

4 Guidelines for Organizing and Presenting Content

This section provides ASA style guidelines on key elements relating to organization and presentation of content in a manuscript. Authors preparing manuscripts for publications not requiring ASA journal specifications should also see Section 4.9.

Note: Authors who are submitting a manuscript to an ASA journal: In addition to specifications set forth in this section, see Section 6.0 for required journal specification formats.

4.1 Order and Form of Required Pages

4.1.1 Title Page

A title page is recommended for all articles. This 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 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 grant numbers.

For an example of a title page, see Section 6.1.2.

4.1.2 Abstract

The abstract begins on a separate page following the title page, with the title repeated as a heading. Omit author identification. The abstract should be a brief (no more than 200 words) and descriptive summary of the most important contributions of a paper. Restrict the abstract to one paragraph.

4.1.3 Text

Begin the text of a manuscript on a new page headed by the manuscript title. Omit author identification throughout the text. Include the footnotes, appendices, tables, and figures in separate sections following the text. Figure captions are left-justified below the figure, while table titles are left-justified above the table.

4.2 Subheadings

Subheadings should clearly indicate the organization of the content of the manuscript. Generally, three heading levels are sufficient for a full-length article. Some general guidelines follow:

THIS IS A FIRST-LEVEL HEAD

First-level heads are in all caps, left-justified. Some ASA journals do not indent the paragraph immediately following a first-level head. The beginning of a 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 in italics and left-justified. Capitalize all words except prepositions (*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.

Third-level heads are run-in heads, in italics, indented at the beginning of the paragraph, 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.

4.3 Text Citations, References, and Bibliographies

The *ASA Style Guide* follows the author-date system of citation in *The Chicago Manual of Style* (2003:616–24), which includes a brief text citation (enclosed in parentheses) and a complete list of references cited (included at the end of an article, before any appendices).

Although ASA journals use only the text citations/reference system for cited works in an article, under certain circumstances authors may need to prepare a bibliography (e.g., when preparing a book-length manuscript). Bibliographies are similar (but not identical) to reference lists (in general, in addition to works cited they may also include other relevant sources) (see *CMOS* 2003:612–16).

4.3.1 Text Citations

Citations in the text include the last name of the author(s) and year of publication. Include page numbers when quoting directly from a work or referring to specific passages. Identify subsequent citations of the same source in the same way as the first. Examples follow:

- If the **author's name is in the text**, follow it with the publication year in parentheses:
... in another study by Duncan (1959).
- If the **author's name is not in the text**, enclose the last name and publication year in parentheses:
... whenever it occurred (Gouldner 1963).
- **Pagination** follows the year of publication after a colon, with no space between the colon and the page number:
... Kuhn (1970:71).

Note: This is the preferred ASA style. Older forms of text citations are not acceptable: (Kuhn 1970, p. 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 for a work with three authors: . . . had been lost (Carr, Smith, and Jones 1962).
Later: . . . (Carr et al. 1962)
- If a work cited was reprinted from a **version published earlier**, list the earliest publication date in brackets, followed by the publication date of the recent version used:
 . . . Veblen ([1899] 1979) stated that . . .
- **Separate a series of references with semicolons.** List the series in alphabetical or date order, but be consistent throughout the manuscript.
 . . . (Green 1995; Mundi 1987; Smith and Wallop 1989).
- For **unpublished materials**, use *forthcoming* to indicate material scheduled for publication. For dissertations and unpublished papers, cite the date. If no date is available, use *N.d.* (no date) in place of the date:
 Previous studies by Smith (forthcoming) and Jones (N.d.) concluded . . .
- 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).
- Text citations for **e-resources** generally follow the preceding guidelines; for specific information, see Section 5.3.

4.3.2 Reference Lists

A reference list follows the text and footnotes in a separate section headed *References*. All references cited in the text must be listed in the reference section, and vice versa. It is the author's responsibility to ensure that publication information for each entry is complete and correct. ASA journal editors will check the format of a reference list but will not check the accuracy of titles or the spelling of names. Authors should thus **double-check** the details.

