

NOTICE TO CONTRIBUTORS

(Revised September 2007)

SCOPE AND MISSION

Sociology of Religion, the official journal of the Association for the Sociology of Religion, is published quarterly for the purpose of advancing scholarship in the sociological study of religion. The journal seeks to publish original (not previously published) work of exceptional quality and interest without regard to substantive focus, theoretical orientation, or methodological approach.

MANUSCRIPT SUBMISSION GUIDELINES

To have a manuscript considered by *Sociology of Religion*, do *exactly* the following:

Manuscript. Submit one (1) hard copy *and* an electronic version of the manuscript. The electronic version can either be e-mailed to the editorial office (preferred) or included on a compact disc and mailed with the hard copy. The electronic document must be in a Microsoft Word compatible format. The abstract, text, references, tables, and figures must all be in a *single file*.

Submission Checklist. A completed submission checklist, available online or from the editorial office (sored@wfu.edu), must accompany all submissions.

Electronic Mail Address. Your submission must include an electronic mail address for correspondence with the editorial office. Receipt of your submission will be confirmed at the e-mail address you provide.

Address. Address manuscripts to David Yamane, Editor, *Sociology of Religion*, Department of Sociology, Wake Forest University, 1834 Wake Forest Road, Box 7808, Winston-Salem, NC 27109.

Processing Fee. There is a fee of \$25 to process the manuscripts of nonmembers of the Association for the Sociology of Religion, payable to the "Association for the Sociology of Religion" in U.S. funds drawn on U.S. banks or by international postal money order. Nonmembers may join the Association at the time of submission and have this fee waived. Annual dues are \$35 for constituent members and \$15 for full-time students and low income (under \$10,000) members, and include a subscription to *Sociology of Religion*. For membership information, contact the ASR Executive Office, 618 SW 2nd Avenue, Galva, IL 61434-1912, bill4329@hotmail.com or visit the ASR web site at www.sociologyofreligion.com.

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Copyright. Copyright to articles published in *Sociology of Religion* is held by the Association for the Sociology of Religion.

Manuscript Preparation. Prepare the manuscript *exactly* according to the guidelines below.

NOTE: *The editor reserves the right to return manuscripts that do not follow these guidelines for manuscript preparation and submission.*

MANUSCRIPT PREPARATION GUIDELINES

The *Sociology of Religion* editorial office does not employ a full-time staff. The editor and a part-time managing editor are responsible for the entire operation. Therefore, by preparing your manuscript as described here, you expedite the initial review and, if accepted, the eventual publication of your manuscript. Please prepare copy exactly as follows:

Format. All copy must be typed or printed using a letter-quality (not dot matrix) printer in 12-point Times New Roman font on one side of good quality 8.5 x 11 inch (A4 is acceptable) white paper. Maintain at least 1 inch margins on all sides. ***All text, quoted material, notes, extracts, and references must be double-spaced.*** Do not justify the right-hand margin or divide (hyphenate) words at ends of lines. Number all pages consecutively.

Anonymity. Manuscripts are evaluated by anonymous peer review; therefore, authors must remove all identifying information from their texts. Authors should refer to themselves in the text and citations in the third person. For example, instead of writing “I argue (Evans 1997) . . .” write “Evans (1997) argues. . .”

Title Page. Submit, but do not attach, a title page that includes the following information: (1) Full article title with an asterisked footnote indicating acknowledgments of personal and financial assistance. (2) Full names and institutional affiliations or residences of the authors. (3) Contact information (including electronic mail address and phone number) for the corresponding author. (4) The total word count for the manuscript, *including notes, references, tables, etc.*

Biography Page. Submit, but do not attach, a page that includes less than 100 words of academic biographical material per author (e.g., “Cory Parr is a professor of sociology at . . . His interests include . . . His most recent book is . . .”).

Abstract. The first attached page of the manuscript—which is page number one—should include the full title of the paper and an abstract of 100 to 150 words but no other identifying information about the author(s).

Text. The text begins at the top of the first new page following the abstract page. This is page number two.

Bias-free, gender-neutral language. Avoid all linguistic biases, particularly sexism, in your text. Instead of using inclusive but cumbersome formulations like “he or she,” either make your subject plural (“they” or “their”) or systematically vary male and female pronouns (e.g., alternate between “he” and “she” throughout the text). Also, always use “people” instead of “men,” do not refer to Vladimir Lenin as “Lenin” but Rosa Luxemburg as “Rosa,” and do not write as if occupants of a particular profession are a particular gender (e.g., lawyer = male, nurse = female).

Headings and subheadings. Authors can distinguish sections of their text by using up to three levels of subheadings. A first-level head should be rendered in ALL CAPS and left-justified. A second-level head should be rendered in *Italics*, using title (headline) capitalization and left-justification. A third level head is also printed in *italics* but is indented at the beginning of a paragraph and is followed by a period. Only the first letter and proper nouns are capitalized in a third-level head.

