

STYLE SHEET FOR ACCEPTED MANUSCRIPTS

Please follow these formatting guidelines exactly and submit an electronic copy of your final manuscript to our office (on CD-ROM or by e-mail) in Word format. Please send the final manuscript as a single file, combining title page, biography page, abstract, text, tables, figures, etc.

Page Numbering. Number your pages consecutively beginning with the title page.

Title Page. The title page should include the following information:

- (1) The full article title in headline capitalization (major words are capitalized) *not* ALL CAPS.
- (2) An asterisked footnote at the end of the title. The footnote should include the contact information for the corresponding author, followed by acknowledgments of personal and financial assistance. For example:

Direct correspondence to: David Yamane, Department of Sociology, Wake Forest University, Box 7808, Winston-Salem, NC 27109 (yamaned@wfu.edu). The authors gratefully acknowledge the input of the following individuals: . . . This research was supported by . . .
And so on.

Due to space constraints, avoid the temptation to acknowledge every individual who has ever helped you! Your acknowledgments should fit on the title page.

- (3) Following the title, list the names and institutional affiliations or residences (*not* mailing addresses) of each author in order of authorship. For example,

David Yamane, Wake Forest University
Elizabeth A. Oldmixon, University of North Texas

- (4) Following the list of authors, give a suggested “running head” for the article (this is a shortened version of the title that runs at the top of every odd page of the article).

Spacing and Formatting. From this point forward, *everything* in the manuscript (with the exception of tables and figures) must be double-spaced, including biography, abstract, text, quoted material, notes, references, and appendices. *Do not* right justify the margins or hyphenate words at the ends of lines.

Biography Page. On a separate page following the title page should be an academic biographical entry of less than 100 words per author (e.g., “Jen Smith is a professor of sociology at . . . Her interests include . . . Her most recent book is . . .”).

Abstract. Following the biography page is the abstract page. The abstract should be 100 to 150 words long.

Headings and Subheadings. We allow up to three levels of headings/subheadings. (1) A first-level head should be rendered in ALL CAPS and left-justified. (2) A second-level head should be rendered in Italics, using title (headline) capitalization and left-justification. (3) 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.

Notes. 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*.

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.

Sample Citations in Text.

- 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).”

Figures should be numbered consecutively in the order they appear in the text and must include figure captions. *All figures must be submitted on disk or as camera-ready art.* Please contact the editorial office if you require more information on how to format and convey figures.

Tables should be numbered consecutively in the order they appear in the text and must include descriptive table titles. All columns and rows must have headings. Gather general notes to tables as “*Note*”; use lower-case letters (a, b, c, etc.) for table footnotes; use asterisks to indicate levels of significance; indicate whether statistical tests are one- or two-tailed (see sample table below).

Sample Table Format.

TABLE 1
Standardized Coefficients for OLS Regression Models Predicting
Depressed Affect with Selected Independent Variables

Independent Variables	Model 1 ^a	Model 2 ^b
Age	-.062 (.060)	-.057 (.050)
Sex	-.134*** (.029)	-.129*** (.031)
Education	-.086* (.040)	-.089** (.041)
Marital Status	-.031 (.052)	-.030 (.051)
Church Attendance	-.024 (.066)	-.021 (.025)
Private Devotionals	.065 (.044)	.061 (.055)
Roles in the Church	.010 (.025)	.010 (.025)
Doubt	.184*** (0.55)	.193*** (.046)
(Roles in the Church X Doubt)	--	.214*** (.090)
Multiple R ²	.067	.077

Note: Standard errors in parentheses.

^a N = 822

^b N = 801

* = p < .05 ** = p < .01 *** = p < .005 (two-tailed)

Reference 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.

Sample Reference List.

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.