

SOC 5050: Formatting Article Manuscripts

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The final paper for this class should be formatted using the following guidelines, which mirror many of the general requirements for submitting journal articles for peer review. Journal publishers all have varying standards - there is no one accepted format for journal articles. Journals also rarely follow the manuscript formatting guidelines laid out by specific professional associations, even when they may use those same guidelines for citations. For example, articles published in leading sociology journals typically use variants of the American Sociological Association's citation style but do not follow the ASA's manuscript formatting guidelines.

What goes in a manuscript?

Empirical journal articles are formulaic in their organization. This is not an area where considerable creativity is rewarded by reviewers. When we review articles as part of the peer review process, we expect certain elements to be present in *every* empirical, quantitative article. The final paper for this class should be organized with those expectations in mind:

1. a **title page** with author information
2. an **abstract** on a separate page, typically of no more than 250 to 300 words (will vary by journal)
3. the body of the paper should contain:
 - (a) an **introduction** that culminates in a clear thesis statement
 - (b) a **background** section that:
 - i. lays out the intellectual significance of the problem at hand (give your audience a stake in this - *why* should they care about your specific topic),
 - ii. synthesizes the relevant academic literatures,
 - iii. and culminates in the stating of one or more hypotheses that follow clearly from the review of the literature.
 - (c) a **data and methods** section that:
 - i. describes the source of the data,

- ii. provides descriptive statistics for all study variables,
 - iii. and lays out the full trajectory of the statistical analysis carried out.
- (d) a **results** section that:
 - i. discusses the findings (typically regression results)
 - ii. describes them in plain English (you want to simultaneously write for two audiences - a reader who does not have a large degree of statistical experience and a reader who is highly specialized in quantitative analysis)
 - iii. and provides the real world significance of your findings.
- (e) a **discussion** section that:
 - i. links the findings back to the literature at hand
 - ii. and describes any and all limitations in the data and/or analysis.
- (f) and a conclusion that summarizes the argument made and the findings provided.
- 4. expository **end notes** that provide additional detail that may be relevant to some users (e.x. "The following R packages were used as part of the data analysis process:")
- 5. all **tables** referenced in the body of the manuscript, one per page
- 6. all **figures** referenced in the body of the manuscript, one per page
- 7. **works cited**, formatted per the journal's specifications

Most journals provide a word-count, and will also specify which aspects of the manuscript count toward the word-count. For instance, it is typical for tables and figures *not* to count but for there to be a limit on the number of them included (sometimes no more than 3 to 5 tables and figures are allowed).



The **body** and **end notes** are covered by word limit for this assignment (5,000 words). There is no limit on the number of tables or figures.

Basic L^AT_EX Commands

All of the L^AT_EX commands covered before Fall Break will be useful in formatting your manuscript, in particular those for loading new packages, for creating the title, and formatting text to be bold or italicized. In addition to those commands, you'll need a few new basic ones as well:

Page Break

To force a page break in your document, such as between the **abstract** and the **introduction**, use the following command on its own line:

```
\newpage
```

Remove Indent

To suppress the default indentation of paragraphs, use the following command before the line of text that would ordinarily be indented:

```
\par \noindent Lorem ipsum dolor sit amet, consectetur adip-  
iscing elit, sed do eiusmod tempor incididunt ut labore et dolore  
magna aliqua.
```

Output:

```
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do  
eiusmod tempor incididunt ut labore et dolore magna aliqua.
```

Add Vertical Space

To add additional vertical white space, use the following command on its own line:

```
\vspace{5mm}  
\par Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed  
do eiusmod tempor incididunt ut labore et dolore magna aliqua.
```

Output:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed
do eiusmod tempor incididunt ut labore et dolore magna aliqua.

General Formatting Guidelines

The paper for this class should adhere to the following guidelines:

1. The paper should use 12 point font¹
2. The paper should have 1" margins
3. The body should be double-spaced
4. End notes should be used instead of footnotes
5. Sections and subsections should be the *only* levels of headings used
6. All headings should be *unnumbered*

¹ See Week 08's lecture slides for how to set this option.



Make sure to follow **all** of these guidelines.

Margins

You should use the `geometry` package with the following options to set both the paper size (letter) and the 1" margins. Add the following to your *preamble*:

```
\usepackage[letterpaper, margin=1in]{geometry}
```

Double Spacing

You should use the `setspace` package to add double spacing to your document. Add the following to your *preamble*:

```
\usepackage{setspace}
```

The *entire body* should be wrapped in the following two commands:

```
\begin{doublespace}
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do
eiusmod tempor incididunt ut labore et dolore magna aliqua.
\end{doublespace}
```

Output:

```

    Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed
    do eiusmod tempor incididunt ut labore et dolore magna aliqua.
  
