

“Style Guide” for Authors Preparing Papers for Submission to *Sociological Voices*

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Abstract

Every professional journal has a distinct “style”, and papers submitted to a journal for possible publication must follow its style to facilitate the editors’ work of turning authors’ manuscripts into publication-ready articles. This guide sets out the major features of the style used by Notre Dame’s journal of undergraduate research, *Sociological Voices*.

This style guide sets out most of what you need to know to prepare your paper for submission to *Sociological Voices*, a journal of research and related work done by undergraduates at the University of Notre Dame, and does so in two ways. First, it explains the main features of SV’s style, which is based on the *Style Guide* of the American Sociological Association. Second, this guide illustrates most of the features that it explains in its own formatting. If you have any questions about preparing your paper for submission that are not answered in this guide, please contact the editors of *SV* at socvoice@nd.edu.

FONTS AND SPACING: THE BASICS

Fonts: The Basics of Typeface and Size

Sociological Voices uses the Times New Roman typeface.

12-point is the default size for text in *SV*. 11-point is used for abstracts, block quotations, and references. 24-point is used for paper titles.

Spacing: The Basics

Double-space between lines.

Do **NOT** add extra blank lines between paragraphs.

Do **NOT** add extra spaces between sentences, or after commas, colons, semi-colons.

SECTIONS, SUB-SECTIONS, AND SUB-SUB-SECTIONS

The American Sociological Association's *Style Guide* calls for papers to be organized in titled sections, sub-sections, and -- if needed -- sub-sub-sections.

Titles of Sections, Sub-Sections, and Sub-Sub-Sections: Fonts and Spacing

The titles of sections, sub-sections, and sub-sub-sections each have distinct formats.

Table 1. Formats for the Titles of Sections, Sub-Sections, and Sub-Sub-Sections

SECTION TITLES	Font: CAPITALS Spacing: Before section titles, 2 blank lines; after, 1 blank line
<i>Sub-Section Titles</i>	Font: <i>Bold-Italics, Initial Letters of Words Capitalized</i> Spacing: Before sub-section titles, 2 blank lines; after, 1 blank line Except: 1 blank line between Section and Sub-section titles
<i>Sub-sub-sections titles.</i>	Font: <i>Bold-italics, formatted as if the initial sentence of a paragraph.</i> Spacing: 1 blank line preceding sub-sub-sections

Introductions are untitled. Introductions – if used – should be left untitled. (ASA's *Style Guide* does not require an introduction, since the abstract that it does require will often render an introduction superfluous.)

References section. Your references belong in a section with that title, which follows your conclusion in the usual way, i.e., REFERENCES should be separated from your conclusion by 2 blank lines: do **NOT** put your references on a separate page.)

(For the formatting of the references themselves see below.)

Appendices. If your paper includes appendices they belong in sections that follow your references, with section titles that start with the tags APPENDIX A, APPENDIX B, etc.

Formatting Paragraphs Relative to Sections and Sub-Sections

Do **NOT** indent the first paragraph of a section or sub-section.

OTHER PARTS OF YOUR PAPER

Paper Title, Name/s of Author/s, and Acknowledgements

Your paper title belongs at the top of your first page, flush left, in 24-point type, initial letters capitalized.

Your name and those of any co-authors should follow your title after 2 blank 12-point lines; it should be flush left, in 12-point type.

Sociological Voices publishes authors' acknowledgements along with their bios in a separate section of the journal. If your paper is accepted for publication an editor will contact you for your bio and acknowledgements.

Abstract

Include a 100-200 word abstract with your paper which sets out its main/essential features and the main points that it makes, sans details.

Your abstract, with the title **Abstract**, should be in 11-point type, indented as a block, both preceded and followed by 2 blank 12-point lines.

Formatting Quotations

This section discusses the formatting of quotations; substantive issues of quotations are discussed below.

Formatting in-text quotations. Quotations of one sentence or less should be enclosed within quotation marks within a regular paragraph, in 12-point type.

Formatting block quotations. Quotations of more than one sentence should be formatted in 11-point type, indented as a block, offset from the preceding and following text by 1 blank, 12-point line.

Modifications of quotations. If you modify a quotation in any way, for any reason, you must indicate this. To indicate omissions use ellipses (. . .). To identify added words or changes to words, use square brackets (e.g., if you change the word "changes" to "change[d]").

Formatting Citations

This section discusses the format for citations; substantive issues of citation are discussed below.

ASA's *Style Guide* calls for parenthetical, a.k.a. in-text, citations. The default format for a citation in this system, which *Sociological Voices* uses for all citations, is: (Doe 2009:1), where *Doe* is the last name of the author of the source being cited, *2009* is the date of its publication, and *1* is the number of the relevant page. **NO space follows the colon** that separates the date of publication and the page number.

