Some Matters of Style

Clarity

Communicating your thinking clearly demands that you write clearly. Approach your subject in an orderly way. Define your terminology clearly at the outset. Then use it consistently to keep your readers on track. For example, if your research focuses on "fear," do not mix in the words "anxiety," "stress," and so on, to add variety—you only add confusion.

The following excerpt from Joseph M. Williams’s Style: Ten Lessons in Clarity and Grace (1989) uses the writing of the well-known sociologist Talcott Parsons to illustrate how an author’s ideas can be obscured by an opaque writing style. What do you think?

It is true that every profession—any group, professional or not—demands of its members a tone of voice and vocabulary that testify a writer has accepted the implicit values that define the group. A physicist, or engineer, or psychologist must learn not only to think like a professional, but also to sound like one as well. To be sure, even if scholars always wrote clearly, we still would find much of their writing difficult. To understand advanced work in any field requires that we possess the knowledge known only to its inhabitants, that we control their technical vocabulary and understand the nuances of their particular forms of argument.

But when an unfriendly prose style confounds with problems of substantive complexity, it becomes difficult, if not impossible, for the educated lay-person to appreciate even the outlines of issues that may have significant consequences for society in general. Some claim that high-level scholarship cannot be made clear to the lay-reader. Sometimes, perhaps, but less often than a lot of scholars might think. Here, for example, is an excerpt from an article by Talcott Parsons, a social scientist who was as influential in shaping the way sociologists think about society as he was notorious for his opaque style.

Apart from theoretical conceptualization there would appear to be no method of selecting among the indefinite number of varying kinds of factual observations which can be made about a concrete phenomenon or field so that the various descriptive statements about it articulate into a coherent whole, which constitutes an "adequate," a "determinate" description. Adequacy in description is secured in so far as determinate and verifiable answers can be given to all the scientifically important questions involved. What questions are important is largely determined by the logical structure of the generalized conceptual scheme which, implicitly or explicitly, is employed.

If we revise this passage . . . , we can make it accessible to a moderately well-educated audience:

If scientists have no theory, they have no way to select from among everything they could say about something only that which would fit into a coherent whole, a whole that would be "adequate" or "determinate." Scientists describe something "adequately" only when they can verify answers to questions that they think are important. They decide what questions are important on the basis of the theories that they implicitly or explicitly use.

And even that could be made more direct:

To describe something so that you can fit it into a whole, you need a theory. When you ask a question you need a theory to verify your answer. Your theory even determines your question.

The simplest version may omit some of the nuances. But Parsons’s excruciating style must numb all but his most masochistically dedicated readers. (Williams 1989:29–31)

Bias-Free and Gender-Neutral Writing

Avoid gender bias and ethnic stereotyping in your writing. Use words such as "person," "people," or "humankind" rather than "man," "men," or "mankind."

When you must refer to both sexes in a sentence, use "he or she," "her or him," "his or hers" instead of "he/she," "him/her," "his/her." Vary the gender order on occasion. Also, of course, you can change your subject to plural; "they" is "genderless."

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In this case, Jones’s conclusion is understood to be timeless—as correct today as it was when she completed her study.

Past tense also works well to describe what you did in your study—your methods:

We completed our interviews in the spring of 1992.

In your results and discussion sections, either past or present tense communicates equally clearly to your reader:

The results support our hypothesis.

The results supported our hypothesis.

Wordy Phrases

Some commonly used words and expressions can weigh down your writing. You can simplify your text by using “plain” language—short words instead of long words, or one descriptive word instead of a phrase that says little. The following list, compiled from Day (1994, app. 4) and Williams (1989:100–103), presents some common wordy phrases and suggestions for replacements. Simply reading this list may help you discover some unnecessary words you typically use in your writing.

