



Manuscript Preparation Guidelines

It is the responsibility of authors to submit manuscripts in the proper *Sociology of Race and Ethnicity (SRE)* format (see below). Manuscripts not submitted in adherence to the length requirements or to *SRE* format will be rejected. Additional details on preparing and submitting manuscripts to *SRE* are published in the *American Sociological Association Style Guide, Fourth Edition* (ISBN 0-912764-31-3), available from the ASA Bookstore (<http://www.asanet.org/bookstore>).

Length. Manuscripts submitted to *SRE* must not exceed 10,000 words in length (unless submitted for the Pedagogy Section – these should not exceed 3,000 words), including: (1) abstract, (2) text, (3) notes, (4) references, (5) tables, (6) figures, and (7) appendices. *SRE* will not accept any manuscript that exceeds these limits. Please keep in mind that if your tables are lengthy and/or you have horizontal tables, this will affect the page count and you may be asked to reduce the length of your manuscript.

Format. All pages must be typed and double-spaced (including notes and references). Margins must be at least 1 inch and no larger than 1.5 inches (i.e., line length must not exceed 6-1/2 inches wide, 9 inches tall). Please use Times New Roman font, 12-point type size. Manuscript files must be saved utilizing .doc or .docx extensions. The object is to provide reviewers and editors with easy-to-read text and space for notes.

Ethics. All submitting authors are expected to abide by the American Sociological Association's *Code of Ethics* (2018). Submission of a manuscript to another professional journal while it is under review by an ASA journal is regarded as *unethical*. Significant findings or contributions that have already appeared (or will appear) elsewhere must be *clearly identified*. All persons who publish in ASA journals are required to abide by ASA guidelines and ethics policies regarding plagiarism and other ethical issues. This requirement includes adhering to ASA's stated policy on data-sharing: "As a regular practice, sociologists share data and pertinent documentation as an integral part of a research plan. Sociologists generally make their data available after completion of a project or its major publications, except where proprietary agreements with employers, contractors, or clients preclude such accessibility or when it is impossible to share data and protect the confidentiality of the research participants (e.g., field notes or detailed information from ethnographic interviews)."

Manuscript Sections.

1. The **abstract** must be fewer than 250 words and clearly articulate the research problem, the theoretical and methodological approach, and the key findings and arguments.

2. The **text** of the manuscript should begin on a new page headed by the full title. Notes, references, tables, figures, and appendices appear in separate sections following the text, in that order. Since manuscripts are evaluated through an anonymous peer review process, authors must remove identifying references or material. When citing your own work, please write "Smith (1992) concluded..." but do not write "I concluded (Smith 1992)..." Please either blind or remove citations of working papers or papers in progress.

- a) *Headings and subheadings* in the text indicate the organization of content. Generally, three heading levels are sufficient. See recent issues for examples.
- b) *Citations* in the text should provide the last name of the author(s) and the year of publication. Include page numbers for direct quotes or specific passages. Cite only those works needed to provide evidence for your assertions and to refer to important sources on the topic. In the following examples of text citations, ellipses (...) indicate manuscript text:
 - If author's name is in the text, follow it with the year in parentheses: "Duncan (1959)..."
 - If author's name is not in the text, enclose the last name and year in parentheses: "... (Gouldner 1963)."
 - Pages cited follow the year of publication after a colon: "... (Ramirez and Weiss 1979:239–40)."
 - Provide last names for joint authors: "... (Martin and Bailey 1988)."
 - For three authors, list all three last names in the first citation in the text: "... (Carr, Smith, and Jones 1962)." For all subsequent citations use "et al." throughout: "... (Carr et al. 1962)." For works with four or more authors, use "et al." throughout.

