

ASA FORMATTING AND STYLE GUIDE

THE BASICS

ASA stands for American Sociological Association, and the style exists mainly in the world of Social Sciences to regulate the language, procedures, and formatting of manuscripts and other writing.

According to ASA style, your paper should be typed and double-spaced, with one-and-one-fourth inch margins on all sides, and should include: *a title page* (example at the end of this document), *page numbers*, *an abstract* (if instructor requires it), and a *list of references* (fictional example at the end of this document). Begin the text of the paper on a separate page headed with the title of the paper, your name, and the course this paper is for.

IN-TEXT CITATIONS

Citations in the text include the last name of the author(s) and year of publication. Include page numbers when quoting directly from a work or referring to specific passages.

Examples follow:

If the **author's name is in the text**, follow it with the publication year in parentheses:
...in another study by Kirk (1999).

If the **author's name is not in the text**, enclose the last name and publication year in parentheses:
...whenever it occurred (Garddner 2003).

Give both last names for **joint authors**:
... (Lockheed and Marietta 1988).

If a work has **three authors**, cite all three last names in the first citation in the text; thereafter, use *et al.* in the citation. If a work has **more than three** authors, use *et al.* in the first citation and in all subsequent citations.

*First citation for a work with three authors:...*had been lost (Jackson, Smith, and Johnson 1984).
Later...(Jackson et al. 1984)

Direct quotations

If a quotation in the text begins and ends with quotation marks; note that the author, date, and/or page numbers follow the end-quote and precede the period:

Marks and Adams (2003) found that "in the labor force the women's attitudes relative to men's favored a greater diversity at top management levels" (p. 121).

Or

A study found that “in the labor force the women’s attitudes relative to the men’s favored a greater diversity at top management levels” (Marks and Adams 2003:121).

CITING THE MOST COMMON SOURCES

REFERENCE LIST:

A reference list follows the text and footnotes in a separate section headed *References*. All references cited in the text must be listed in the reference section, and vice versa. It is the authors responsibility to ensure that publication information for each entry is complete and correct.

- References should be double-spaced.
- Use a hanging indent.
- List all references in **alphabetical order** by first authors’ last names.
- Include **first names** and **surnames** for all authors. Use first-name initials only if an author used initials in the original publication. In these cases, add a space between the initials, as in *R. B. Brown* and *M. L. B. Smith*.
- For multiple authorship, invert only the first author’s name. List all authors. Do not place a comma between two names, but place commas between three or more names. Do not use & for *and* in joining names.

Note: To insert a hanging indent using MS Word, select the paragraph(s) you want to indent, open the Paragraph dialog box. In the section called Indentation, click on the dialog box for Special, and select Hanging.

BOOKS

The basics of citing a book:

- Author’s last name, followed by a comma and author’s first name and middle initial, ending with a period.
- Year of publication, followed by a period.
- Title of book *italicized* ending with a period. Follow with edition number if 2nd ed. or later.
- City of publication (with state abbreviation if it’s not a well-known city), followed by a colon and name of publisher, ending with a period.

Citation in reference list:

Last name, first name and middle initial if available. Year published. *Title of Book: Subtitle if Applicable* (capitalize all words in the title: and subtitle). City: U.S. postal code abbreviation of the state name or province postal code: Publishing company.

Example:

Newman, David and Liz Grauerholz. 2004. *Sociology of Families*. Thousand Oaks, CA: Pine Forge.

Note: Only name the state with the city if the city is not well known or it is not embedded in the name of the publisher. If referencing several works by the same author, list by year of publication, earliest first. Also, hanging indents and all lines of the reference after the first line, are five spaces (in reference list only, not in-text).

PERIODICALS

A professional journal is different from a magazine: *Sports Illustrated* is a magazine; the *Journal of Legal Aspects of Sport* is a professional journal. For a journals' issue number, if there is one, there is no space between the volume number and the parenthetical mark, and it is not italicized like the journal name.

Print Journal Article with One Author

Roth, Robin L. 1985. "Learning about Gender through Writing." *Teaching Sociology* 12:325-38.

Print Journal Article with Two or More Authors

Exeter, John R., Matthew P. Mack, George Jenkins, and Rebecca Smith. 1965. "The Glass Ceiling: Factory Labor and the Working Mother." *American Behavioral Scientist* 22(2):222-99.

Print Magazine Article

Mead, Rose. 1999. "Love in the Millennial Workforce: Internet Dating and the Modern Professional." *Cosmopolitan*, October 22, p. 22.

Electronic Resources

Online Periodicals (newspapers, magazines, journal articles)

Follow the same format as for print resources.

Web-Based Journal Article (not available in print) with Digital Object Identifier

Jenkins, Nilda. 2009. "Who Knows What Horror Lurks in the Hearts of Men: The Shadow Knows" *Criminal Review* 84(1):93-108. doi:10.2221/jird.666.3.

Web-Based Journal Article

Tell, William H. and Atticus Finch. 2000. "Social Justice and Equality in the Modern South" *Electronic Journal of Southern Heritage* 4:5. Retrieved May 5, 2009 (<http://www.thesouth.org/tellfinch/vol004.005/socijust.html>).

Information Posted on a Website from an Institution with a Known Location

Paladine, Cecil and Kane Dragoon. 2007. "Video Games and Their Impact on Societal Values." Washington, DC: Council on Responsible Gaming. Retrieved February 22, 2002 (http://www.crg.org/videogaming/being_responsible.pdf).

Information Posted on a Website from an Institution with No Known Location

Amnesty International. n. d. "Who We Are." Retrieved July 5, 2010 (<http://www.amnesty.org/en/who-we-are>).

Note: If no author name is available, use the organization's name.

Running head: MAINTAINING A YOUTHFUL OUTLOOK

Maintaining a Youthful Outlook: Never Really Growing Up

Peter Pan

Saint Leo University

Word Count = 1,170 (Text, Footnotes, References)

Peter Pan
Sociology
University Campus MC5300
Saint Leo University
PO Box 6665
Saint Leo, FL 33574-6665

References

- Baggins, Bilbo, and Frodo Baggins. 2000. "How to Successfully Grow Mushrooms." *Hobbit Habit*, 476(3): 33-50. Retrieved December 19, 1998 (<http://www.hobbitsonline.org/articles/mushrooms.html>)
- Baker, Moria T. and Dwalin Proudfeet 1993. "Psychiatric Care of Hobbits." Pp. 317-402 in *Culture, Race, and Mental Illness*, edited by A. C. Caw. Baltimore, MD: American Psychiatric Press.
- Grey, Earl, and Camomile Tea. 1993. "Social Loafing: A Darn Good Thing to Do." *Journal of Shady Medicine* 88(2): 681-706.
- Hardbottle, Peter. J., ed. 1992. *Social Habits of Hobbits*. San Diego, CA: Academic Press.
- "How to Prevent Social Loafing on Teams." 1995. *Supervisory Management*, September 24, p. 12.
- Mergatroid, Heavens. T. (1996). "Sexual Interest and Behavior in Healthy 80- to 102-year-olds." *Journal of Sexual Behavior* 14(2): 76-350.
- Packanimal, Jack. R., Airedale C. Attaboy, and Otterhound D. Gogetter. 2003. *How Dogs Communicate with Humans*. 2nd ed. Memphis: McGraw-Hill.
- Potter, Harry, Ron Weasley, Hermione Granger, Draco Malfoy, Rubeus Hagrid, and Albus Dumbledore. 2001. *The Many Magical Maladies of Married Morphing Mermaids*. 392nd ed. London: Prophet Publishing.