

ASA Format

The American Sociological Association Style is intended for use by authors preparing manuscripts for publication in ASA journals. This handout is intended for students who are instructed to use ASA style when writing research papers. Consult the *American Sociological Association Style Guide* for more detailed information (**Ref Desk HM 73.A547 2010**).

Manuscript Format

- All text (including footnotes & references) must be doubled spaced and in a 12 point, standard font such as Times New Roman.
- Margins must be at least 1¼ inches on all four sides.
- Attach a separate title page including title of paper, name(s) & institution(s) of authors, a running header, word count for the manuscript (including footnotes and references), and title footnote (includes names, addresses of authors, acknowledgements, credits, and grants).
- If required, on a separate page provide a short (150-200 word) abstract headed with the title.
- Begin the text of the paper on a separate page headed with the title of the paper.

Citations in Text

- If author's name is in the text, follow it with the publication year in parentheses:
  When Chu (1977) studied…

- If the author's name is not in the text, enclose the last name and year in parentheses:
  When the study was completed… (Jones 1994).

- If the page number is to be included, it follows the year of publication after a colon, with no space between the colon and the page number:
  …as reported by Chavez (1966:16).

- For three authors, give all last names in the first citation in the text. Afterwards use the first name and "et al." For more than three names, use the first author's last name plus "et al." Examples as follow:
  Three authors, first in-text citation = (Smith, Garcia and Lee 1954)
  Three authors, later in-text citations = (Smith et al. 1954)
  More than three authors = (Snow et al. 1999)

- Quotations in the text must begin and end with quotation marks. The citation follows the end-quote mark and precedes the period, as follows:
  "In the late 1990s, data showed that technologically oriented jobs were higher paying" (Hildenbrand 1999:47).

Footnotes & Endnotes

- Try to avoid footnotes, but if necessary, use footnotes to cite material of limited availability or to add information presented in a table.
- Footnotes should be numbered consecutively throughout the essay with superscript Arabic numerals and included at the bottom of the manuscript page or in a separate section headed "Endnotes."

Reference List

- References follow the text and endnotes in a separate section headed "References."
- All references cited in the text must be listed and vice-versa.
- Remember: Like all other parts of the manuscript, **references should be double-spaced.**
- List references in alphabetical order by authors' last names.
- Use hanging indention (see examples below).
- Invert the author's name (type the last name first). If there are two or more authors, invert only the first author's name.
- Arrange multiple items by the same author in order by year of publication, earliest year first.
- Distinguish works by the same author in the same year by adding letters (e.g. 1993a, 1993b, 1993c).
- Use italics for book and periodical titles (underline if italics are not available).
- If no date is available use "N.d." in place of the date.
- Include the state abbreviation only if the city of publication is not well known (i.e. New York, Chicago, and Los Angeles do not need a state abbreviation). For foreign cities provide the name of the country.

Examples of Formatted References

Books

The basic form for a book entry includes…

1. Author's last name, followed by a comma and author's first name and middle initial, ending with a period.
2. Year of publication followed by a period.
3. Title of book *italicized* ending with a period. Follow with edition number if 2nd ed. or later.
4. 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.

- Book with One Author

Bergesen, Albert. 2006. *The Depth of Shallow Culture: The High Art of Shoes, Movies, Novels, Monsters, and Toys.* Boulder, CO: Paradigm Publishers.

- Book with Two Authors

Mouer, Ross and Hirosuke Kawanishi. 2005. *A Sociology of Work in Japan*. New York: Cambridge University Press.

- Chapter in Book

Holley, Phillip D. and David E. Wright, Jr. 2006. "A Sociology of Rib Joints." Pp. 46-53 in *McDonaldization: The Reader*, edited by G. Ritzer. Thousand Oaks, CA: Pine Forge Press.

- Book with No Author (List books alphabetically by the first significant word in the title.)
Merriam-Webster's Collegiate Dictionary. 2005. 11th ed. Springfield, MA: Merriam-Webster.

