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# ASA Style

E. H. Butler Library

American Sociological Association (ASA)

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The *ASA Style Guide* was designed for use by authors preparing manuscripts for publication in American Sociological Association journals. This Butler Library guide to ASA style is intended to aid students who are directed by their instructors to use “ASA style” when writing research papers. Consult the *ASA Style Guide* for answers to questions not covered herein.

American Sociological Association. 1997. *ASA Style Guide*. 2<sup>nd</sup> ed. Washington, DC: American Sociological Association. **Ref HM 73 .A54 1997**

American Sociological Association. 2005. *Quick Style Guide for Students Writing Sociology Papers*. Washington, DC: American Sociological Association. Retrieved April 27, 2005 (<http://www.asanet.org/apap/quickstyle.html>).

Students are expected to use a specific bibliographic style to help foster clear communication. Using a bibliographic style gives evidence of the students’ careful scholarship and helps them avoid plagiarism. As with any writing assignment students should pay attention to grammar, spelling, punctuation, capitalization, usage, and accuracy. Should the instructor give directions that vary from ASA style, students should follow those directions.

## MANUSCRIPT FORMAT

- Use a word processor and a good printer.
- Choose 12-point type and print on 8½ by 11 inch white paper with 1¼-inch margins on all four sides.
- All text must be double-spaced including the references.
- Use the word processor’s *italics* feature for book and periodical titles.
- Have a separate title page giving the full title of the paper, author, etc.
- If required, on another separate page provide a short (150 – 200 words) abstract headed with the title of the paper.
- Begin the text on a separate page headed with the title of the paper.
- If section headings are used in the paper, follow this sequence:

THIS IS A FIRST LEVEL HEADING  
(All caps, centered or left justified)

*This is a Second Level Heading*  
(Italics, upper and lower case, centered or left justified)

- The beginning of the paper should NOT have a heading, i.e. do not use

## INTRODUCTION

- Use citations in text. The citation includes the last name(s) of the author(s) and the year of publication. Page numbers should be included to identify the source of direct quotations. The page numbers follow the year of publication and are separated from the year by a colon without spaces. The format of the citation may vary to suit the style of the writer. See examples below.

## CITATIONS IN TEXT

- DIRECT QUOTES – Whenever an author’s exact words are used, document the source.
  - For shorter quotes:  
Quotations in text must begin and end with quotation marks; the citation follows the end quote mark and precedes the period.

“In 1998, however, the data were reported by more specific job type which showed that technologically oriented jobs paid better” (Hildenbrand 1999:47).

Hildenbrand reported that “in 1998, however, the data were reported by more specific job type which showed that technologically oriented jobs paid better” (1999:47).

Use p. (lower case p period) for the page number when the author and year do not accompany it in the citation.

Hildenbrand (1999) stated that “in 1998, however, the data were reported by more specific job type which showed that technologically oriented jobs paid better” (p. 47).

- For longer quotes:  
Set longer quotations off in a separate paragraph or block quotation that is indented from the text, single-spaced, and in a smaller type size. Do not use quotations marks. The citation follows the period in a block quotation.

If necessity is the mother of Invention, then perhaps desperation might be Inspiration’s father. How many useful innovations that seem to others like bright and shiny new ideas are created as the result of a last-ditch attempt to fix a part of the world that had just been noticed to be “out of order?” Perhaps that is not a very romantic view of change, but it often fits experience. And if a new idea works, by bringing about needed improvements, it looks better and better. (Besemer et al. 1993:69)

If the author's name is in the text followed by the year in parentheses, put the page reference, preceded by P. (upper case P period) in parentheses following the end period of the quote.

According to Besemer et al. (1993):

If necessity is the mother of Invention, then perhaps desperation might be Inspiration's father. How many useful innovations that seem to others like bright and shiny new ideas are created as the result of a last-ditch attempt to fix a part of the world that had just been noticed to be "out of order?" Perhaps that is not a very romantic view of change, but it often fits experience. And if a new idea works, by bringing about needed improvements, it looks better and better. (P. 69)

- PARAPHRASES – When using an author's ideas or re-phrasing his or her words, even though not quoting directly, document the source. Use the same format as shown above for the citations in text, but omit the page number.

...whenever it occurred as reported in another study by Pain (2004).

...whenever it occurred (Pain 2004).

### **Additional Examples of Citations in Text**

- Joint (two) authors: give both names:  
(Moon and Williams 1993:343)
- Three authors: give all three names in the first citation and use "et al." subsequently:  
(Scott, Treas, and Richards 2004) - first citation  
(Scott et al. 2004) - subsequent citations
- Four or more authors (e.g. Kashani, Daniel, Dandoy, and Holcomb): use "et al." in all citations including the first one:  
(Kashani et al. 1999) - first & subsequent citations
- For institutional or government authorship, supply minimum identification from the beginning of the complete reference:  
(U. S. Bureau of the Census 1998:482)
- Separate a series of references with semicolons. List them in a single logical order throughout the paper, e.g. chronologically or alphabetically:  
(Moon and Williams 1993; Kashani 1999; Scott et al 2004) or  
(Kashani 1999; Moon and Williams 1993; Scott et al. 2004)
- Refer to specific chapters, tables, appendices, etc.:  
(Clawson 1998, chap.2)  
(Neuman 1994, table 3.3)

## REFERENCE LIST

- Begin the reference list on a separate page headed with the word “References” in upper and lower case (no quotation marks).
- All references cited in the text must appear in the reference list.
- All references in the reference list must be cited in the text.
- Use hanging indentation.
- Double-space the references.
- Invert the authors’ names; if there are two or more authors in a citation, invert only the first author’s name.
- The reference list should be arranged alphabetically by authors’ last names. If there is no author, arrange the first significant word in the title in the alphabetical sequence.
- Arrange multiple items by the same author in order by year of publication, earliest year first.
- Use six hyphens and a period (-----.) in place of the name(s) for second and succeeding occurrences of works by the same author.
- Distinguish works by the same author in the same year by adding letters, e.g. (2003a, 2003b, 2003c).
- Use city and state (U. S. postal abbreviation) for all cities except New York. For cities outside of the U. S. provide the country.
- Use *italics* for book and periodical titles; underline if italics are not available.