<table>
<thead>
<tr>
<th>Wordy</th>
<th>Better</th>
</tr>
</thead>
<tbody>
<tr>
<td>a considerable amount of</td>
<td>much</td>
</tr>
<tr>
<td>a considerable number of</td>
<td>many</td>
</tr>
<tr>
<td>a great deal of</td>
<td>much</td>
</tr>
<tr>
<td>a majority of</td>
<td>most</td>
</tr>
<tr>
<td>a number of</td>
<td>a few, several, many, some</td>
</tr>
<tr>
<td>absolutely essential</td>
<td>essential</td>
</tr>
<tr>
<td>accordingly</td>
<td>so</td>
</tr>
<tr>
<td>accounted for by</td>
<td>because, due to, caused by</td>
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<tr>
<td>add the point that</td>
<td>add that</td>
</tr>
<tr>
<td>adjacent to</td>
<td>near</td>
</tr>
<tr>
<td>aggregate</td>
<td>total</td>
</tr>
<tr>
<td>along the lines of</td>
<td>like</td>
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<tr>
<td>an example of this is the fact that</td>
<td>for example</td>
</tr>
<tr>
<td>an order of magnitude faster</td>
<td>10 times faster</td>
</tr>
<tr>
<td>analyzation</td>
<td>analysis</td>
</tr>
<tr>
<td>another aspect of the situation</td>
<td>as for</td>
</tr>
<tr>
<td>Wordy</td>
<td>Better</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>approximately</td>
<td>about</td>
</tr>
<tr>
<td>are of the opinion that</td>
<td>think that</td>
</tr>
<tr>
<td>are of the same opinion</td>
<td>agree</td>
</tr>
<tr>
<td>as a consequence of</td>
<td>because</td>
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<tr>
<td>as a matter of fact</td>
<td>in fact (or leave out)</td>
</tr>
<tr>
<td>as is the case</td>
<td>as happens</td>
</tr>
<tr>
<td>as of this date</td>
<td>today</td>
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<tr>
<td>as per</td>
<td>(omit)</td>
</tr>
<tr>
<td>as regards</td>
<td>about</td>
</tr>
<tr>
<td>as related to</td>
<td>for, about</td>
</tr>
<tr>
<td>as to</td>
<td>about (or omit)</td>
</tr>
<tr>
<td>assist, assistance</td>
<td>help</td>
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<td>at a rapid rate</td>
<td>rapidly</td>
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<tr>
<td>at an earlier date</td>
<td>previously</td>
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<tr>
<td>at some future time</td>
<td>later</td>
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<tr>
<td>at the conclusion of</td>
<td>after</td>
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<tr>
<td>at the present writing [or time]</td>
<td>now</td>
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<tr>
<td>at this point in time</td>
<td>now</td>
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<tr>
<td>based on the fact that</td>
<td>because</td>
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<td>by means of</td>
<td>by, with</td>
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<tr>
<td>causal factor</td>
<td>cause</td>
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<tr>
<td>collect together</td>
<td>collect</td>
</tr>
<tr>
<td>commence</td>
<td>begin</td>
</tr>
<tr>
<td>communicate</td>
<td>write, telephone (i.e., use a specific verb)</td>
</tr>
<tr>
<td>completely full</td>
<td>full</td>
</tr>
<tr>
<td>concerning, concerning the nature of</td>
<td>about</td>
</tr>
<tr>
<td>consensus of opinion</td>
<td>consensus</td>
</tr>
<tr>
<td>consequently</td>
<td>so</td>
</tr>
<tr>
<td>considerable amount of</td>
<td>much</td>
</tr>
<tr>
<td>construct</td>
<td>build</td>
</tr>
<tr>
<td>definitely proved</td>
<td>proved</td>
</tr>
<tr>
<td>demonstrate</td>
<td>show, prove</td>
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<tr>
<td>despite the fact that</td>
<td>although</td>
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<tr>
<td>due to the fact that</td>
<td>because, since</td>
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<tr>
<td>during the course of</td>
<td>during, while</td>
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<tr>
<td>during the time that</td>
<td>while</td>
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<tr>
<td>elucidate</td>
<td>explain</td>
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<td>employ</td>
<td>use</td>
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<tr>
<td>enclosed herewith</td>
<td>enclosed</td>
</tr>
<tr>
<td>end result</td>
<td>result</td>
</tr>
<tr>
<td>endeavor</td>
<td>try</td>
</tr>
<tr>
<td>entirely eliminate</td>
<td>eliminate</td>
</tr>
<tr>
<td>eventuate</td>
<td>happen</td>
</tr>
<tr>
<td>except in a small number of cases</td>
<td>usually</td>
</tr>
<tr>
<td>exhibit a tendency to</td>
<td>tend to</td>
</tr>
<tr>
<td>fabricate</td>
<td>make</td>
</tr>
<tr>
<td>fatal outcome</td>
<td>death</td>
</tr>
<tr>
<td>few [many] in number</td>
<td>few [many]</td>
</tr>
<tr>
<td>fewer in number</td>
<td>fewer</td>
</tr>
<tr>
<td>finalize</td>
<td>end</td>
</tr>
<tr>
<td>first of all</td>
<td>first</td>
</tr>
<tr>
<td>firstly [secondly, etc.]</td>
<td>first [second, etc.]</td>
</tr>
<tr>
<td>following</td>
<td>after</td>
</tr>
<tr>
<td>for the purpose of</td>
<td>for, to</td>
</tr>
<tr>
<td>for the reasons that</td>
<td>because, since</td>
</tr>
<tr>
<td>from the point of view of</td>
<td>for</td>
</tr>
<tr>
<td>future plans</td>
<td>plans</td>
</tr>
<tr>
<td>give an account of</td>
<td>describe</td>
</tr>
<tr>
<td>give rise to</td>
<td>cause</td>
</tr>
<tr>
<td>has been engaged in a study of</td>
<td>has studied</td>
</tr>
<tr>
<td>has the capability of</td>
<td>can</td>
</tr>
<tr>
<td>have an input into</td>
<td>contribute to</td>
</tr>
<tr>
<td>have in regard to</td>
<td>about</td>
</tr>
<tr>
<td>have the appearance of</td>
<td>look like</td>
</tr>
<tr>
<td>if at all possible</td>
<td>if possible</td>
</tr>
<tr>
<td>impact (verb)</td>
<td>affect</td>
</tr>
<tr>
<td>important essentials</td>
<td>essentials</td>
</tr>
<tr>
<td>in a number of cases</td>
<td>some</td>
</tr>
<tr>
<td>in a position to</td>
<td>can, may</td>
</tr>
<tr>
<td>in a satisfactory manner</td>
<td>satisfactorily</td>
</tr>
<tr>
<td>in a very real sense</td>
<td>in a sense (or leave out)</td>
</tr>
<tr>
<td>in almost all instances</td>
<td>nearly always</td>
</tr>
<tr>
<td>in case, in case of</td>
<td>if</td>
</tr>
<tr>
<td>in close proximity</td>
<td>close, near</td>
</tr>
<tr>
<td>in connection with</td>
<td>about, concerning</td>
</tr>
<tr>
<td>in favor of</td>
<td>for, to</td>
</tr>
<tr>
<td>in light of the fact that</td>
<td>because</td>
</tr>
<tr>
<td>in many cases</td>
<td>often</td>
</tr>
<tr>
<td>in my opinion it is not an unjustifiable assumption that</td>
<td>I think</td>
</tr>
<tr>
<td>in reference [with reference to, in regard to]</td>
<td>about</td>
</tr>
</tbody>
</table>
Wordy | Better
--- | ---
in order to | to
in rare cases | rarely
in relation to | toward, to
in relation with | with
in respect to | about
in some cases | sometimes
in terms of | about, in, for (or omit)
in the absence of | without
in the case of | (can usually omit)
in the case that | if, when
during | during
if | if
first | usually
usually | about
about | normally
like | soon
in the neighborhood of | in my opinion, I believe
in the manner of | has, have, owned by
in the nature of | near
in the normal course of our procedure | therefore, because
in the not-too-distant future | as, since
in the opinion of this writer | think
in the possession of | first
in the vicinity of | begin, start
in view of the above, in view of the foregoing circumstances, | ask
in view of the fact that | require
inasmuch as | is (will frequently suffice)
incline to the view | Smith reported
initial | apparently
initiate | I think
inquire | therefore, clearly [obviously]
involve the necessity of | (omit)
is defined as | sufficient
it has been reported by Smith | Smith reported
it is apparent that | apparently
it is believed that | I think
it is clear [obvious] that | therefore, clearly [obviously]
it is observed that | (omit)
it is often the case that | often
it is our conclusion in light of the investigation that | we conclude that, our findings
it should be noted that the $X$ | $X$

