

## **Author Guidelines**

Journal Contact Info:

**The Journal of Public and Professional Sociology**

Contact: ltreiber@kennesaw.edu

## **Presentation of articles**

1. Title of the article (followed by subtitles if there are) (each may contain up to 120 characters).
2. Name and Surname of the author(s)
3. The name of the university, research center or other scientific entity where the author(s) work
4. Acknowledgments and/or funding source (if any)
5. Author's ORCID ID (if any)
6. Abstract (150 - 200 words)
7. Keywords (from 4-7 words)
8. The text of the article should contain from 5000 - 10000 words. Research articles should be structured as below:
  - a. Introduction and Statement of the Problem
  - b. Methods
  - c. Analysis and Results
  - d. Conclusion

NOTE: Other manuscripts such as theoretical papers or special issues may be structured differently as per the call for papers.

9. References (which must not surpass 50 titles) must meet one of the following standards for reference styles: **American Sociological Association (ASA)** or **American Psychological Association (APA)**. ASA style was designed for use by authors preparing manuscripts for publication in American Sociological Association journals. The ASA format uses the author-date system of parenthetical in text citation that includes the surname of author(s) and year of publication. Reference sources appear at the end arranged alphabetically by author's surname. Click [here](#) for more information on ASA style or refer to the ASA Style Guide. APA Style is also a parenthetical author-date system commonly used for citing sources within the field of behavioral and social sciences. Click [here](#) for more information on APA style or refer to the APA Style Guide.
  - a. DOIs should be included in References whenever possible.
10. Figures (which must be no more than 5, following the standard formats jpeg, gif, png) must have a resolution 300-600 dpi and be introduced in separate files, showing exactly the place where they will be placed, followed by the figure's identification.
11. See ASA or APA Style Guide for appropriate Table layout and design.

## **Presentation of book reviews**

1. Title of the article (followed by subtitles if there are) (each may contain up to 120 characters)
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3. The name of the university, research center or other scientific entity where the author(s) work
4. Acknowledgments and/or funding source (if any)
5. Author's ORCID ID (if any)
6. Abstract (OPTIONAL 150 - 200 words)
7. Keywords (from 4-7 words)
8. The text of the article must contain from 2000 - 5000 words.
9. References (which should not surpass 50 titles) must meet one of the following standards: **ASA or APA Style**.
  - a. DOIs should be included in References whenever possible.

### **Style Guide**

1. Please follow U.S. spelling and punctuation conventions (i.e., labor, not labour; globalization, not globalisation).
2. Unless noted otherwise below, all content including text, abstracts, footnotes, appendices, and references, should have the following format:
  - a. 12 point Times New Roman/Times font
  - b. Double or single-spaced
  - c. Six-inch lines/one-inch margins all around
  - d. US Letter page size (8.5 X 11 in.) Left justified
  - e. Two spaces between paragraphs
3. Use footnotes only to explain material that cannot be justified for inclusion in text or tables. Number the notes consecutively, using Arabic numerals, beginning with footnote "1." Use your word processing program to insert footnotes.
4. Non-traditional submissions are encouraged and will be considered for review.

### **Use of Human Subjects**

Applicable manuscripts using human subjects research should include an explanation of conformance to the author's institutional review policy. Submissions should adhere to the code of ethics as outlined by the American Sociological Association.

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