ASA Style

When writing a research paper, it is necessary to document the source of anything you might quote, paraphrase, or borrow in some way. This citation style is used in sociology and criminology fields and is based primarily on the *Chicago Manual of Style* Author-Date Style. The following guidelines are taken from the American Sociological Association (ASA) Style Guide, 5th edition.

**Important changes to be aware of in ASA 5th Edition:**

**Two authors**
When citing a work that has two authors, the 5th edition now requires a comma between the first name of the first author and the second author’s name.

**Include issue number for journals**
You must now include an issue number when citing journal articles.

**Grammar and style**
This edition expands on style and grammar from previous editions to include other common misusages and further information on punctuation. Test must be 12-point, Arial font and double-spaced.

**Capitalization:**

Use the following guidelines for capitalization

In the titles of books and articles, capitalize the first word in the title or subtitle and all words except prepositions, articles, and conjunctions (*of, onto, between, a, an, the, and, but or*).

“Provisional Distribution of the Population of the United States into Psychological Classes”

**Basic Formatting Information:**

- Use 8 ½ x 11 paper.
- All text should be double-spaced; 12-point, Arial font.
- Block quotations should be single-spaced.
- Use 1.25 inch margins on all four sides.
- Do not use full justification; use left justification except for centered items.
- The title page should include the full title of the article, the name(s) and institution(s) of the author(s) (listed vertically if more than one), a running head, the word count (including footnotes and references), and a title footnote. An asterisk * following the title can be used to refer to the title footnote at the bottom of the page.
- Number all pages sequentially.
- Use a hard return after the following: Title of the article, Running Heads, Each paragraph, Each text heading, Each page heading (Abstract, Biography, Table titles), Each reference, Each footnote.
- Abstract, on a separate page headed by title. Brief and descriptive, a summary of the most important contributions in the paper (one paragraph, no more than 200 words). Should be jargon free and clear to the general reader. Include three to five **keywords**, which will be used for indexing.
ASA Title Page Example:

Running Head = SHORTENED TITLE

Full Title of Article:
Capitalize Subtitle After Colon*

Author Full Name
Institution

Word Count = Text, Footnotes, and References

* Title footnote includes name, address, and email of the author(s), as well as any acknowledgments, credits and grant numbers

● In-Text Citations:

When writing research papers, you must indicate whenever you incorporate the words/ideas of another writer and whether you have quoted directly (and placed the quoted material inside quotation marks) or if this content has been summarized.

For more specific information regarding the use of in-text citations, please refer to the ASA Style Guide, 5th edition, which is available for in-house use at the library reference desk: DESK REF PN 203.A54 2014

Use quotations marks to:

Reproduce direct, verbatim text or other quoted material:
Ex. “There are lots of challenges,” Major Murray said.
Ex. The president indicated that “the economy has improved in the last quarter.”

Quotations in text begin and end with quotation marks; the author, date, and/or page numbers follow the end quote and precede the period:
Ex. Wright and Jacobs (1994) found that “the variation in men’s earnings relative to their peers in the labor force was not a reliable predictor of men’s ... flight from feminizing occupations” (p. 531).
or
Ex. One study found that “the variation in men’s earnings relative to their peers in the labor force was not a reliable predictor of men’s ...flight from feminizing occupations” (Wright and Jacobs 1994:531).

If the author’s name is in the text, follow it with the publication year in parenthesis:
....Giddens (1991) argues that ...

If the author’s name is not in the text, enclose the last name and year of publication in parenthesis:
... for validity and authenticity (Davis 2005).

Pagination follows the year of publication after a colon, with no space between colon and the page number:
...Orol (2010:1).
**Block quotations**: are set off in a separate, indented paragraph and should be used for longer quotations (generally 50 words or more). Block quotations should **NOT** be enclosed in quotation marks.

Ex. As stated by Wright and Jacobs (1994):

The variation in men’s earnings relative to their peers in the labor force was not a reliable predictor of men’s attrition. This finding is consistent with the prediction that declines in earnings are responsible for male flight from feminizing occupations. (P.531)

**References**:

The ASA Style Guide recommends the term “References” when preparing a bibliography. The References page(s) should include all sources you have cited in your text. The list appears on a separate page or pages at the end of the paper and with entries arranged alphabetically by first authors last name. Double-space both within and between entries. Begin each citation at the left margin. If a citation runs more than one line, indent the next line or lines five (5) spaces or one half inch (1/2”) from the left margin.

**References Page Example**:

<table>
<thead>
<tr>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snyder, Donna. 1999. “Judge Orders Teen’s Hearing in Murder Case to be Closed.” <em>The Buffalo News</em> May 18, p. 1B.</td>
</tr>
</tbody>
</table>

**ASA 5th Edition Citation Examples**:

<table>
<thead>
<tr>
<th>Source Type</th>
<th>ASA 5th Edition References entry example</th>
</tr>
</thead>
</table>
| **Print Book:** One Author | **Format:** Author Last, First. Year. *Title*. City, State Abbr. Country: Publisher.  
**Note on location of Publisher:** State abbreviations are not included when the city is well known (Los Angeles, Chicago) OR if the state is part of publisher’s name (New York University Press). |
| **Electronic Book** | **Format:** Author Last, First. Year. Title. City, State Abbr. Country (if not USA): Publisher. Retrieved Month Day, Year (URL).  
<table>
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<tbody>
<tr>
<td><strong>Magazine and Newspaper Articles (Available Online &amp; Print)</strong></td>
<td><strong>Example:</strong> Snyder, Donna. 1999. “Judge Orders Teen’s Hearing in Murder Case to Be Closed.” <em>The Buffalo News</em> May 18, p. 1B.</td>
</tr>
</tbody>
</table>