In so-called "chain citations", which include multiple sources in a single citation, separate each source from the next by a semi-colon (followed by a single space).

Some of the information required to identify your sources can be included in the text, rather than in parentheses. Thus, if you refer to an author in your text, then only the date of publication and page number need be placed in the parenthetical citation:

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).

Similarly, you might also mention the date of publication in the text and thus need only identify the page number in parentheses.

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).

Formatting References

Your references (aka, works cited), should be formatted in "hanging" paragraphs in 11-point type, within a section titled REFERENCES, following your conclusions. (See below for further issues regarding references.)

Tables, Figures, Photographs, Maps, Etc.

If your paper includes tables, figures, photographs, maps, etc., put them at the end of your manuscript, each on a page of its own, in the order in which they appear. Indicate approximately where they should appear in your text as follows:

[TABLE 1. APPROXIMATELY HERE]

Formatting tables and their titles. Tables **MUST** be prepared in Word (due to the requirements of *SV*'s printer).

Sociological Voices is published as a 6" x 9" book, which entails that we reduce the size of any tables that are prepared in 8 & 1/2" x 11" format. You should consider whether your tables will be legible when so reduced.

The following example of how to format tables and their titles 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)

Formatting photographs, maps, drawings, etc. *SV*'s ability to publish photographs, maps, drawings, etc., depends on the ability of our printer to "extract" the images from the file that we prepare for them, based on the file that you submit to *SV*.

Photographs, maps, drawings, etc., can only be published in black & white.

As with tables, the size of photographs, maps, drawings, etc., which *SV* can publish is limited by *SV*'s 6" x 9" format and may need to be reduced.

Notes

Sociological Voices tries to avoid publishing footnotes and endnotes and asks you to eliminate them before you submit your paper, if possible. However, if you believe that your paper requires notes you may submit them – with, however, no guarantee that they will ultimately be published. *SV*'s editors will work with you to recast essential material to fit into the body of your paper or an appendix.

IDENTIFYING YOUR SOURCES FOR IDEAS, FACTS, AND QUOTATIONS

The Professional Responsibility to Identify Your Sources for Facts, Ideas, and Quotations

The professional norms of academic/scientific work require you to identify your sources for facts, ideas, **and** quotations. These norms go beyond simply not trying to cheat; they impose a positive obligation to identify your sources.

The identification of sources serves two vital functions in the collective enterprise of scholarship.

One function served by identifying the sources of the facts, ideas, and quotations that you obtain from the work of other scholars is to afford them due credit for their work. Failure to provide this credit is both theft and fraud: it is theft from your sources and fraud perpetrated on your readers (since, unless if you identify a source for your facts, ideas, and words, you are implicitly claiming credit for them yourself (unless they are common knowledge)).

The other function served by identifying the sources that you used is to make it possible for your readers to consult your sources themselves, either to check the validity of your use of those sources or to use them in their own work.

You should keep both of these functions in mind as you work on your paper.

The professional responsibility to identify your sources of facts and ideas. You must **identify your sources for facts and ideas whether you quote or paraphrase** those sources. Remember, if you do not identify a source for a fact or idea, you are claiming by default, either that it is common knowledge or that it is something that you discovered or thought up yourself.

The professional responsibility to identify other author's words as quotations. You must identify your sources for facts and ideas whether you quote or paraphrase those sources. Identifying as quotations the words of other authors – their distinct way of stating a fact or idea – is a further professional responsibility.

Be aware that **you cannot change a quotation into a paraphrase by changing a few words in a passage of someone else's writing and you risk committing plagiarism if you try.** If you find yourself wondering how many words you must change in a quotation to change it into a paraphrase, you are on the wrong track: either quote the original passage or start over with a “blank page” and render your source's facts or ideas in your own words from scratch.

How to Identify Your Sources: The System of Citations and References

The *Style Guide* of the American Sociological Association requires a system of parenthetical citations paired with a list of “references” (aka “works cited), rather than a bibliography. A bibliography can list works consulted, but not cited, whereas a list of references is restricted to

works cited in your paper. The ASA system requires that **every work cited in your paper must be listed in your references section and that every work listed in your references section must be cited in your paper** at least once.

References: The Information Needed and How to Format It

As you prepare your references, keep in mind their function, which is to make it possible for other scholars to identify and locate your sources, if they choose to (for whatever reason).

In your references section, list your sources alphabetically by their authors' last names, whether their authors are individuals or corporate entities.

If you have two or more sources by a single author list them in order of their date of publication and replace the author's name by ----- (8 dashes), in the second and subsequent entries.

