

Social Psychology Quarterly

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Submission guidelines



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Please read the guidelines in full before submitting your manuscript. Manuscripts not conforming to these guidelines may be returned.

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1. Ethics: Submission of a manuscript to another professional journal while it is under review by *SPQ* is regarded by the ASA 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 codes 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)" (ASA [Code of Ethics](#), 2018).

2. Submitting Your Manuscript:

a. *SPQ* uses an online submission process for all peer review. Authors can submit and upload their manuscript at <http://mc.manuscriptcentral.com/spq>. If an author experiences any difficulty in the online submission process, please contact the editorial office for advice at socpsychq@charlotte.edu. Further directions regarding the online submission procedure (Manuscript Central (Scholar One/SageTrack) are below.

b. The manuscript submission must contain a separate file in .doc, .docx, or .rtf format for the title page, acknowledgments and MS proper. The remainder of the manuscript should be in one file of the above listed formats containing: title, abstract, running text, references, acknowledgments, and all tables, figures, and appendices. We will also accept .pdf and LaTeX but, as these can cause difficulties with the submission system, it is advisable to email the managing editor prior to submission.

c. The manuscript file should be blind of all author-identifying information. Please do not include a header in this main document. If you need to reference your own work, please use the third-person narrative voice - i.e., in Smith's work (2004), NOT in my work (Smith 2004). Likewise, please avoid including personal details that could facilitate deductive disclosure. If these are useful to the work, we will consider adding them following acceptance. Finally, any references that are omitted for the sake of blinding should be explicitly identified in the cover letter.

d. A \$25 manuscript processing fee is required for submission to any journal of the American Sociological Association. First submission of all papers must be accompanied by this fee. No processing fee is required for revised and resubmitted manuscripts, or for manuscripts submitted by student members of ASA. All authors will have an opportunity to submit this payment through Manuscript Central (Scholar One/SageTrack). To waive payment, please select the category of manuscript type as ASA Student Member Submission.

3. Manuscript Central (Scholar One/SageTrack Procedures):

a. If you have not used Manuscript Central for another ASA journal, you will need to create a user account to submit your manuscript to SageTrack. Once your user account has been created, you will be able to track your manuscript at all steps of the submission process. If you review for SPQ, you will also use Manuscript Central to complete the review process. You will not need to create another account. If you choose to submit another new or revised manuscript to SPQ, you will be able to maintain the same user account.

b. When you first submit, the system will ask you the type of article you are submitting. All authors should choose Original Substantive Article. If you are a student member of ASA, please select ASA Student Member Submission so that you will not be required to submit payment information.

c. Each manuscript submission must contain separate files for the title page and the main manuscript. You also have the opportunity to upload a cover letter with your submission, although it is not required.

d. As you complete the submission process, you have the opportunity to save and quit before completing the submission. You will be able to resume the file submission by logging in again with your user account. Once you have completed the submission, the editorial office will begin the review process for your article.

e. If the manuscript submitted is not sufficiently blinded, the editorial office will temporarily reject the manuscript and send it back to you for proper reformatting. Once the correctly blinded version is received, the review process will resume.

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Preparation of Manuscripts

Manuscript pages should be easy for reviewer and editors to read and allow space for marginal notes. All pages must be typed or printed (12-point type is preferred), double-spaced (including notes and references) on either 8-1/2 by 11 inch or A4 white paper. Margins must be at least 1-1/4 inches on all four sides (i.e., line length must not exceed six inches). If you cannot print italic or bold type, indicate italic characters by underlining them.

SPQ publishes papers in both article and note formats. Initial submissions for articles should be 10,000 words or less, including all parts and excluding supplementary materials. We also invite notes, which are manuscripts in which the contribution can be communicated in no more than 5,000 words. Notes may provide new empirical tests of existing theory, replicate previous empirical findings, primarily make a theoretical contribution, or offer a methodological advance. Your manuscript may have up to eight separate sections, including: (1) title page, (2) abstract, (3) text, (4) notes, (5) references, (6) tables, (7) figures, illustrations, or photographs, and (8) appendices. Organizing the parts in that order is recommended. For both articles and notes, we encourage authors to make use of online-only appendices as needed to elaborate on methods, procedures, data, code, instruments, as well as to present any supplemental analyses and/or discussion. There is no word limit for the online-only component.

Sound or video files can be hosted on the publisher's website for a reasonable period of time.

SPQ encourages researchers to make their data, code, and other materials available for others to review and use. We are happy to assist authors in locating a suitable depository for the materials and will be pleased to add footnotes pointing to these deposits in the published article. Because we know that not all areas of social psychology are able to provide

these materials, practically or ethically, this is not a requirement and willingness to publicly release data and other materials will have no impact on the likelihood of acceptance.

1. The **title page** should include the full title of the article, the author(s)'s name(s) (listed vertically if more than one), and institutional affiliation(s), a running head, and the approximate word count for the manuscript (including notes and references). Use an asterisk (*) to add a title footnote that gives the address of the author to whom communications about the article can be sent. In the same footnote, list acknowledgments, credits, and/or grant numbers.

