

## SOC 4930/5050: Formatting Handouts

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The final handout for this class should be formatted using the following guidelines.

### *What goes in a handout?*

There is considerably more space for flexibility and customization with handouts than there is for empirical article manuscripts. That said, there are a number of things are *recommended* to include.

1. On page 1:

- (a) a **title** block with the paper's title and authorship information
- (b) a **footnote** with conference information
- (c) an **abstract**, typically of no more than 250 to 300 words
- (d) your **descriptive statistics table**
- (e) a few key **references** if audience members want to learn more

2. On page 2:

- (a) your **regression output table**



Handouts should be no more than 2 pages!

## General Formatting Guidelines

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

1. The handout should use no smaller than 10 point font<sup>1</sup>
2. The handout should have 1" margins
3. Page numbers should be removed
4. The title block should be left justified at the top of the page
5. Affiliations should be included with author information
6. A footnote should be applied to the title should indicate when and where the paper was presented
7. All headings should be *unnumbered*

<sup>1</sup> See Week 08's lecture slides for how to set this option.



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

## Basic Formatting

The general formatting laid out above, including margin settings, the changes to the positioning of the title block, and the removal of the page numbers, is incorporated into a L<sup>A</sup>T<sub>E</sub>X style file named `genericHandout.sty`. This file is available in the Week-10 repository on GitHub and should be added to the top-level of your ShareLaTeX project using the Upload button.

To load the settings contained in `genericHandout.sty` after adding it your your ShareLaTeX project, add the following to your *preamble*:

```
\usepackage{genericHandout}
```

## Suppress Section Numbering

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

```
\section*{Ut enim ad minim veniam}
```

*Title Block**Author Affiliations*

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

```
\usepackage{authblk}
```

With the `authblk` package loaded, you can add numbers as options to each author on the paper and a corresponding reference to their academic affiliation:

```
\author[1]{Christopher Prener, Ph.D.}
\affil[1]{Department of Sociology and Anthropology, Saint
Louis University}
```

This modular design allows for more complex authorship scenarios like two authors from the same institution:

```
\author[1]{Christopher Prener, Ph.D.}
\author[1]{Joel Jennings, Ph.D.}
\affil[1]{Department of Sociology and Anthropology, Saint
Louis University}
```

Authors from different institutions can also be applied easily:

```
\author[1]{Christopher Prener, Ph.D.}
\author[1]{Joel Jennings, Ph.D.}
\author[2]{Taylor Braswell, M.A.}
\affil[1]{Department of Sociology and Anthropology, Saint
Louis University}
\affil[2]{Department of Sociology and Anthropology,
Northeastern University}
```

### *Conference Footnote*

To add the date and location of the conference as a footnote applied to the paper's title, it is easiest to define the text of the footnote first in the *preamble*:

```
\def\conference{Paper presented at the 2017 American
  Sociological Association Annual Meeting in Montréal,
  Quebec.}
```

The footnote can then be easily inserted into the `\title{}` command in the *preamble*:

```
\title{Sample Conference Handout \thanks{\conference}}
```

### *Putting It All Together*

All of these commands should be combined in the *preamble* to produce the title block:

```
\usepackage{authblk}

\def\conference{Paper presented at the 2017 American
  Sociological Association Annual Meeting in Montréal,
  Quebec.}

\title{Sample Conference Handout \thanks{\conference}}
\author[1]{Christopher Prener, Ph.D.}
\affil[1]{Department of Sociology and Anthropology, Saint
  Louis University}
```