Like all other parts of a manuscript, the references should be **double-spaced**.

(Also see the Appendix for examples.)

The Basic Forms for ASA References

Most sources cited in ASA journals and publications come from books and periodicals, either in a printed format or in the electronic version (or both). The examples that follow demonstrate the most common usages.

Books

Author1 (last name inverted), **Author2** (including full surname, last name is not inverted), and **Author3**. **Year of publication.** *Name of Publication (italicized).* **Location of publisher, state, or province postal code** (or name of country if a foreign publisher): **Publisher's Name.**

Note: For all types of references, when there are only two authors or editors, there is no comma after the name of the first author or editor.

Bursik, Robert J., Jr. and Harold G. Grasmick. 1993. *Neighborhoods and Crime: The Dimensions of Effective Community Control*. New York: Lexington Books.

Hagan, John and Ruth D. Peterson, eds. 1995. *Crime and Inequality*. Stanford, CA: Stanford University Press.

Jaynes, Gerald D. and Robin M. Williams, Jr. 1989. *A Common Destiny: Blacks and American Society*. Washington, DC: National Academy Press.

Note: Only the Bursik and Grasmick reference has no state location for publisher (see guidelines below).

Journal Articles

Author1 (last name inverted), **Author2** (including full surname, last name is not inverted), and **Author3**. **Year of publication**. "Title of Article." *Name of Publication (italicized)* **Volume Number (Issue Number): page numbers of article**.

Aseltine, Robert H., Jr. and Ronald C. Kessler. 1993. "Marital Disruption and Depression in a Community Sample." *Journal of Health and Social Behavior* 34(3):237–51.

Gans, Herbert J. 2005. "Race as Class." *Contexts* 4(4):17–21.

Kalleberg, Arne L., Barbara F. Reskin, and Ken Hudson. 2000. "Bad Jobs in America: Standard and Non-standard Employment Relations and Job Quality in the United States." *American Sociological Review* 65(2):256–78.

Logan, John R. 2005. "Re-Placing Whiteness: Where's the Beef?" *City & Community* 4(2):137–42.

Moen, Phyllis, Jungmeen E. Kim, and Heather Hofmeister. 2001. "Couples' Work/Retirement Transitions, Gender, and Marital Quality." *Social Psychology Quarterly* 64(1):55–75.

Note: The preceding examples include the issue number after the volume number of the journal. In a departure from the second edition, the *ASA Style Guide* now suggests that issue numbers be included as well. If issue numbers are used, they should be used throughout the reference list.

ASA allows editorial discretion in changing *&* to *and* in book and journal titles, but recommends retaining *&* if it is part of a trademarked title.

Chapters in Books or Other Collected Works

Author1 (last name inverted), **Author2** (including full surname, last name is not inverted), and **Author3**. **Year of publication**. "Title of article." Pp. (with page numbers, elided) in *Name of Publication (italicized)*, edited by **Editor1, Editor2, and Editor3** (editors' initials only for first/middle names, names not inverted). **Location of publisher, state, or province postal code** (or name of country if a foreign publisher): **Publisher's Name**.

McAdam, Doug and Kelly Moore. 1989. "The Politics of Black Insurgency, 1930–1975." Pp. 255–85 in *Violence in America*. Vol. 2, *Protest, Rebellion, Reform*, edited by T. R. Gurr. Newbury Park, CA: Sage Publications.

Riley, Matilda White. 1985. "Women, Men, and the Lengthening Life Course." Pp. 333–47 in *Gender and the Life Course*, edited by A. S. Rossi. New York: Aldine.