Wordy | Better
--- | ---
it stands to reason | (omit)
it was noted that if | if,
it would not be unreasonable to assume | I [we] assume
leaving out of consideration | disregarding
make an examination of | examine
modification | change
necessitate | require, need
not of a high order of accuracy | inaccurate
notwithstanding the fact that | although
objective | aim, goal
of considerable magnitude | big, large, great
of very minor importance [import] | unimportant
on a few occasions | occasionally
on account of the conditions described | because of the conditions
on account of the fact that | because
on the ground that | because
perform an analysis of | analyze
presently | now
prior to, in advance of | before
proceed to investigate | (omit "proceed to")
[study, analyze] | relative to this
resultant effect | effect
subsequent to | after
sufficient | enough
synthesize | unite
taking this factor into consideration, it is apparent that | therefore, therefore it seems
terminate, termination | end
that is, i.e. | (usually can be deleted if phrase or clause to which it refers has been written clearly)

$X$ | $X$
(usually can be deleted)
the, this, that, these, those
(omit, or use "most,"
"completely," or "fully")
extcept
whether
**Wordy**
there are not very many to be considered
to be sure
to summarize the above
transmit
under way
usage
with reference [regard, respect] to
with the exception of
with the result that
with this in mind, with this in mind it is clear that
it is clear that
within the realm of possibility

**Better**
few
of course
in sum, in summary
send
begun, started
use
(omit, or use “about”)
except
so that
therefore
possible, possibly

---

**Some Mechanics of Style**

**Punctuation**

Use only one space after all punctuation—periods and colons should not be followed by two spaces.