SOCIOLOGY OF RACE & ETHNICITY

THE OFFICIAL AMERICAN SOCIOLOGICAL ASSOCIATION'S SECTION ON RACIAL AND ETHNIC MINORITIES JOURNAL



- For institutional authorship, supply minimum identification from the complete citation: "... (U.S. Bureau of the Census 1963:117)."
- List a series of citations in alphabetical order or date order separated by semicolons: "... (Burgess 1968; Marwell et al. 1971)." Use consistent ordering throughout the manuscript.
- Use "forthcoming" to cite sources scheduled for publication. For dissertations and unpublished papers, cite the date. If no date, use "n.d." in place of the date: "...Smith (forthcoming) and Oropesa (n.d.)."
- For machine-readable data files, cite authorship and date: "... (Institute for Survey Research 1976)."

- c) *Notes* should be numbered in the text consecutively using superscript Arabic numerals (see Number 3 in these guidelines for more information). If referring to a note earlier or later in the text, use a parenthetical note: "... (see note 3)."
- d) *Equations* in text must be typed. Use consecutive Arabic numerals in parentheses at the right margin to identify important equations.

3. **Notes** should be typed or printed, double-spaced, in a separate "NOTES" section and should appear after the text but before the references. Begin each note with the Arabic numeral to which it is keyed in the text. **Authors should not use the "footnote" function in Word.** Notes can:

- a) explain or amplify text
- b) cite materials of limited availability
- c) append information presented in a table.
- d) Avoid long notes. Consider:
 - stating in the text that information is available from the author
 - depositing the information in a national retrieval center and inserting an appropriate note.
 - adding an appendix

4. **References** follow the text in a separate section headed "REFERENCES." All references cited in the text must be listed in the reference section, and vice versa. Publication information for each must be complete and correct. It is authors' responsibility to make sure that all information provided in the reference section is complete and correct. List the references in alphabetical order by authors' last names; include first names and middle initials for all authors. If there are two or more items by the same author(s), list them in order of year of publication. For repeated authors or editors, give the author's (or editor's) full name in all subsequent references. 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 journal or publishing house. For dissertations and unpublished papers, cite the date and place the paper was presented and/or where it is available. If no date is available, use "N.d." in place of the date. If two or more 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, and so on, to the year (or to "Forthcoming" or "N.d."). 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."). List all authors; using "et al." in the reference section is not acceptable. A few examples follow. Refer to the *American Sociological Association Style Guide* and recent issues of *SRE* for additional examples:

- a) *Books*:
 - Mills, Charles W. 1999. *The Racial Contract*. Ithaca, NY: Cornell University Press.
 - Bernard, Claude. [1865] 1957. *An Introduction to the Study of Experimental Medicine*. Translated by Henry C. Greene. New York: Dover.
 - U.S. Bureau of the Census. 2011. *The Hispanic Population, 2010*. Washington, DC: U.S. Government Printing Office.
- b) *Periodicals*:
 - Twine, France Winddance. 1996. "Brown Skinned White Girls: Class, Culture and the Construction of White Identity in Suburban Communities." *Gender, Place, and Culture: A Journal of Feminist Geography* 3(2):205-

EMAIL: sociologyofraceandethnicity@gmail.com

WEBSITE: <http://sre.sagepub.com/>

SUBMIT YOUR MANUSCRIPT TODAY: <https://mc.manuscriptcentral.com/sre>

560 MCBRYDE HALL (0137) • 225 STANGER STREET • BLACKSBURG, VA 24061



212.

Goodman, Leo A. 1974a. "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(5):1179–1259.

