

*** $p < .001$ (two-tailed tests)