If you have two or more sources from the same year by a single author add a lower case letter to the year of publication, as in the following examples:

Doe, John. 2004a. *Meet John Doe*. Wherever: A Publisher, Inc.
-----, 2004b. *Hello John Doe*. Wherever: A Publisher, Inc.

If you did major research in sources of a special type – e.g., government archives, interviews, newspapers, etc. – divide your references section into sub-sections according to types of sources.

The ASA's formats for references to sources of the four most common types are illustrated below.

1. Books. The following 5 examples cover the most common information required for references to books. Capitalization of subtitles and other bibliographic information should follow the format of the books themselves, as in the following examples.

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.

2. Journal articles. For journals which start each issue of a given volume with page 1, provide the issue number (or month), for example:

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

For journals which number pages across issues within a volume, omit the issue number (or month), for example:

Lesnard, Laurent. 2008. "Off-Scheduling within Dual-Earner Couples: An Unequal and Negative Externality for Family Time." *American Journal of Sociology* Volume 114:447-90.

Please note the punctuation in these examples:

- **there is no punctuation mark between journal titles and volume numbers;**
- **there is no space after the colon separating volume and page numbers.**

3. Newspaper and magazine articles. The word "The" in the titles of newspapers is omitted in references and citations, for example:

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

4. Articles from websites. You must identify the date on which you accessed a website (since websites can change over time). You should also identify, if you know, the date on which a website was originally composed and/or last modified before you accessed it.

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>)

Page Numbers in Citations?

Do you need to include page numbers in your citations? The answer is, it depends.

If you are citing a work as a whole, then, there is no specific page to refer to.

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

However, remember that one of the purposes of identifying your sources is to make it possible for your readers to consult your sources themselves and it would be unreasonable to expect someone to hunt through a 40 page article, let alone an entire book to find a particular fact or idea, simply because you are too lazy or careless to identify its location for them. If the fact or idea or quotation that you are providing a citation for is located on a particular page or group of pages in your source, it is only reasonable to identify it for your readers – you should know it!

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).

THE ELEMENTS OF STYLE

Sociological Voices, like the American Sociological Association’s *Style Guide*, recommends and follows Strunk and White’s *The Elements of Style*, Parts I and II.

On the one hand, the “Reader’s Reports” that *SV* receives on papers under consideration for publication frequently mention problems addressed in *The Elements of Style*. On the other hand, implementing the advice of *The Elements of Style* will make your paper stronger and increase its chances of being accepted for publication.

The following notes amplify Strunk and White’s “Principles of Composition” with respect to the major problems seen in papers submitted to *Sociological Voices*.

Principle 12. “Choose a suitable design ...” The “style” called for by the ASA/*SV* (e.g., organization in titled sections; parenthetical citations; etc.), is part of a suitable design for sociology papers, as are the conventions/requirements of sociological scholarship, in general and in the various subfields (e.g., a literature review; a section on methods; etc.).

Principle 13. “Make the paragraph the unit of composition” This principle requires more than simply indenting a sentence every so often. True paragraphs have thematic unity: every step in your paper deserves its own paragraph; every paragraph in your paper should have its own topic.

Principle 17. “Omit needless words” Say everything that is required by your paper’s topic, once, but nothing more. Omitting needless words requires work: needless words/passages will creep into your paper unless you actively hunt them down and eliminate them. **Edit out** passages that needlessly repeat things that you have already said (unless you have a reason for repeating them), and **edit out** passages that address issues that are not essential to your topic/subject (or, at least, are very useful).

Principle 20. “Keep related words together” This principle applies to sentences, paragraphs, and sections: each should have its own topic and everything that you write about that topic belongs in the appropriate sentence/paragraph/section. This, too, requires work: your paper will be fragmented (to one degree or another), unless you actively “defrag” it.

Principle 22. “Put the emphatic words ... at the end” This principle applies to sentences, paragraphs, sections, and your paper as a whole; it means, don’t bury your key points!

The Elements of Style is available at the Hammes Notre Dame Bookstore and on-line. If you write you should own a copy.

QUESTIONS

If you have questions about any of the preceding issues, or any others related to *Sociological Voices*, please contact the editors at socvoice@nd.edu.

SUBMITTING YOUR PAPER TO *SOCIOLOGICAL VOICES*

To submit your paper for possible publication in *Sociological Voices*, send it in a Word file attached to an email to socvoice@nd.edu, subject: submission.

REFERENCES

- American Sociological Association. 1997. *American Sociological Association Style Guide*. 2nd ed. Washington, DC: American Sociological Association.
- Strunk, William, and E.B.White. 1999. *The Elements of Style*. 4th ed. New York: Longman Publishers.