Goodman, Leo A. 1974b. "Exploratory Latent Structure Analysis Using both Identifiable and Unidentifiable Models." *Biometrika* 61(2):215–31.

c) *Collections:*

Stewart, Quincy Thomas. 2008. "Swimming Upstream: Theory and Methodology in Race Research." Pp. 111–126 in *White Logic, White Methods: Racism and Methodology*, edited by Tukufu Zuberi and Eduardo Bonilla-Silva. Lanham, MD: Rowman & Littlefield.

d) *Dissertations:*

Charles, Maria. 1990. "Occupational Sex Segregation: A Log-Linear Analysis of Patterns in 25 Industrial Countries." Ph.D. dissertation, Department of Sociology, Stanford University, Stanford, CA.

e) *Machine-Readable Data Files:*

American Institute of Public Opinion. 1976. *Gallup Public Opinion Poll #965* [MRDF]. Princeton, NJ: American Institute of Public Opinion [producer]. New Haven, CT: Roper Public Opinion Research Center, Yale University [distributor].

Miller, Warren, Arthur Miller, and Gerald Klein. 1975. *The CPS 1974 American National Election Study* [MRDF]. Ann Arbor, MI: Center for Political Studies, University of Michigan [producer]. Ann Arbor, MI: Interuniversity Consortium for Political and Social Research [distributor].

f) *Electronic Sources:*

American Sociological Association. 1997. "Call for Help: Social Science Knowledge on Race, Racism, and Race Relations" (ASA Action Alert, October 15). Washington, DC: American Sociological Association. Retrieved October 15, 1997 (<http://www.asanet.org/racecall.htm>).

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>).

5. Number **tables** consecutively throughout the text. Insert a note in the text to indicate the placement (e.g., "Table 1 about here"). Type each table on a separate page. Each table must include a descriptive title and headings for columns and rows. Do not use abbreviations for variable names or column and row headings within tables. Align numbers in columns by decimal. Gather general notes to tables as "Note: "; use a, b, c, and so on, for table footnotes. Use asterisks *, **, and *** to indicate significance at the $p < .05$, $p < .01$, and the $p < .001$ levels, respectively, and specify one-tailed or two-tailed tests. Do not photo-reduce tables. **Tables must be in an editable format.**

6. Number **figures** consecutively throughout the text. Insert a note in the text to indicate placement (e.g., "Figure 1 about here"). Each figure should include a title or caption. Do not use abbreviations within figures. Figures must be executed by computer or by graphic artist in black ink. Contact the *SRE* office to discuss preferred file formats for computer-generated files.

IMPORTANT: All figures (including all type) must be legible when reduced or enlarged to widths of 2-9/16 inches (one column width) or 5-5/16 inches (full page width).

PERMISSION: The author(s) are responsible for securing permission to reproduce all copyrighted figures or materials before they are published by *SRE*. A copy of the written permission must be included with the manuscript submission.

7. **Appendices** should be lettered to distinguish them from numbered tables and figures. Include a descriptive title for each appendix (e.g., "APPENDIX A. Variable Names and Definitions").



Cover Letter. Please attach in a separate document a cover letter to your manuscript that includes the full manuscript title as well as the name, affiliation, contact information, and a biographical brief for each author. When uploading this document, please ensure that it is uploaded as a *supplementary* document.

Resubmission Format. If submitting a revised manuscript, please ensure that your manuscript still adheres to all of the above guidelines. In addition, please ensure that the text of the manuscript is *not* highlighted, in a different text color, or bolded. Please ensure that your letter to the editor and authors is blinded with no author signature, on letterhead, or contains any identifiable information. Please do *not* upload this letter as a separate document, but copy and paste the text in the space provided in the submission portal.

Submission Checklist

Please ensure your manuscript....

- Is a word file (.doc or .docx)
- Conforms to the SRE and ASA style throughout
- Includes a title page attached in appropriate place (not as a part of the manuscript)
 - Includes title, short title, abstract, keywords
 - Includes names, emails, mailing addresses, affiliations, surname designations, and biographies for all authors
 - Includes any acknowledgements
- Notes are in separate section following text
- Includes references for all in-text citations, and int-text citations for all references
- Tables (if any) are editable, include captions, and are placed after references or in separate files
- Figures (if any) include captions, are placed after references (and tables if any) or in separate files
- All documents and communication (except for the title page) are blinded for review