**Commas**

Use a comma after introductory phrases when needed for clarity. Be consistent. Technically both of the following examples are understandable and correct:

- In 1991, the GNP dropped once again.
- In 1991 the GNP dropped once again.

When listing three or more words, phrases, or clauses in series, use a comma before the conjunction joining the last two:

- He gathered data on their cultural, educational, and socioeconomic backgrounds.

Use a comma before a conjunction that joins two independent clauses:

- The interviewers introduced themselves, and then they answered the subject's questions.

In general, do not use a comma before a conjunction joining two parts of a complex predicate:

- The interviewers introduced themselves and answered the subjects questions.

*Note: If the second part of a complex predicate is long, you may insert a comma to avoid ambiguity.*

**Colons and Semicolons**

When a colon follows a complete clause and introduces a complete sentence, begin the sentence after the colon with a capital letter:

- The results were as follows: The men interrupted the women in 25 percent of the professional exchanges, but the women seldom interrupted the men.

Semicolons connect two related clauses more powerfully than do conjunctions. Use a semicolon to strengthen the relationship between two statements:
The results are unequivocal; the contemporary attitude toward the future is pessimistic.

Lists of important points are often numbered in the text. Such lists typically begin with a clause followed by a colon and then by a series of numbered statements. Use commas to separate numbered lists consisting of simple phrases; use semicolons to separate numbered lists of complex phrases or clauses:

Three firm-level attributes distinguish one firm from another: (1) the size of the firm, (2) the age of the firm, and (3) whether the firm is connected to the financial or the industrial sector.

Three firm-level attributes distinguish one firm from another: (1) the size of the firm, measured by number of employees in 1992; (2) the age of the firm, measured in 1992 by the number of years since incorporation; and (3) whether the firm is connected to the financial, industrial, or service sector.

Hyphens

Hyphenate compound adjectives (e.g., never-married men, family-based finances, middle-class families).

Use a hyphen in compound nouns and numbers, such as decision-making, thirty-eight, great-granddaughter, unless it otherwise is more readable and understandable as a single word (e.g., policymaker).

Do not hyphenate words beginning with “non,” “pre,” and other such prefixes (e.g., nonfarm, precontrol) unless the prefix precedes a proper noun (e.g., non-Hispanic).

See the Chicago Manual of Style (1993:202–204, 219–31) for more information on using hyphens in compound words and with prefixes.

Em Dashes

An em dash is equal in length to the point size of the font you are using; an em dash in 12-point type is 12 points wide. You can indicate an em dash in your manuscript by typing two consecutive hyphens. You can use an em dash to signify a break in thought that causes an abrupt change in a sentence, to add an explanatory clause or phrase, or to set off parenthetical elements.

Each of the three variables—education, income, and family size—is considered separately.

Our conclusion—the students sampled were not concerned about current events in the news.

En Dashes

An en dash is half the width of an em dash. En dashes are used in text or tables as a minus or negative sign and in citations and references to indicate ranges of pages in a book or journal. (If you don’t know how to key in an en dash, you can use a hyphen.)

See Johnson (1994:122–35) for additional information.

During the last two years, we have experienced an average annual temperature change of –2 degrees.

In tables, use an en dash to indicate ranges of dates or variables. In your text, however, use “to” or “through” to express ranges of years, values for variables, and so on.

In text: We used the income data from 1952 to (or through) 1960.


Apostrophes

Form the possessive for proper names and singular nouns by adding an apostrophe and s, as in student’s, Congress’s, Cox’s, and Parsons’s (exceptions: Jesus’ and Moses’). See the Chicago Manual of Style (1993:200–201) for additional examples.

Form the possessive of a plural noun that ends in “s” by adding an apostrophe only, as in witches’ recipes and students’ transcripts.

Apostrophes are also used to form contractions—can’t, isn’t, and so on.

Capitalization

In the titles of books and articles, capitalize the first word in the title or subtitle and all words except prepositions (of, into, between, through), articles (a, an, the), and coordinating conjunctions (and, but, or).
“A Provisional Distribution of the Population of the United States into Psychological Classes.”

Capitalize the names of racial and ethnic groups that represent geographical locations or linguistic populations. For example, Hispanic, Asian, African American, Appalachian. See the Chicago Manual of Style (1993:246–47) for additional examples.

According to ASA style, black and white should not be capitalized when designating racial groups.

