

Instructions to Authors

Sociology of Religion accepts submissions through Manuscript Central, our online submission system, located at <http://mc.manuscriptcentral.com/socrel>. On Manuscript Central's login page, the link entitled "User Tutorials" will provide authors with detailed descriptions of every feature and function of Manuscript Central and guide them through the submission process. For further assistance, click on the link entitled "Get Help Now." This will bring up contact information for e-mail and telephone customer support from ScholarOne, the designers of Manuscript Central. Authors can also contact the journal's [editorial office](#). Provisions will be made to receive submissions from authors who cannot access the online system. Contact the editorial office (sored@wfu.edu) for instructions.

Manuscripts (text, references, tables, figures, etc.) should be prepared in detailed accord with the current edition of *The American Sociological Association Style Guide* and *The Chicago Manual of Style*.

Upon acceptance of an article by the journal, the author(s) will be asked to grant publication license. This license will insure the widest dissemination of information possible under the U.S. copyright law.

Multiple submission policy: Submission of a manuscript to one professional journal while that manuscript is under review by any other journal is unacceptable. Further, it is assumed by *Sociology of Religion* that work submitted for review has not been previously published. If other published or submitted articles exist that are based on essentially the same or closely related data sets, such articles should be noted and referenced in a letter to the editor and their relation to the submitted paper briefly explained.

Manuscript Preparation

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 composed and submitted in 12-point Times New Roman font. 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. The title page you submit (separate from the body of your manuscript) must include 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.

Abstract. The first 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: “. . . as 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 numbered consecutively with Arabic numerals (1, 2, ... n) in the order in which they appear in the text. Include a brief, descriptive title. Insert location notes – "Table 1 about here" or "Figure 1 about here" – at the appropriate places in the text.

Tables should be typewritten, each on a separate page, with a brief, descriptive title. Each should be designed to fit on a page without undue compression. Vertical rules should not be used. They should be as self-explanatory as possible, incorporating any necessary descriptive material in an unnumbered footnote (e.g., *Note*: Data are from the 2007 General Social Survey).

Figures. All explanatory material should be included in the legend and not in the figure itself. All graphics, artwork, and typography should be of professional quality. Typewritten or hand-drawn figures are not acceptable. *Figure legends* should be typed together on a separate sheet double-spaced.

Creation and format. Figures should be created as Encapsulated Postscript (.eps) or Tagged Image Format (.tif) files at resolutions of 300 dpi (dots per square inch) for photographic and color images or 600 dpi for black and white line drawings. Use CMYK colors only. PowerPoint may also be used for graphs only. Please use high-resolution original sources, such as scanned original artwork or original image files, to create your .tif or .eps figures, with fonts embedded. For EPS submissions, please use the following fonts only: Arial, Courier, Times New Roman, Helvetica, and Symbol.

Even when saved as .tif or .eps files, graphics downloaded or saved from Web pages (and other low-resolution materials) will not meet print quality standards and are therefore unacceptable for figure creation. Blurry, illegible, or other low-quality figures will be returned to you for recreation and may delay publication of your paper.

We recommend that you produce your figures with high-quality graphics software, such as Adobe Photoshop, to help ensure appropriate resolution and workability. For instructions on how to use Photoshop and other supported graphics software to prepare figures, please visit

<http://cpc.cadmus.com/da/applications.asp>. If the software available to you cannot generate .tif or .eps files, you may wish to print a high-quality copy of the figure, scan it, and then save it as a .tif. For instructions on scanning, please visit <http://cpc.cadmus.com/da/scanning.asp>.

For useful information on preparing figures visit <http://dx.sheridan.com> where you can also test whether your figures are suitable for production by using the preflight tool at <http://dx.sheridan.com/onl/>.

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.

Online-Only Supplementary Material. Supporting material that is not essential for inclusion in the full text of the manuscript but would nevertheless benefit the reader can be made available by the publisher as online-only content linked to the online manuscript. The material should not be essential to understanding the conclusions of the paper but should contain data that is additional or complementary and directly relevant to the article content. Such information might include more detailed methods, extended data sets/data analysis, or additional figures (including color). Ensure that the supplementary material is referred to in the main manuscript where necessary.

All supplementary material should be submitted at the same time as the main manuscript for peer review and, as with the main manuscript, its publication is subject to editorial approval. The text and figures should be in suitable electronic formats and clearly marked as supplementary data. Before uploading the supplementary files, confirm that they will work on all internet browsers.

Supplementary material will not be copyedited—and it cannot be altered or replaced once a paper has been published—so please present supplementary material clearly and succinctly, and make sure that the style of its terms conforms to their usage in the rest of the paper.

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 these instructions and the *ASA Style Guide* conflict, these instructions 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 copyedited by the author or an agent of the author.