Zatz, Marjorie S. and Richard P. Krecker, Jr. 2003. "Anti-gang Initiatives as Racialized Policy." Pp. 173–96 in *Crime Control and Social Justice: The Delicate Balance*, edited by D. F. Hawkins, S. L. Myers, Jr., and R. N. Stone. Westport, CT: Greenwood Press.

Note: In the McAdam and Moore reference, the form of the volume number is a change in this third edition of the *ASA Style Guide*.

Articles from E-Resources

Articles and books obtained from the Internet follow the same pattern as those cited above, with the exception that page numbers are omitted and the URL and date of access are included.

Schafer, Daniel W. and Fred L. Ramsey. 2003. "Teaching the Craft of Data Analysis." *Journal of Statistics Education* 11(1). Retrieved December 12, 2006 (<http://www.amstat.org/publications/jse/v11n1/schafer.html>).

Thomas, Jan E., ed. 2005. *Incorporating the Women Founders into Classical Theory Courses*. Washington, DC: American Sociological Association. Retrieved December 12, 2006 (<http://www.enoah.net/ASA/ASAShopOnlineService/ProductDetails.aspx?productID=ASAOE378T05E>).

Section 5 contains more detailed information on the use of e-resources.

See the Appendix for examples of how to cite other types of documents (e.g., unpublished papers, presentations, magazines, newspapers, and archival sources).

Additional Guidelines

- List all references in **alphabetical order** by first authors' last names.
- Include **first names** and **surnames** for all authors. Use first-name initials only if an author used initials in the original publication. In these cases, add a space between the initials, as in *R. B. Brown* and *M. L. B. Smith*.

- Do not use the ampersand (&) for *and* in joining names.
- For **multiple authorship**, invert only the first author's name (*Jones, Arthur B., Colin D. Smith, and James Petersen*). List all authors. Using *et al.* in the reference section is not acceptable unless a work was authored by a committee. Do not place a comma between two names, but place commas between three or more names.
- For **two or more listings under the same author(s) or editor(s)**, list them in the order of year of publication, earliest year first. For repeated authors or editors, use six hyphens and a period (-----.) or three em dashes and a period (———.) in place of the name(s).
- Distinguish works by the **same author(s) in the same year** by adding letters (*1982a, 1982b, 1982c*). List such works in alphabetical order by title. Edited works by the same author are listed with original works.

Fyfe, James J. 1982a. "Blind Justice: Police Shootings in Memphis." *The Journal of Criminal Law and Criminology* 73(2):707–22.

———. 1982b. "Race and Extreme Police-Citizen Violence." Pp.173–94 in *Readings on Police Use of Deadly Force*, edited by J. J. Fyfe. New York: Police Foundation.
- If **no date** is available, use *N.d.* in place of the date. If the cited material 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 a reference list (*WI; NY; Washington, DC*). *The Chicago Manual of*

Style (2003:566–567) provides a complete list of U.S. and Canadian geographic terms. For foreign cities, also provide the name of the country.

- For **dissertations, unpublished papers, and presented papers**, cite the date and location where the paper was presented or is available.
- The **form of citing volume number** in collected works has changed in the third edition of the *ASA Style Guide*. (The form is consistent with citing book volumes generally.)

Clausen, John A. 1972. "The Life Course of Individuals." Pp. 457–514 in *Aging and Society*. Vol. 3, *A Sociology of Age Stratification*, edited by M. W. Riley, M. Johnson, and A. Foner. New York: Russell Sage.

4.4 Legal Citations and Government Documents

This section provides some guidelines for citing the more common sources from executive, legislative, and judicial proceedings. The rules are adapted from *The Chicago Manual of Style* and *The Bluebook: A Uniform System of Citation*, 17th ed. (2000). *The Bluebook* is published by the Harvard Law Review Association and is the most widely used style guide for legal citations.