Journal Articles
The basic form for a journal article includes…

1. Author's last name, followed by a comma and the first name and middle initial ending with a period.
2. Year of publication followed by a period.
3. Title of article in "quotations," ending with a period inside the closing quotation mark.
4. Title of journal in *italics*, no period following.
5. Volume number followed by issue number in parentheses, followed by a colon, page number(s) and period.
6. For articles found online, including from a commercial database:
    - If the article has a DOI (Digital Object Identifer), add it at the end of the citation: **doi:10.0011/0000000X0001100101.**
    - If the article does not have a DOI, add the date of retrieval and the URL of the site at which you located the article in parentheses, followed by a period: **Retrieved [date of retrieval] (www.databasename.com).**

- Print Journal Article with One Author
Garcia, Alma M. 1998. "An Intellectual Odyssey: Chicana/Chicano Studies Moving Into the Twenty-first Century." *Journal of American Ethnic History* 18(1):109.

- Print Journal Article with Two or More Authors
Exum, William H., Robert J. Menges, Bari Watkins, and Patricia Berglund. 1984. "Making It at the Top: Women and Minority Faculty in the Academic Labor Market." *American Behavioral Scientist* 27(3):301-324.

- Journal Article from a Commercial Database
Brunson, Rod K. and Jody Miller. 2006. "Gender, Race, and Urban Policing: The Experience of African American Youths." *Gender & Society* 20(4):531-552. Retrieved October 26, 2010 (http://gas.sagepub.com).

Newspaper & Magazine Articles
The basic form for a newspaper or magazine entry includes…

1. Author's last name, followed by a comma and the first name and middle initial, ending with a period.
2. Year of publication followed by a period.
3. Title of article in "quotations," ending with a period inside the closing quotation mark.
4. Name of newspaper/magazine in *italics*, followed by a comma.
5. Month and date of publication followed by a comma.
6. Page number of article within the publication, designated by "pp." and ending with a period.
7. For articles found online, add the date of retrieval and the URL of the site at which you located the article in parentheses, followed by a period: **Retrieved [date of retrieval] (www.websitename.com).**

- Print Magazine Article
Jana, Reena. 2000. "Preventing Culture Clashes - As the IT Workforce Grows More Diverse, Managers Must Improve Awareness Without Creating Inconsistency." *InfoWorld*, April 24, pp. 95.

- Newspaper Article from a Commercial Database

Harris, Gardiner. 2007. "Teenage Birth Rate Rises For First Time Since '91." *New York Times*, December 6, pp. 26. Retrieved August 28, 2010 (http://proquest.umi.com).

Electronic Resources

- Journal Article from a Commercial Database [Article has DOI]

Sweeten, Gary, Shawn D. Bushway, and Raymond Paternoster. 2009. "Does Dropping Out of School Mean Dropping Into Delinquency?" *Criminology* 47(1):47-91. doi:10.1111/j.1745-9125.2009.00139.x.

- Journal Article from a Commercial Database [Article does not have DOI]

Menon, Nivedita. 2009. "Sexuality, Caste, Governmentality: Contests Over 'Gender' in India" *Feminist Review* 91:94-112. Retrieved November 2, 2010 (http://proquest.umi.com).

- Information Posted on a Web Site

Spalter-Roth, Roberta and William Erskine. 2007. "Race and Ethnicity in the Sociology Pipeline." Washington, DC: American Sociological Association. Retrieved January 9, 2008 (http://www.asanet.org/galleries/default-file/Minorities_Career_Pipeline.pdf).

- Web-Based Journal Article

Smith, Herman W. and Takako Nomi. 2000. "Is Amae the Key to Understanding Japanese Culture?" *Electronic Journal of Sociology* 5:1. Retrieved May 5, 2009 (http://www.sociology.org/content/vol005.001/smith-nomi.html).

- Web Version of Newspaper

Blank, Rebecca M. 2008. "How We Measure Poverty." *Los Angeles Times*, September 15. Retrieved January 7, 2009 (http://www.latimes.com/news/opinion/sunday/commentary/la-oe-blank15-2008sep15,0,7811609.story).

Other

- Government Documents

U.S. Department of Justice. Federal Bureau of Investigation. 2009. "Offenders" *Hate Crime Statistics, 2008.* Washington, DC: Criminal Justice Information Services Division Retrieved September 14, 2010 (http://www2.fbi.gov/ucr/hc2008/offenders.html).

- Dissertations & Theses

Valencia, Albert. 1995. "An Examination of Selected Characteristics of Mexican-American Battered Women and Implications for Service Providers." Ph.D. dissertation, Department of Educational and Counseling Psychology, University of the Pacific. Retrieved from ProQuest Dissertations & Theses Database, 741159811.

For additional information, please refer to the *American Sociological Association Style Guide* (**Ref Desk HM 73.A547 2010**).

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