Capitalize references to regions of the United States, such as the South, the North, the Midwest, and so on, when referring to places. Capitalize Southerners and Northerners only when referring to the Civil War; otherwise, when referring to groups, northerners, southerners, and midwesterners should appear in lower-case type. The adjectival forms of these words (e.g., midwestern states, southern industry, etc.) are not capitalized.

Spelling

Webster’s Ninth New Collegiate Dictionary (1990) and/or The American Heritage Dictionary of the English Language (1992) are frequently used by ASA journals to determine correct spelling and usage. Whatever dictionary you have on hand, use it to maintain consistency in your text. The editor or managing editor of an ASA journal may ask you what dictionary you have used as a reference.

If your dictionary lists two or more spellings for a word, use the first spelling (e.g., “benefited” rather than “benefitted,” “focused” rather than “focussed.”)

Spell out words such as “percent,” “versus,” and “chi-square” in the text of your manuscript.

Dates

Some examples of dates correctly presented in text are:

- nineteenth-century
- twentieth-century poets (include a hyphen when used as an adjective)

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1930s; mid-1980s

January 19, 1968

April 1989 (no comma between month and year)

1928 to 1931 (in text use “to” instead of en dash between years)

Spell out the months in entries in your reference list and in text citations of newspaper and magazine articles (e.g., January 19, 1968).

Numbers

In your text, spell out numbers from one through nine. Write numbers 10 and up in numerals. Always spell out numbers at the beginning of a sentence. And, of course, references to tables, hypotheses, and so on, should use numerals.

One hundred twenty-four suspects avoided capture by the 14 officers.

They completed nine interviews during the first morning.

Table 3 presents a summary of results.

Ordinal numbers follow the same rules as above—first, second, ninth, 10th, 44th.

In your text citations and reference list, indicate inclusive page numbers with an en dash (see page 13). Most page references (except for pp. 102–106, pp. 1101–1108, and others like these) should be elided (e.g., pp. 132–48, pp. 1002–11, pp. 1054–82).

Some Exceptions to the Number Rules:

When numbers are part of a pair or series of comparable quantities, be consistent in your presentation—either spell them all out or write them all as numerals. Usually, numerals are more understandable. For example:

There were 3 children in the car and 10 in the van.

Always use numerals with percent:

Of the 23,823 students registered for the first semester, only 3 percent were Black.

Express numbers less than 1 million in numerals; for numbers greater than 1
million, write a numeral followed by the word “million,” “billion,” and so on.

We counted 10,500 birds.

The population increased by 4.2 million in 1982.

When referring to centuries, spell out the ordinal (e.g., the nineteenth century).

In citations or reference lists, express all ordinals as numerals—2d ed., 3d rev., 4th ed., and so on. (For more examples, see the Chicago Manual of Style 1993:294–95.)

Some Miscellaneous Style Considerations

In general, use “that” in restrictive (defining) clauses—clauses that define or restrict the meaning of the subject or the main clause. Restrictive clauses are not set off by commas. In general, if you can comfortably use “that” in place of “which,” do so.

The data that came from the university were crucial to our study.

Use “which” for nonrestrictive (nondefining) clauses—clauses that do not change the meaning of the subject or main clause, but simply provide supplementary information. Nonrestrictive clauses always use “which” and must be set off by commas or parentheses because such clauses are indeed parenthetical:

The data, which came from several different sources, are available on request from the authors.

Foreign words in your text should be italicized or underlined. Commonly-used foreign words or terms, however, should appear in roman type (e.g., per se, ad hoc, et al.).

If you must use an acronym, spell out the complete term the first time you use it and present the acronym in parentheses. For details on using acronyms and abbreviations in your text, refer to the Chicago Manual of Style (1993:459–86).


Later: “CPS data show that . . .”

Some Mechanics of Style

Do not use abbreviations such as “etc.,” “e.g.,” or “i.e.” in your text. Use phrases such as “and so on,” “for example,” or “in other words.” You may use these abbreviations in parenthetical information, however.

In other words, some terms used in specific areas of sociology are not readily understood by the general sociologist (e.g., cultural capital, Blau space, etc.).

Use “U.S.” as an adjective, “United States” as a noun:

U.S. currency is the medium of exchange in the United States.
Preparing Your Manuscript for Submission: Details

Many editors will return your manuscript with no more than a brief glance if it does not meet journal specifications. Attention to format requirements can save you and the editor much time and frustration.

Page Format

Print your manuscript in type large enough for easy reading. The margins should allow the editor and copy editor plenty of space to write notes. Your paper may be returned to you if this is not the case. Therefore, please heed the following guidelines:

1. All text, including the acknowledgments, abstract, text, footnotes, and references, must be printed double-spaced in a clear, easy-to-read typeface on 8-1/2 by 11-inch paper. Ten-pitch type (10 characters per inch) is preferred; this is about the same size as 12-point type. Please avoid dot-matrix type.