The guidelines are adapted for nonlegal works. In general, the ASA style recommends that (1) all references, including those from legal periodicals, should be included in a reference list (rather than in footnotes, as is the case in legal periodicals); and (2) consistency should be maintained in citing legal references. Authors may need to use discretion in determining how to create text citations and references for legal citations (e.g., use of abbreviations, when citations should appear in running text, and when references are appropriate). As with other cited source material, references to

legal sources should provide complete and accurate information so that a reader can locate the information easily.

The following are some of the more commonly used abbreviations referring to court, public law, and other legal citations (they are not italicized):

U.S.C.	United States Code
U.S.	U.S. Reports
F.	Federal Reporter
F.2d	Federal Reporter, 2nd Series
F. Supp.	Federal Supplement
C.F.R.	Code of Federal Regulations.
H.R.	U.S. House of Representatives
S.	U.S. Senate

Terms such as *Congress*, *Session*, *Congressional Record*, *Federal Register*, and *U.S. Statutes-at-Large* are not abbreviated.

These guidelines cover only a small number of examples from the large array of law-related sources. Many of the sources referred to below are now available online (both current and historical)—through the THOMAS feature of the Library of Congress (<http://thomas.loc.gov>) or subscription databases such as LexisNexis.

4.4.1 Legal Citations

In nonlegal works, legal citations are generally entered in running text with additional information (if necessary) in footnotes or endnotes. References to constitutions, executive orders or amicus briefs, for example, would not require a reference:

The American Sociological Association filed an amicus brief in *Grutter v. Bollinger* (539 U.S. 306 [2003]) . . .

Executive Order 11246 established the Office for Federal Contract Compliance . . .

Legal citations, however, may also be included in text citations and reference lists, especially for court decisions, statutes, and certain types of legislative materials.

- **Reference to constitutions, laws, ordinances:**

U.S. Constitution: U.S. Constitution, Article 1, Section 4.

State constitutions: Arkansas Constitution, Article 7, Section 5.

Public law: *Telecommunications Act of 1996*, Public Law 104–104, 110 U.S. Statutes at Large 56 (1996).

U.S. Code: *Declaratory Judgment Act*, 28 U.S.C. 2201 (1952).

State Law: Ohio Revised Code Annotated, Section 3566 (West 2000).

- **Reference to court decisions:** If cases are retrieved from an online database (e.g., LexisNexis or HeinOnline), access information should be included. *Note:* Case names (including “v.”) are italicized:

U.S. Supreme Court: *Brown v. Board of Education*, 347 U.S. 483 (1954).

Lower federal courts: *Black Firefighters Association of Dallas v. City of Dallas*, 19 F.3d 992 (1994).

Lower federal courts: *Quirin v. City of Pittsburgh* 1992, 801 F. Supp. 1486 (1992).

State courts: *Williams v. Davis*, 27 Cal. 2d 746 (1946).

State courts: *Ohio v. Vincer* (Ohio App. Lexis 4356 [1999]).

- **Reference to legal periodicals and treatises:** In general follow the rules for citing books and periodicals specified in Section 4.3:

Text: (Butler 1996)

Reference:

Butler, Paul. 1996. “Affirmative Action and the Criminal Law.” *University of Colorado Law Review* 68(4):841–89.

Note also that the *ASA Style Guide* calls for italicizing cases in titles, even when not italicized in the published article.

Text: (Baldus et al. 1998)

Reference:

Baldus, David C., George Woodworth, David Zuckerman, Neil Alan Weiner, and Barbara Broffitt. 1998. “Racial Discrimination and the Death Penalty in the Post-*Furman* Era: An Empirical and Legal Overview, with Recent Findings from Philadelphia.” *Cornell Law Review* 83(6):1638–770.

4.4.2 Public Documents in General

This section provides guidelines for commonly cited documents and materials issued by government institutions and agencies in the United States.

For text citations: For institutional or government authorship, supply minimum identification from the beginning of the complete citation.

... (U.S. Bureau of the Census 1963:117).

