

# American Sociological Review Cheat Sheet

## 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)

## 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—e.g., (see note 4)
- 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 (direct quotations exceeding 40 words)
  - 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)

## Notes

- Appear in a separate section with the heading “ENDNOTES”
- Should not exceed 100 words
- Each note begins with its corresponding superscript numeral

## 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- For dissertations and unpublished papers, cite the date and place the paper was presented and/or where it is available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

- 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)

### Reference List Examples

- 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>).