### Examples of References

Examples are single-spaced to conserve space.

- **Books – One Author**  
Prus, Robert C. 1996. *Symbolic Interaction and Ethnographic Research: Intersubjectivity and the Study of Human Lived Experience*. Albany, NY: State University of New York Press.
- **Books – Second Book by a Cited Author** (i.e. Prus, the same author as in the preceding reference; use the name if other authors intervene)  
----- . 1997. *Subcultural mosaics and intersubjective realities: an ethnographic research agenda for pragmatizing the social sciences*. Albany, NY: State University of New York Press.
- **Books – Two Authors**  
Renzetti, Claire M. and Daniel J. Curran. 1998. *Living Sociology*. Boston, MA: Allyn and Bacon.
- **Books – Edited**  
Turner, Stephen P., ed. 1996. *Social Theory and Sociology: The Classics and Beyond*. Cambridge, MA: Blackwell.

- **Books – Edition Other Than First**  
Booth, Barbara, ed. 1999. *Thesaurus of Sociological Indexing Terms*. 5<sup>th</sup> ed. Bethesda, MD: Cambridge Scientific Abstracts.
- **Books – No Author**  
*The Chicago Manual of Style*. 2003. 15<sup>th</sup> ed. Chicago, IL: University of Chicago Press.
- **Books – Chapters**  
Neuman, W. Lawrence. 1994. “Qualitative Research Design.” Pp. 316-29 in *Social Research Methods: Qualitative and Quantitative Approaches*. 2<sup>nd</sup> ed. Boston, MA: Allyn and Bacon.
- **Articles from Collected Works**  
Sampson, Robert J. 1992. “Family Management and Child Development: Insights from Social Disorganization Theory.” Pp. 63-93 in *Advances in Criminology Theory*, vol. 3, *Facts, Frameworks, and Forecasts*, edited by J. McCord. New Brunswick, NJ: Transaction.
- **Articles from Journals – One Author**  
Mehdizadeh, Shahla A. 2002. “Health and Long-Term Care Use Trajectories of Older Disabled Women.” *Gerontologist* 42:304-13.  
  
Issue number and/or exact date are unnecessary if pages are numbered consecutively within a volume.
- **Articles from Journals – Two Authors**  
Schoenberg, Nancy E. and Hege Ravdal. 2000. “Using Vignettes in Awareness and Attitudinal Research.” *International Journal of Social Research Methodology* 3(1):63-74.  
  
Use the issue number or exact date for journals that do not number pages consecutively within a volume.
- **Articles from Journals – Multiple Authors**  
Lanz, Margherita, Raffaella Iafrate, Rosa Rosnati, and Eugenia Scabini. 1999. “Parent-Child Communication and Adolescent Self-Esteem in Separated, Intercountry Adoptive and Intact Non-Adoptive Families.” *Journal of Adolescence* 22:785-94.
- **Articles from Magazines and Newspapers**  
Gibbs, Nancy. 1999. “Noon in the Garden of Good and Evil: The Tragedy at Columbine Began As a Crime Story But Is Becoming a Parable.” *Time*, May 17, 153:54.

Snyder, Donna. 1999. "Judge Orders Teen's Hearing in Murder Case to Be Closed." *The Buffalo News*, May 18, 1B.

○ **Articles from Commercial Electronic Databases**

Graham, Lorie M. 1998. "The Past Never Vanishes: A Contextual Critique of the Existing Indian Family Doctrine" *American Indian Law Review*, 23:1 (32,854 words). Retrieved April 26, 2005 (<http://web.lexis-nexis.com/universe>).

Alaggia, Ramona. 2002. "Balancing Acts: Reconceptualizing Support in Maternal Response to Intra-Familial Child Sexual Abuse." *Clinical Social Work Journal*. 30:41 (16 pages). Retrieved April 26, 2005 (<http://web5.infotrac.galegroup.com/>).

○ **Articles from Electronic Journals**

Jones, Bobby L., Daniel S. Nagin, and Kathryn Roeder. 2001. "A SAS Procedure Based on Mixture Models for Estimating Developmental Trajectories." *Sociological Methods and Research*, 29:374-93. Retrieved April 26, 2005 (<http://ejournals.ebsco.com/direct.asp?ArticleID=69FFFKJUPV24AHCUR77Q>).

○ **Electronic Books**

Torres, Carlos Alberto and Theodore R. Mitchell, eds. 1998. *Sociology of Education: Emerging Perspectives*. Albany, NY: State University of New York Press. Retrieved April 26, 2005 (<http://www.netlibrary.com/>).

○ **Information Posted on Web Pages, etc.**

"Social Science Information Gateway: Sociology." 2005. University of Surrey Retrieved April 27, 2005 (<http://sosig.esrc.bris.ac.uk/sociology/>).

"Statistical Resources on the Web: Sociology." 2002. University of Michigan Documents Center. Retrieved April 26, 2005 (<http://www.lib.umich.edu/govdocs/stsoc.html>).

For additional information on citing electronic resources consult:

*The Chicago Manual of Style*. 2003. 15<sup>th</sup> ed. Chicago, IL: University of Chicago Press. **Ref Z 253 .U69 2003**

May 4, 2005  
Carol J. Richards  
Librarian