2. Margins must be at least 1-1/4 inches on all four sides to allow ample space for the copy editor's notes.

3. Use italic type for variables in mathematical equations and text; use bold italic type to indicate vectors or matrices in equations and text. (See Chicago Manual of Style 1993:443-44.) If you cannot print bold or italic type, indicate italic characters by a straight underline and bold characters by a wavy underline.

Title Page

The title page should include the full title of the article, the name(s) and institution(s) of the author(s) (listed vertically if more than one), a running head, the approximate word count for the manuscript (including footnotes and references), and a title footnote.

An asterisk (*) following the title refers to the title footnote at the bottom of the title page. This footnote includes the name and address of the corresponding author, acknowledgments, credits, and/or grant numbers.

Preparing Your Manuscript

Abstract

The abstract begins on a separate page following the title page, headed by the title. Omit author identification. The abstract should be a brief (150 to 200 words) and descriptive summary of the most important contributions of your paper. Restrict the abstract to one paragraph.

Text

Begin the text of your manuscript on a new page headed by the manuscript title. Omit author identification throughout the text. Print the footnotes, appendices, references, tables, and figures in separate sections following the text.

Subheadings

Subheadings should clearly indicate the organization of the content. Generally, three heading levels are sufficient for a full-length article. Follow the style of the particular ASA journal to which you are submitting your article. Some general guidelines follow:

THIS IS A FIRST-LEVEL HEAD

First-level heads are generally printed in all caps, either centered or left-justified. Some ASA journals do not indent the paragraph immediately following a first-level head. The beginning of your manuscript should not have a heading (i.e., do not begin with the heading “Introduction”).

This Is a Second-Level Head

Second-level heads are generally printed in italics and are either centered or left-justified. Capitalize all words except prepositions (e.g., of, into, between, through), articles (a, an, the), and coordinating conjunctions (and, but, or). Some ASA journals do not indent the paragraph immediately following a second-level head.

This is a third-level head. It is generally a run-in head, indented at the beginning of the paragraph, printed in italics, and followed by a period. The paragraph continues immediately after the period. Capitalize only the first letter and proper nouns in a third-level head.
Text Citations

Citations in the text include the last names of the authors and year of publication. Include page numbers when you quote directly from a work or refer to specific passages. Identify subsequent citations of the same source in the same way as the first. Examples follow:

• If author's name is in the text, follow it with the publication year in parentheses:

  ... in another study by Duncan (1959).

• If author's name is not in the text, enclose the last name and publication year in parentheses:

  ... whenever it occurred (Gouldner 1963).

• Pagination follows year of publication after a colon; omit the space between the colon and the page number:

  ... Kuhn (1970:71).

• Give both last names for joint authors:

  ... (Martin and Bailey 1988).

• If a work has three authors, cite all three last names in the first citation in the text; thereafter, use "et al." in the citation. If a work has more than three authors, use "et al." in the first citation and in all subsequent citations.

  First citation: ... had been lost (Carr, Smith, and Jones 1962).

  Later: ... (Carr et al. 1962).

• Quotations in the text begin and end with quotation marks; the author, date, and/or page numbers follow the end-quote and precede the period:

  Wright and Jacobs (1994) found that "the variation in men's earnings relative to their peers in the labor force was not a reliable predictor of men's ... flight from feminizing occupations" (p. 531).

  Or

  One study found that "the variation in men's earnings relative to their peers in the labor force was not a reliable predictor of men's ... flight from feminizing occupations" (Wright and Jacobs 1994:532).
• For National Archives or other archival sources, use abbreviated citations in the text:
  
  ... (NA, RG 381, Box 780, April 28, 1965; Meany Archives, LRF, Box 6, March 18, 1970).

• For machine-readable data files, cite authorship and date:
  
  ... (Institute for Survey Research 1976).

**Equations**

Equations in the text must be typed or printed. Important equations discussed in the text should be identified by consecutive Arabic numbers in parentheses at the right-hand margin. Expressions should be aligned, and compound subscripts and superscripts should be clearly marked. Clarify all unusual characters or symbols with notes circled in the margin. Use *italic* type for variables and **bold italic** type for vectors or matrices.

**Footnotes**

Footnotes should be indicated in the text by consecutive superscripted Arabic numerals. To refer to a footnote again later in the text, use a parenthetical note, such as "... (see note 3)."

**Footnotes/Endnotes**

Footnotes or endnotes can (1) explain or amplify text, (2) cite materials of limited availability, or (3) be added to a table to present additional information.