```

Using End Notes

To use end notes rather than footnotes, and to make sure that all footnote commands are converted to end notes, add the following to your *preamble*:

```

\usepackage{endnotes}
\let\footnote=\endnote
  
```

With that set, end notes can be added using either of the following techniques in the *body* of your document:

```

\footnote{Ut enim ad minim veniam, quis nostrud}
\endnote{Duis aute irure dolor in reprehenderit}
  
```

On a new page after the body of the paper, add the following to print the end notes:

```

\theendnotes
  
```

Suppress Section Numbering

Section numbering can be suppressed from both sections and subsections by adding an asterisk (*):

```

\section*{Ut enim ad minim veniam}
\subsection*{Duis aute irure dolor}
  
```

Title Page

To format the title page correctly, you will need to add the following commands to your *preamble*:

```
\usepackage{hyperref}
\hypersetup{colorlinks, citecolor={black},
  linkcolor={blue}, urlcolor={blue}}
```

The title page should use the `\title{paper title}` and `\author{author name}` fields set in the preamble but should leave the space in the brackets for date blank to suppress its display:

```
\date{ }
```

After listing the title and the authors, you should add information for yourself as the corresponding author. The entire title page should look like this:

```
\maketitle

\vspace{10mm}
\par \noindent \textit{Corresponding Author:}
\par \noindent Christopher G. Prener, Ph.D.
\par \noindent Assistant Professor of Sociology
\par \noindent Saint Louis University
\par \noindent \href{chris.prener@slu.edu}
  {chris.prener@slu.edu}

\vspace{5mm}
\par \noindent \textit{Mailing Address:}
\par \noindent 1918 Morrissey Hall
\par \noindent 3700 Lindell Blvd
\par \noindent St. Louis, MO 63108
```

I also add my [ORCID identification number](#) to this section. If you anticipate being a professional researcher and/or are already involved in publishing, I strongly suggest that you obtain an ORCID ID.

Cross Referencing

Cross referencing refers to the references we make like “see page 12” or “see Table 3” or “see Figure 1”. This is notoriously time consuming work, in part because each change to the organization of our paper necessitates re-doing these references. \LaTeX makes it easy to manage these references.

Labeling

Any time we think we’ll want to reference a particular section, table, or figure later on, we should “label” it:

```
\label{labelText}
```

I advise you to use the following labeling conventions throughout your paper for consistency:

```
\label{ref:importantText}
\label{tbl:tableReference}
\label{fig:figureReference}
```

Labels need to be applied *within* the table or figure environments for them to work correctly. The following will *not* work as intended:

```
\label{tbl:descriptivesTable}
\begin{table}
% table contents
\end{table}
```

Instead, place the label *within* the table:

```
\begin{table}
\label{tbl:descriptivesTable}
% table contents
\end{table}
```

stargazer tables from R come with an empty `label` field in the syntax that you copy-and-paste from R.

Page References

To reference the page number of the table we've labeled in the previous section, we would add the following syntax to our text:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua (see page `\pageref{tbl:descriptivesTable}`).

Output:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua (see page 10).

Table and Figure Number References

To reference the figure or table number assigned by \LaTeX we would add the following syntax to our text:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua (see Table `\ref{tbl:descriptivesTable}`).

Output:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua (see Table 1).

In-Text References

In the approximate area a table or figure should be placed in your manuscript, use the following in-text reference:

```
\begin{center}
<<<<<<<<<<$ Table \ref{tbl:descriptiveStats}
(see p. \pageref{tbl:descriptiveStats}) about here
>>>>>>>>>>$
\end{center}
```

Output:

```
<<<<<<<<<< Table 1 (see p. 10) about here
>>>>>>>>>>
```

Adding Figures

Adding figures to a \LaTeX document is a multi-step process. To begin, the following text should be added to your *preamble*:

```
\usepackage{graphicx}
\graphicspath{ {images/} }
\usepackage{float}
\usepackage{placeins}
```

You will have to create a folder in your \LaTeX project by clicking the New Folder button in Share \LaTeX . Name the folder `images`, and upload your plots from R to that folder by using the Upload button.

Once you have uploaded the images, you can add them to your document with the following syntax:

```
\begin{figure}[H]
  \caption{Example figure - a histogram of \texttt{hwy}}
  \label{fig:exampleFigure}
  \centering
  \includegraphics[scale=0.125]{exampleFigure.png}
\end{figure}

\FloatBarrier
```

The `[H]` option for `\begin{figure}` forces \LaTeX to place the image as close to where you have inserted the `\begin{figure}` command as possible. The `\FloatBarrier` makes sure that the image is placed at the top of the page.

In both tables and figures, the `\caption{}` command adds the “title” of the element along with a number for it. The `\centering` justifies the image at the center of the page.