

## Teaching Sociology

Impact Factor: 1.1

5-Year Impact Factor: 1.6

### Submission guidelines



#### Submit manuscript

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

Submit Manuscript 

*Teaching Sociology* uses an online submission process. With the exception of book and video reviews submit all manuscripts by following this link: <http://mc.manuscriptcentral.com/ts>.

Ethics: Submission of a manuscript to another professional journal while it is under review by *TS* 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).

#### TYPES OF MANUSCRIPTS SUBMITTED TO *TEACHING SOCIOLOGY*

##### Article Submissions

Article submissions are research-based and, inclusive of all content, are approximately 25 pages double spaced with one inch margins using Times New Roman font size 12. Articles intended to demonstrate specific teaching applications are expected to include analysis of assessment data. Articles are evaluated using combinations of the following criteria:

1. Originality
2. Likely interest among the journal's readership
3. Potential magnitude of impact on teaching and learning, considering
  - A. Specific contexts of instruction (size of classes, content of classes, type of institution, prerequisite courses, etc.)
  - B. Prospects of transferring the pedagogy to other social settings,
  - C. Implications relating to scholarship of teaching and learning in sociology
4. Quality of the literature review including
  - A. Comprehensive review of articles previously published in *Teaching Sociology*
  - B. Inclusion of relevant scholarship beyond *Teaching Sociology*
5. Quality of data analysis or assessment
6. Quality of writing and presentation

#### Notes Submissions

Notes submissions summarize the application of specific teaching strategies or approaches, and do so in a more restricted manner than research articles. They are approximately 15 pages double spaced with one inch margins using Times New Roman font size 12. Notes are evaluated on the same basis as Article submissions (summarized above), but with an expectation of more restricted content (most commonly in the literature review). Assessment or relevant data analysis is expected, but may be less ambitious than would be expected in an Article submission.

#### Conversation Submissions

Conversation submissions are written to stimulate lively, thoughtful and informed discussion of issues that are subject to debate and controversy. Conversation submissions can be as long as 25 pages double spaced with one inch margins using Times New Roman font size 12, but will typically be much shorter. Conversation will be evaluated in a manner similar to Article submissions, but do not necessarily need to include analysis of data or assessment.

#### Application Submissions

In the past, *Teaching Sociology* occasionally published applications of current research with the intent to make sociological research accessible to undergraduate students by providing instructors with pedagogical tools for incorporating current research in their courses. Applications included learning activities, discussion questions, and other student-centered learning techniques. Applications are no longer solicited by *Teaching Sociology* as these types of publications are disseminated through *Teaching Resources and Innovations Library for Sociology* (TRAILS).



## Book, Video and Website Reviews

Teaching Sociology publishes book, video, and website reviews. Authors and publishers can send publications to be considered for review to the editor.

As of August 1, 2024, all new submissions will be processed by the new editor, Melinda Messineo, Department of Sociology, 2000 W, University Avenue, Ball State University NQ 222, Muncie, IN 47306; [teachingsociology@bsu.edu](mailto:teachingsociology@bsu.edu).

Materials received will not be returned. The deputy editor selects books and videos to be reviewed as well as solicits reviews from impartial critics with experience in the use of comparable resources. Unsolicited reviews will not be published. Reviews are typically 2 to 4 pages in length, double spaced, in Times New Roman 12 point font. Reviews can be longer if multiple resources are critiqued in the same review. Decisions to publish reviews are made at the discretion of the deputy editor and editor.

## Ancillary Materials

Articles and Notes commonly reference or describe curricular materials that may be too numerous, lengthy, or otherwise unsuited to publication in Teaching Sociology. To maximize prospects for access of these resources, the editor may request that authors prepare ancillary materials for submission to the Teaching Resources and Innovations Library for Sociology (TRAILS). Ancillary materials do not need to be submitted to TRAILS in advance of submitting Articles or Notes to *Teaching Sociology*. Decisions to publish in TRAILS follow the normal TRAILS review process.

## Use of Human Subjects

Not all manuscripts will be based on use of human subjects, but those that do need to address any relevant ethical issues. Institutions of higher education vary in ethical policies regarding the use of grades or content analysis of student work in research intended for publication. Articles and Notes that rely on human subjects should include an explanation of conformance to the author's institution's policy as well as comply with the ASA's *CODE OF ETHICS*.

## Style Guides

All submissions should conform to the *American Sociological Association's Style Guide 7<sup>th</sup> Edition*. Below are sources of common errors that should be addressed in advance of manuscript submission.