For references:

- **If names of authors, editors, or compilers are provided, use the following method:**

Bonczar, Thomas P. and Allen J. Beck. 1997. *Lifetime Likelihood of Going to State or Federal Prison*. Bureau of

Justice Statistics Special Bulletin, NCJ 160092. Washington, DC: U.S. Department of Justice.

• **If names of author(s), editor(s), or compiler(s) are not provided, include some or all of the following in references to printed public documents:**

- Country, state, city, or other government agency that issued the document
- Legislative body, executive department, court bureau, committee, etc.
- Divisions, regional offices, etc.
- Date
- Title of the document
- Name of series or collection
- Report number [if included]
- Publisher
- Page number(s) [if relevant]

• **Example references from executive department agencies:**

U.S. Department of Justice. Bureau of Justice Statistics. 1984. *Criminal Victimization in the U.S., 1983*. Washington, DC: U.S. Government Printing Office.

U.S. Bureau of the Census. 1960. *Characteristics of Population*. Vol. 1. Washington, DC: U.S. Government Printing Office.

Note: Cite publications of the Bureau of Census either as *U.S. Department of Commerce. Bureau of the Census* or as *U.S. Bureau of the Census*. (See *CMOS* 2003:742.)

• **Example references from congressional sources:**

Some information (e.g., bills, resolutions, committee activity, and the *Congressional Record*) are available online through the THOMAS feature of the Library of Congress (<http://thomas.loc.gov>). (However, ensure that links to the Web sites work.)

Debates:

U.S. Congress. House of Representatives. 1995. *Violent Criminal Incarceration Act of 1995*. H.R. 667, 104th Congress, 1st Session. *Congressional Record* 141 (February 9, 1995):H1479.

Bills:

U.S. Congress. House of Representatives. *Fair Minimum Wage Act of 2007*. H.R. 2. 110th Congress, 1st Session, 2007. Retrieved January 13, 2007 (<http://thomas.loc.gov>).

Hearings:

U.S. Congress. Senate. 1992. *Hate Crimes Statistics Act: Hearing before the Subcommittee on the Constitution of the Committee on the Judiciary*. 102nd Congress, 2nd Session, August 5, 1992.

Report:

U.S. Congress. Senate. Committee on Health, Education, Labor, and Pensions. 2006. *Combating Autism Act of 2005*. Committee Report. 109th Congress, 2nd Session. Retrieved January 12, 2007 (http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=109_cong_reports&docid=f:sr318.109.pdf).

(See Sections 6 and 12 in the Appendix for additional examples.)

4.5 Footnotes and Endnotes

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 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 and endnotes only when necessary. Notes (particularly long ones) can be distracting to the reader. As alternatives, consider incorporating information in footnotes into text, stating in the text (for example) that the 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 titled *Notes* or *Endnotes*. Begin each footnote with the superscript Arabic numeral to which it is keyed in the text.

⁹After 1981 there was . . .

4.6 Appendices

If only one appendix is included, refer to it as *Appendix*. For example, the title might read:

Appendix. Variable Names and Definitions

If more than one appendix is included, each should be lettered (to distinguish it from numbered figures and tables in the text). For example, the title might read:

Appendix A. Variable Names and Definitions

Appendix B. Questions Included in the Survey

4.7 Mathematical Symbols and Equations

Important equations discussed in the text should be identified by consecutive Arabic numbers in parentheses at the right-hand margin. 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.

4.8 Tables, Figures, and Graphic Materials

4.8.1 Tables

The following conventions and examples provide general guidelines on presentation of tables:

- **Number** tables consecutively throughout the text, and type or print each table on a separate sheet at the end of the manuscript. Insert a note in the text to indicate the approximate placement of each table (e.g., *TABLE 2 ABOUT HERE*).
- Include a **descriptive title** for each table. Specify what the table presents (means, coefficients, percentages) and include information about the dataset and time frame. Include who/what, when, and where in table (and figure) titles to provide an accurate and comprehensive description (particularly important if the table is ever viewed independently of the accompanying article).
- Include **headings** for all columns and rows. Avoid abbreviations in columns and row headings. Spell out *percent* in headings. Use subheadings to separate different sections of the tables or to clarify categories of variables.
- Take measurement techniques into consideration when determining the best way to present the 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 below). Alternatively, they may be presented in a separate column.