2. Print the **abstract** (no more than 150 words) on a separate page headed by the title. Omit author(s)'s names on this page. Please include a few keywords to describe the article after the abstract.

3. Begin the **text** of your manuscript on a new page headed by the title. SPQ uses anonymous peer reviewers to evaluate manuscripts, so please make an effort to keep the text of your manuscript anonymous. For example, if you cite your own work, write "Smith (1992) concluded . . .," not "I concluded (Smith 1992) . . ."

a. Citations in the text give the last name of the author(s) and year of publication. Include page numbers whenever you quote directly from a work or refer to specific passages. Cite only those works needed to provide evidence for your assertions and to guide readers to important sources on your topic. In the following examples of text citations, ellipses (. . .) indicate manuscript text:

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* Give both last names for joint authors: . . . (Martin and Bailey 1988).

* For works with 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.": . . . (Carr et al. 1962).

* For works with four or more authors, use "et al." throughout.

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* List a series of citations in alphabetical order or date order separated by semicolons: . . . (Burgess 1968; Marwell et al. 1971).

* 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.).

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b. Number notes in the text consecutively throughout your article using superscript Arabic numerals. If you refer to a note again later in the text, use a parenthetical note: . . . (see note 3).

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List the references in alphabetical order by authors' last names; include first names and middle initials for all authors when available. List two or more entries by the same author(s) in order of the year of publication. If the cited material is not yet published but has been accepted for publication, use "forthcoming" in place of the date and give the journal name 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 cited 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, etc., to the year (e.g., "1981a" or "1981b" for "forthcoming"). For works with more than one author, 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 list is not acceptable.

The first letter of each word in the title of an article should be capitalized and the title enclosed in quotations. Titles of books and journals should be italicized or underlined. Publisher's names should be stated in as brief a form as is fully intelligible. For example, John A. Wiley and Sons should be "Wiley."

A few examples follow. Refer to the ASA Style Guide (7th ed., 2022) for additional examples:

* Books: Bernard, Claude. [1865] 1957. *An Introduction to the Study of Experimental Medicine*. Translated by H. D. Greene. New York: Dover.

Mason, Karen O. 1974. *Women's Labor Force Participation and Fertility*. Research Triangle Park, NC: National Institutes of Health.

U. S. Bureau of the Census. 1960. *Characteristics of Population*. Vol. 1. Washington, DC: U.S. Government Printing Office.

* Periodicals: Goodman, Leo A. 1947a. "The Analysis of Systems of Qualitative Variables When Some of the Variables Are Observable. Part I—A Modified Latent Structure Approach." *American Journal of Sociology* 79:1179–1259.

———. 1947b. "Exploratory Latent Structure Analysis Using Both Identifiable and Unidentifiable Models." *Biometrika* 61:215–31.

Szelényi, Szonja and Jacqueline Olvera. Forthcoming. "The Declining Significance of Class: Does Gender Complicate the Story?" *Theory and Society*.

* Collections: Clausen, John A. 1972. "The Life Course of Individuals." Pp. 457–514 in *Aging and Society*, vol. 3, *A Sociology of Age Stratification*, edited by M. W. Riley, M. Johnson, and A. Foner. New York: Russell Sage.

Sampson, Robert J. 1992. "Family Management and Child Development: Insights from Social Disorganization Theory." Pp. 63–93 in *Advances in Criminology Theory*, vol. 3, *Facts, Frameworks, and Forecasts*, edited by J. McCord. New Brunswick, NJ: Transaction.

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

* Machine-readable 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].

Number **tables** consecutively. Type or print each on a separate page. Insert a note in the margin to indicate table placement (e.g., "Table 2 About Here").

* Each table must include a descriptive title and headings for all columns and rows.

* General notes to a table should be listed directly under the table as "Note: . . ."; specific notes should be lettered consecutively within each table with superscript lowercase letters. Use asterisks *, **, and/or *** to indicate significance at the $p < .05$, $p < .01$, and $p < .001$ levels, respectively, and always specify one-tailed or two-tailed tests.

7. Number **figures, illustrations, or photographs** consecutively. Include a title or caption for each. Insert a note in the text to indicate placement (e.g., "Figure 1 About Here").

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* **IMPORTANT:** All figures, illustrations, and photographs (including all type) must be legible when reduced or enlarged to fit one or two column widths, 2-9/16 and 5-5/16 inches wide, respectively. Authors are responsible for securing permission to reproduce all copyrighted figures, illustrations, and photographs before they are published by SPQ.

8. **Appendices** should be lettered, rather than numbered, to distinguish them from numbered tables and figures in the text. Each appendix should include a descriptive title (e.g., "Appendix A. Variables Names and Definitions"). Any online appendices will be hosted on SAGE's website and should be submitted as supplemental material.

NOTE: Additional details on preparing and submitting manuscripts to SPQ are published in the ASA Style Guide (7th ed., 2022) available from the American Sociological Association.

Accessibility Guidelines

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