## Creation of a Blinded Manuscript

Manuscripts need to be fully blinded, meaning that the reviewers will not be able to discern the identity of the author(s). To create a blinded manuscript, prepare the following prior to submission:

1. A cover page will that includes a running head shortened title; the full title of the article; author names and institutions; word count; name/address/email address of the corresponding author; acknowledgements/credits/grant numbers.
2. An abstract, maximum 150 words.
3. A manuscript that contains only the title, text body, footnotes/endnotes, references, and tables/figures (in that order), but no author names or other identifying information. Blind any other identifiers, such as the name of the author's institution if it is in the text, footnotes, tables, or figures. Instead, use "Author's Institution" or some similar placeholder text. If references to specific publications could reveal the author's identity, these should also be shielded, replacing the in-text reference with "authors names withheld" and omitting the citation from the references.

### Font, Spacing, Margins and Page Numbers

Submissions should be double spaced, including references and tables, in Times New Roman font 12 point, margins at 1 inch on all sides. Page numbers are located bottom center.

### Heading Structure

FIRST-LEVEL HEADS are all capitalized and left justified.

Second-Level Heads are italicized, initial capitalized and left justified.

Third-level heads. are italicized, sentence style capitalization, indented and followed by a period.

### Common In-Text Citation Examples

...in another study by Duncan (1959).

...whenever it occurred (Gouldner 1963).

...Kuhn (1970:71).

...(Martin and Bailey 1988).

...Veblen ([1899] 1979) stated that....

### Common Reference Format Examples

#### *Journal Articles.*

Kalleberg, Arne L., Barbara F. Reskin, and Ken Hudson. 2000. "Bad Jobs in America: Standard and Nonstandard Employment Relations and Job Quality in the United States." *American Sociological Review* 65(2):256-78.

### *Books.*

Hagan, John and Ruth D. Peterson, eds. 1995. *Crime and Inequality*. Stanford, CA: Stanford University Press.

### *Chapter in a Book.*

Riley, Matilda White. 1985. Women, Men, and the Lengthening Life Course." Pp. 333-47 in *Gender and the Life Course*, edited by A.S. Rossi. New York: Aldine.

### Common Errors

- One space after periods ending sentences, not two.
- Spell out all numbers through nine. Express numbers 10 and up as numerals.
- Spell out all ordinals through ninth. After 10th, express as ordinals (e.g., 10th, 20th).
- Spell out "percent." Always use a numeral with "percent" even if it is a number below 10, as in "3 percent."
- Avoid biased language. For example, use first-year or lower-level students rather than freshmen.

### Manuscript Processing Fee

A processing fee of \$25.00 is required for each paper submitted, except reviews. (Fees are waived for student members of the ASA.) This practice reflects a policy of the ASA Council and Committee on Publications. During the online submission process, the author will be asked to pay the manuscript processing fee using either a credit card or PayPal. The fee must be paid in order to initiate manuscript processing.

### **Manuscript Submission And Processing**

Manuscripts should be submitted electronically to <http://mc.manuscriptcentral.com/ts>. Submitting authors are required to set up an online account on the SageTrack system powered by ScholarOne. Manuscripts that are accepted for review will be sent out anonymously for editorial evaluation. Obtaining permission for any quoted or reprinted material that requires permission is the responsibility of the author. The online process requires submission of a separate title page, a main manuscript document, and supplementary files. Authors will be required to pay the manuscript processing fee via credit card at the time of manuscript submission. The author will receive a confirmation of manuscript submission via e-mail. Authors can also log-on to Manuscript Central any time to

check the status of their manuscript. Authors will receive an e-mail once a decision has been made on their manuscript.

## Accessibility Guidelines

Authors should familiarize themselves with [Sage's Accessibility Guidelines](#) to ensure their manuscripts meet recognized accessibility standards.

## Name Change Policy

SAGE has introduced a policy to enable name and pronoun changes for our authors. ASA journals published by SAGE follow this policy. Going forward, all requests to make a name or pronoun change will be honored. This includes, but is not limited to, name changes because of marriage, divorce, gender affirmation, and religious conversion. For more information, read SAGE's [Name Change Policy](#).

## Orcid

As part of our commitment to ensuring an ethical, transparent and fair peer review process SAGE is a supporting member of [ORCID, the Open Researcher and Contributor ID](#). ORCID provides a unique and persistent digital identifier that distinguishes researchers from every other researcher, even those who share the same name, and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between researchers and their professional activities, ensuring that their work is recognized.

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