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

Use **asterisks** *, **, and *** 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. The tables shown below provide illustrations:

Table 4. HLM Coefficients from the Regression of Intergenerational Closure, Reciprocated Exchange, and Child-centered Social Control on Person-level and Neighborhood-level Predictors: Chicago, 1995

Statistic/Independent Variable	Intergenerational Closure		Reciprocated Exchange		Child-centered Social Control	
	Coefficient	t-Ratio	Coefficient	t-Ratio	Coefficient	t-Ratio
Intercept	3.717**	(145.28)	2.607**	(96.98)	3.560**	(95.42)
<i>Person-level</i>						
African American	.006	(.24)	-.082**	(-2.69)	-.011	(-.27)
Latino American	.000	(.01)	-.039	(-1.29)	.090*	(2.32)
Female	-.003	(-.23)	-.054**	(-3.18)	.005	(.24)
Socioeconomic status	.015*	(2.14)	.041**	(5.31)	.007	(.64)
Age ^a	-.005	(-.87)	-.035**	(-5.62)	.007	(.69)
Married	.021	(1.09)	.033	(1.35)	-.047	(-1.43)
Separated/divorced	-.006	(-.25)	-.020	(-.72)	-.032	(-.79)
Single	.004	(.19)	-.046	(-1.61)	-.070	(-1.90)
Homeowner	.075**	(3.98)	.139**	(6.37)	.124**	(3.81)
Residential moves	-.029**	(-4.30)	-.038**	(-5.56)	-.038**	(-3.96)
Years in neighborhood	.002**	(2.84)	.005**	(5.60)	.000	(-.17)
<i>Neighborhood-level</i>						
Concentrated disadvantage	-.008	(-.31)	.041	(1.37)	-.227**	(-6.12)
Concentrated affluence	.076**	(3.27)	.086**	(3.64)	.074*	(2.42)
Residential stability	.093**	(4.98)	.048*	(2.42)	.061*	(2.38)
Immigrant concentration	.006	(.29)	.008	(.33)	-.112**	(-3.38)
Adults per child	-.003*	(-2.46)	-.002	(-1.70)	-.003*	(-2.07)
Population density ^b	-.019**	(-6.65)	-.010**	(-2.97)	.018**	(-4.04)
<i>Percentage of Variance Explained:</i>						
Within neighborhoods	2		4		1	
Between neighborhoods	61		48		73	

Note: N = 7,699 for the person-level variables; N = 342 for the neighborhood-level variables.

* Coefficients are multiplied by 10.

^b Coefficients are multiplied by 1,000.

* $p < .05$ ** $p < .01$ (two-tailed tests)

Table 1. Means (or Proportions) and Standard Deviations (in Parentheses) of the Variables Used in the Analysis, by Gender

Variable	Males N = 1,323	Females N = 1,427	Mean Difference p Values
Current Aggression	.30 (.45)	.21 (.40)	.000
Role Stress	.54 (1.02)	.72 (1.19)	.000
Adolescent Aggression	.43 (.49)	.24 (.43)	.000
Depressive Symptoms (Adolescent)	3.01 (2.57)	3.30 (2.50)	.002
Illicit Drug Use (Adolescent)	.05 (.22)	.04 (.20)	.226
Delinquent Peers (Adolescent)	.47 (.86)	.46 (.88)	.701
Deviant Attitudes (Adolescent)	1.79 (1.48)	1.45 (1.38)	.000
Conventional Attachment (Adolescent)	2.77 (1.13)	3.01 (1.16)	.000
Lack of Self-control (Adolescent)	1.72 (1.16)	1.20 (1.02)	.000
Level of Education	7.87 (1.41)	7.95 (1.37)	.257
Marital Status	.50 (.50)	.62 (.48)	.000
Parental Status	.25 (.43)	.37 (.48)	.000
Interview Year	3.30 (2.28)	3.24 (2.23)	.465