Use footnotes/endnotes only when necessary. Notes in general and long notes in particular distract the reader and are expensive to publish. As alternatives, consider incorporating the footnoted information into your text, stating in the text that information is available from the author, or adding an appendix.

Type footnotes in numerical order, double-spaced, at the bottom of the manuscript page or in a separate section headed "Endnotes." Begin each footnote with the superscript Arabic numeral to which it is keyed in the text.

9After 1981 there was ...
is unpublished but has been accepted for publication, use “Forthcoming” in place of the date and give the name of the publisher or journal.

With the exception of New York, include both the city and state for the place of publication. Use the U.S. Postal Code abbreviations for states in your reference list (e.g., WI; NY; Washington, DC). The Chicago Manual of Style (1993:465) provides a complete list. For foreign cities, provide the name of the country as well.

For dissertations, unpublished papers, and presented papers cite the date and location where the paper was presented or is available.

Tables

Number tables consecutively throughout the text, and type or print each table on a separate sheet at the end of your manuscript. Insert a note in the text to indicate the approximate placement of each table (e.g., “TABLE 2 ABOUT HERE”).

Each table must include a descriptive title. Specify what the table presents (means, coefficients, percentages) and include information about the data set and time frame.

All columns and rows should have headings. Avoid abbreviations in column and row headings. Spell out “percent” in headings. You can use subheadings to separate different sections of your tables or to clarify categories of variables.

Your measurement techniques should determine how you present your data (i.e., how many decimal places make sense). In general, carry out decimal fractions to the thousandths place and omit leading zeros (i.e., .372 instead of 0.372).

Standard errors, t-statistics, and so on may appear in parentheses under the coefficients with an explanatory note identifying these statistics for the reader (see example on next page). Alternatively, they may be presented in a separate column.

Gather general notes to a table as “Notes” or “Sources.” Use a, b, c, and so on to add explanatory footnotes to your table. List full citations of the data sources in the references.

Preparing Your Manuscript

Use asterisks *, **, and/or *** to indicate statistical significance at the .05, .01, and .001 levels, respectively. Specify one-tailed or two-tailed tests. Generally, results not significant at the \( p < .05 \) level or better (such as \( p < .10 \)) should not be indicated in tables or discussed in text as significant.

Tables that present variables with different metrics are problematic because values may require different numerical formats and interpretations. In such tables, values should be reported to at least three significant figures. The following table provides an illustration:

<table>
<thead>
<tr>
<th>Variable</th>
<th>Coefficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population (( \times 100,000))</td>
<td>.284** ((106))</td>
</tr>
<tr>
<td>Military government ((1 = \text{Yes}))</td>
<td>.043*** ((.010))</td>
</tr>
<tr>
<td>Debt ((\times 1,000,000)^a)</td>
<td>.112 ((105))</td>
</tr>
<tr>
<td>Years since independence</td>
<td>5.13* ((2.40))</td>
</tr>
</tbody>
</table>

Note: Numbers in parentheses are standard errors.
\( ^a \) In 1985 dollars.
\( ^* p < .05 \quad ^{**} p < .01 \quad ^{***} p < .001 \) (two-tailed tests)

Figures, Illustrations, and Photographs

Visual art—figures, illustrations, and photographs—are published in ASA journals only when they add unquestionably to the readers’ understanding of the research you present. So before submitting, consider objectively the importance of the visual presentations you have included. Do they clarify, expand, or explain a concept better than you could in your text or in a table?

Number figures, illustrations, or photographs consecutively throughout your manuscript. Each should include a title. Insert a note in the text to indicate approximate placement (e.g., “FIG. 1 ABOUT HERE”). You may submit
Submitting Your Manuscript

Many journals, books, and monographs use the ASA style in publication. The editor or editorial office of each should be consulted for specific manuscript submission requirements. ASA journals adhere to the following process.

First and foremost, when your manuscript is ready for submission to an ASA journal, read it one more time! Then package it securely and include the following:

- A cover letter giving the address, phone/fax numbers, and e-mail address of the corresponding author, title of manuscript, and any important information, such as changes of address and your availability.

- Five (5) copies of your manuscript, including title page, abstract, text, footnotes, appendices, references, tables, and figures/illustrations/photographs with titles. Copies must be clear reproductions, not carbon copies.

- A check for the $15.00 manuscript processing fee, made payable to the American Sociological Association. This fee may be waived for papers authored by ASA student members.

- Processing fees are not required for comments or replies. Submit comments on previously published articles directly to the journal.

- Some ASA journals request that you include a stamped, self-addressed postcard for acknowledging receipt of your manuscript.