Citations in text. All references to monographs, 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.

- If an author’s name is in the text, follow it with year of publication in parentheses: “Weber

(1930) has demonstrated . . .”

- If an author’s name is not in the text, insert at an appropriate point the last name and year both in parentheses: “. . . some have claimed (Durkheim 1915).”
- Pagination (without “p.” or “pp.”) follows year of publication, separated by a colon but no additional space: “Casanova (1994:53) argues . . .” or “. . . the study of congregations (Ammerman 1997:102).”
- Incorporate within parentheses any brief phrase associated with the reference: “. . . claim that this is so (but see Troeltsch 1931, vol. 1:55 for a conflicting view).”
- With dual authorship, give both last names (e.g., Demerath and Williams 1993); for more than two authors, use “et al.” (e.g., Bellah, et al. 1985). For institutional authorship, supply minimum identification from the beginning of the complete citation: “. . .in older occupational data (U.S. Bureau of the Census 1963:117).”
- If there is more than one reference to the same author and year, distinguish them by the use of letters (a, b, . . .) attached to the year of publication: “. . . still supports this truth (Wuthnow 1987a:32).”
- Enclose a series of references in alphabetical order within a single pair of parentheses and separate them using semi-colons. “. . . several are foundational (Iannaccone 1994; Stark and Finke 2000; Warner 1993).”

It is essential that the citations in the text and the reference list at the end of the text agree exactly. Every citation in the text must be in the reference list and only citations in the text should be in the reference list.

Notes. Notes are to be used only for essential substantive observations, not for purpose of citation, speculation, or the introduction of new lines of argument. Number notes consecutively throughout the text with superscript Arabic numerals (1, 2, . . .). The font size and line-spacing in the note should match that in the text (12-point/double-spaced). Place the notes as *footnotes*.

Reference List. This list appears as a separate section following the text. List all items alphabetically by author and, within author, by year of publication (earliest to latest). Include the first name and middle initials for all authors when available. Use *title (headline) capitalization* for article, journal, and book titles. For formatting, see the following examples:

- Ammerman, Nancy Tatom. 1997. *Congregation and Community*. New Brunswick: Rutgers University Press.
- Bellah, Robert N., Richard Madsen, William M. Sullivan, Ann Swidler, and Steven M. Tipton. 1985. *Habits of the Heart: Individualism and Commitment in American Life*. Berkeley: University of California Press.
- Chaves, Mark. 1991. “Secularization in the Twentieth Century United States.” Ph.D. dissertation, Department of Sociology, Harvard University, Cambridge, Massachusetts.
- , 1993a. “Denominations As Dual Structures: An Organizational Analysis.” *Sociology of Religion* 54:147-69.
- , 1993b. “Intraorganizational Power and Internal Secularization in Protestant Denominations.” *American Journal of Sociology* 99:1-48.
- Olson, Laura. 2002. “Mainline Protestant Washington Offices and the Political Lives of Clergy.” Pp. 54-79

- in *The Quiet Hand of God: Faith-Based Activism and the Public Role of Mainline Protestantism*, edited by R. Wuthnow and J.H. Evans. Berkeley: University of California Press.
- Smilde, David. Forthcoming. "A Qualitative Comparative Analysis of Conversion to Venezuelan Evangelicalism: How Networks Matter." *American Journal of Sociology*.
- Sosis, Richard. 2005. "Does Religion Promote Trust?: The Role of Signaling, Reputation, and Punishment." *Interdisciplinary Journal of Research on Religion* 1 (Article 7). Retrieved 31 July 2005 (<http://www.religjournal.com/pdf/ijrr01007.pdf>).
- Wuthnow, Robert. 2004. "Still Divided, After All." *Chronicle of Higher Education*, October 22, pp. B7-B8.

Tables and Figures. Each table or figure should be printed on *a page separate from the text (one per page)*, numbered consecutively in the order in which they appear in the text, and include a descriptive title. Insert location notes – "Table 1 about here" or "Figure 1 about here" – at the appropriate places in the text. Draw figures on white paper with India ink or have them laser printed. Retain the original for direct transmission to the printer, but send copies with the manuscript.

Appendices should be *lettered* consecutively (Appendix A, Appendix B, . . .) and include a descriptive title. If only one appendix is included, it is called "Appendix" without an associated letter.

Further Elaboration. These guidelines rely heavily on the *American Sociological Association Style Guide*, 2nd ed. (Washington, DC: American Sociological Association, 1997). Authors desiring further elaboration of these manuscript preparation guidelines should consult the *ASA Style Guide*. Where this "Notice" and the *ASA Style Guide* conflict, this "Notice" takes precedence.

Copyediting. Manuscripts accepted for publication are subject to copyediting, though manuscripts that are submitted may be returned if they are judged to be inadequately copy-edited by the author or an agent of the author.