4.8.2 Figures

Visual art—figures, illustrations, and photographs—are published in ASA journals only when they add unquestionably to a reader's understanding of the research being presented. In general, before including figures in a manuscript, consider objectively the importance of the visual presentations to be included. The figure shown below provides an illustration:

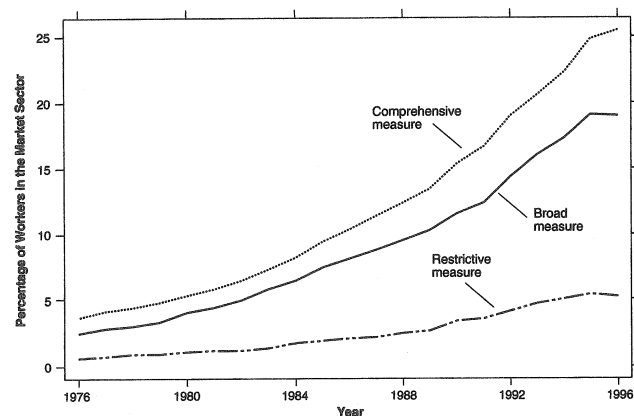


Figure 2. Percentages of Urban Workers in China's Market Sector, 1976 to 1996: A Comparison of Three Measures

Number figures, illustrations, or photographs consecutively throughout the manuscript. Each should include a title. Insert a note in the text to indicate approximate placement (e.g., *FIGURE 1 ABOUT HERE*). Send printouts or photocopies of figures, illustrations, and photographs when submitting the manuscript. If the manuscript is accepted for publication, however, photographs and art must be submitted in camera-ready form. (Some ASA journals will request artwork as an electronic file if it is available. See Section 6.5 for text and graphic file formats accepted by some ASA journals.)

4.8.3 Illustrations and Photographs

Camera-ready illustrations and figures must be executed by computer or by a graphic artist in black ink on white paper with clear lines. All lettering on figures and illustrations must be typeset. **Photographs** must be black and white on glossy paper.

Important: *All artwork and type must be legible when reduced to fit one or two column widths, 2-9/16 inches wide and 5-5/16 inches wide, respectively.*

Author(s) must secure permission to publish any copyrighted figure, illustration, or photograph before it can appear in any ASA journal.

4.9 General Manuscript Formats and Style (Non-ASA Journals)

The *ASA Style Guide* is primarily intended to guide authors who are submitting manuscripts to ASA journals. However, because the ASA style has been used widely in many other venues (e.g., preparation of sociological theses, dissertations, and oral presentations, and in publishing on topics in other social science fields), this section includes a few basic

guidelines on factors authors should consider when preparing manuscripts for publications other than ASA journals.

Users of this *Style Guide* are advised to consult with their departments, agencies, organizations, or publishers on specific requirements for issues such as the following:

- Page format requirements, including keyboarding instructions (e.g., margins, preferred font, indentation of paragraphs, spacing).
- The nature, format, content, and order of required pages (e.g., title pages, acknowledgments, abstracts, references, appendices, tables, figures).
- Mechanics of style (e.g., special rules on punctuation and capitalization).
- Style requirements relating to headings, text citations and references, mathematical expressions, tables and figures, and other supporting materials.
- Requirements and procedures for transmission of manuscripts to departments or publishers (for example), including transmission in electronic formats.

Although the three checklists presented in Section 6.6 are directed specifically to requirements of ASA journals, they offer some ideas for standards relating to mechanics and style that might apply to manuscripts more generally.