- Reminder: Double-space all text in the abstract, text, references, footnotes, and acknowledgments; block quotes may be single-spaced. Print all pages in a clear, easy-to-read typeface—10-pitch type (10 characters per inch) is preferred. Please avoid dot-matrix type. The editor reserves the right to return any manuscript that will be hard on a reviewer's or copy editor's eyes!

Ethical Guidelines

Submission of a manuscript to more than one professional journal at the same time is regarded as an unethical practice by the American Sociological Association. Significant findings that have already appeared (or will appear)
in other publications must be clearly identified. All persons who publish in ASA journals are required to abide by the ASA Code of Ethics regarding plagiarism, authorship credit, and other ethical issues.

Copyright

The American Sociological Association holds the copyright on all material published in ASA journals. Should your manuscript be accepted for publication, you will be required to transfer the copyright to the ASA. Once your article has been published, you may use it without charge in any future book or article you author or edit.

Interpreting Copy Editors’ Notations

If your manuscript is accepted for publication, a copy editor will carefully edit it and make suggestions for changes in content and format. The following list of standard proofreaders marks will help you decipher the copy editors marks on your copyedited manuscript.

Changes to Text

- Delete
- Close up; delete space
- Delete and close up (for letters within a word)
- Let it stand as is
- Insert space
- New paragraph
- Flush paragraph
- Move to the right; indent
- Move to the left; to left margin
- Center
- Move up
- Move down
- Align vertically
- Transpose
- Spell out

Type specifications

- Ital Italic type
- Rom Roman (normal) type
Some Reference Sources

Some of the references listed here are cited frequently in the Style Guide; these references are indicated with an asterisk (*). Others, while not cited in the Style Guide, are considered useful and would be valuable additions to your bookshelf.


Appendices

Appendix A
Reference List Formats; Some Examples

Books


Editions of Books


Volumes of Books

Translations

Edited Volumes

Republished Works

Articles from Collected Works


Articles from Journals


Note: In most cases, journal pages are numbered consecutively within a volume year. In these cases, you can omit the issue number. Include the issue number (or month) only when it is needed to distinguish one issue from another within a volume year (i.e., when each issue in a volume begins with page number 1).

Articles Published in More Than One Journal Issue


Articles from Foreign-Language Journals


Appendices


Articles from Newspapers and Magazines


Archival Sources


Note: If your manuscript refers to large numbers of archival sources, group them together in a separate section of the references headed “Archival Sources.”

Government Documents


Dissertations and Theses

Unpublished Papers

Working and Discussion Papers


Presented Papers

Machine-Readable Data Files


Electronic Sources
An action alert posted on the ASA home page:
Appendix B

Computer File Formats for Some ASA Journals

Some ASA journals create camera-ready pages for publication in house. If your manuscript is accepted for publication in one of these journals, you will be asked to supply a copy of your article on computer diskette. Both IBM-compatible and Macintosh disks are acceptable. Some generally accepted software programs for text and graphics are listed below. Contact the journal office to confirm that your software is acceptable. Asterisks (*) indicate preferred formats.

IBM-compatible word processing formats

Ami Pro (Windows) v. 2 & 3
ASCII, text (print to disk)
ClarisWorks (Windows) v. 1, 3, & 4
DCA-RFT
MS Word (DOS and Windows) through v. 6*
MS Works (DOS and Windows) v. 2, 3, & 4
MultiMate through v. 4.0
OfficeWriter v. 5 & 6
WordPerfect (DOS and Windows) v. 4.2, 5, 5.1*, 6*, & 7*
WordPerfect Works (DOS and Windows) v. 2 & 3
WordStar v. 3, 4, 5, 6, & 7
XYWrite III

IBM-compatible spreadsheet and graphics formats

AutoCad (DXF)
ClarisWorks SS Win through v. 4.0*
Excel Windows through v. 7.0*
Harvard Graphics (CGM)*
Lotus (PIC)
Lotus Freelance (CGM)
PC Paintbrush (PCX)
Quattro Pro (DOS) v. 4.0
Quattro Pro (Windows) v. 1, 5, 6, & 7
Windows Bitmap (BMP)
Windows Metafile (WMF)

Apples Macintosh word processing formats

ClarisWorks v. 1 & 2
FrameMaker MIF v. 2 & 3
MacWrite
MS Word v. 3, 4, 5, & 6*
MW Works, v. 2, 3, & 4
RTF
Text
WordPerfect v. 1, 2, & 3*
WriteNow

Apple Macintosh spreadsheet and graphics formats

Adobe Illustrator
Adobe Superpaint
ClarisWorks SS through v. 4.0*
Excel Mac through v. 5.0*
Lotus Mac WK3
Macromedia Freehand
Any file in PICT format*