American Sociological Review

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The Absent Prof Program
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)
• 150-200 words

• Should not include the author’s name or other identifying information
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
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- References for data sets should include a persistent identifier, such as a Digital Object Identifier (DOI)
BOOKS


• Use a doi in place of website link if available
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