MANUSCRIPT STYLE GUIDE*

Preparation of copy

Manuscripts are evaluated by the editors and other referees. To permit anonymity, attach a cover page giving authorship and institutional affiliation, but provide only the title as means of identification on the manuscript itself. Submit at least three copies, and retain a copy for your own files. Manuscripts are accepted subject to non-substantive editing. Prepare copy as follows:

1. Type all copy - including indented matter, footnotes and references - double-spaced on white standard paper. Lines should not exceed six inches.

2. Type each table on a separate page. Insert a location note, e.g., "Table 2 about here," at the appropriate place in the text.

3. Draw figures on white paper with India ink. Retain the original drawings for direct transmission to the printer, but send copies with the manuscript.

4. Clarify all symbols with words in the margin of the manuscript. Encircle these and other explanatory notes not intended for printing.

Format of references in Text

All reference to monograph, articles and statistical sources are to be identified at an appropriate point in the text by last name of author, year of publication, and pagination where appropriate, all within parentheses. Footnotes are to be used only for substantive observations, and not for purpose of citation. There is no need for 'ibid.,' 'op.cit.', or 'loc.cit.'; specify subsequent citations of the same source in the same way as the first citation. Examples follow:

1. If author's name is in the text, follow it with year in parentheses. ["...Duncan (1959) has proven the..."] If author's name is not in the text, insert at an appropriate point the last name and year, separated by comma. ["...some have claimed (cf. Goodner, 1963) that..."].

2. Pagination (without "p." or "pp.") follows year of publication, separated by colon. ["...It has been noted (Lipset, 1964:61-64) that..."] Incorporate within parentheses any brief phrase associated with reference, have claimed that this is so (but see Jones, 1952:99 for a conflicting view.)."

3. With dual authorship, give both last names; for more than two, use "et al." For institutional authorship, supply minimum identification from the beginning of the complete citation. ["...occupational data (U.S. Bureau of the Census, 1963:117) reveal..."]

4. If there is more than one reference to the same author and year, distinguish them by use of letters (a, b) attached to year of publication, in text and in reference appendix. ["...as was previously suggested (Leys, 1965a:331) ..."]

5. Enclose a series of reference within a single pair of parentheses and separate by semicolons. ["...as many have noted (Johnson, 1942; Perry, 1947; Lindquist, 1948)..."]

Format of Reference in Appendix

List all items alphabetically by author and, within auditor, by year of publication, in an appendix, titled "REFERENCES." Use no italics and no abbreviations. For typing format see the following examples:


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