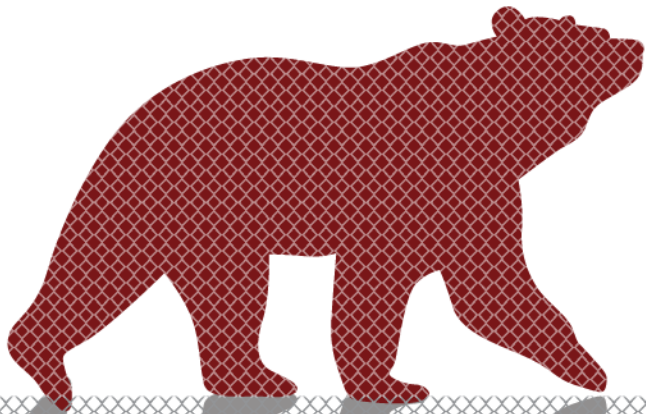


American Sociological Review



Michael Frizell & Audra Williams
The Absent Prof Program

Missouri State
UNIVERSITY

PAGE SETUP

- 1” margin on every side of the document
- Double-spaced (including notes and references)
- 12-point Times New Roman font

TITLE PAGE

- Full article title
- Acknowledgements and credits
- Each author's complete name and institutional affiliation(s)
- Grant numbers and/or funding information
- Key words (four or five)

**AMERICAN
SOCIOLOGICAL
REVIEW
CITATION GUIDE**



ABSTRACT

- 150-200 words
- Should not include the author's name or other identifying information

MANUSCRIPT

Heading and subheading levels, up to three – Centered.
The beginning of the paper should not have a heading.

LEVEL ONE IS FLUSH LEFT, BOLD, UPPERCASE

Level Two is Flush Left, Italicized, Uppercase and Lowercase

NOTES

- Should be numbered in the text consecutively, using superscript Arabic numerals
- Use parenthetical notes when referring to notes later in the text
- Appear in a separate section with the heading “ENDNOTES”
- Should not exceed 100 words
- Each note begins with its corresponding superscript numeral

IN-TEXT CITATIONS

- Include the author's last name and year of publication
- Include page numbers for direct quotes or specific passages
- For three authors, list all three last names in the first citation; for subsequent citations, use "et al."
- For works with four or more authors, use "et al." throughout

BLOCK QUOTATIONS

- Must be offset from the main text
- May be single-spaced
- Do not include quotation marks
- The page number follows the publication date and a colon; there is no space between the colon and the page number—e.g., According to Smith (1999:15)

TABLES

- Tables should be numbered consecutively in the order in which they appear in the text and must include table titles. Tables will appear in the published article in the order in which they are numbered initially.
- Each table must include a descriptive title and headings for all columns and rows. Gather general notes to tables as “*Note:*”; use a, b, c, etc., for table footnotes. Use asterisks *, **, and *** to indicate significance at the $p < .05$, $p < .01$, and $p < .001$ levels, respectively, and always specify one-tailed or two-tailed tests.
- Generally, results at $p > .05$ (such as $p < .10$) should not be indicated as significant.

FIGURES

- Should be numbered consecutively in the order in which they appear in the text and must include figure captions.

APPENDIXES

- Should be lettered to distinguish them from numbered tables and figures. Include a descriptive title for each appendix (e.g., “Appendix A. Variable Names and Definitions”).

REFERENCES

- Appear in a separate section with the heading “REFERENCES”
- Are listed in alphabetical order by authors’ last names (include first names and middle initials when available)
- Two or more entries by the same author(s) appear in order of publication date
- For sources accepted for publication but not yet published, use “Forthcoming” in place of the date and give the journal name or publishing house
- For dissertations and unpublished papers, cite the date and place the paper was presented and/or where it is available
- Use “n.d.” in place of the date if no date is available

REFERENCES

- If two or more cited works are by the same author(s) within the same year, list them in alphabetical order by title and distinguish them by adding the letters a, b, c, etc., to the year (or to “Forthcoming”)
- For works with multiple authors, only the name of the first author is inverted—e.g., Jones, Arthur B., Colin D. Smith, and James Petersen.
- All authors must be listed; do not use “et al.” in the reference list
- References for data sets should include a persistent identifier, such as a Digital Object Identifier (DOI)

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.

Goodman, Leo A. 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*.

COLLECTIONS

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.

DISSERTATIONS

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

DATA SETS

Deschenes, Elizabeth Piper, Susan Turner, and Joan Petersilia. *Intensive Community Supervision in Minnesota, 1990–1992: A Dual Experiment in Prison Diversion and Enhanced Supervised Release* [Computer file]. ICPSR06849-v1. Ann Arbor, MI: Inter-university Consortium for Political and Social Research [distributor], 2000. doi:10.3886/ICPSR06849.

WEB SITES

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>)

- Use a doi in place of website link if available



THANK YOU!

Missouri State
UNIVERSITY



1st Floor, Meyer Library
<http://bearclaw.missouristate.edu>
(417) 836-5006
[BearCLAW@MissouriState.edu](mailto: BearCLAW@MissouriState.edu)

Michael Frizell

Director of Student Learning Services

Meyer Library 112

MichaelFrizell@MissouriState.edu

(417) 836-5006

For questions about...

The Absent Professor Program & Prefects

<http://AbsentProf.MissouriState.edu>

Peer Assisted Study Session Program (PASS)

Formerly:

The Supplemental Instruction Program (SI)

<http://PASS.MissouriState.edu>

The Writing Center

<http://WritingCenter.MissouriState.edu>

WritingCenter@MissouriState.edu

Diana Garland

Director of the Learning Commons

Meyer Library 113

DianaGarland@MissouriState.edu

(417) 836-4229

For questions about...

Subject- Area Tutoring

Math Drop-In Tables

Focused Drop-In Tables

Study Skills Specialists