

# American Sociological Association (ASA) Guide to Style (4th ed.)

## **BASIC FORMAT**

1. Use Times New Roman typeface, in a 12-point font size.
2. Keep a 1 inch margin on all sides, and number each page.
3. Double-space all pages, *including references*, and indent the first line of each paragraph.
4. Do not right justify, and do not hyphenate words at the end of a line.
5. Page one is the title page, and should be centered and include the paper title and your name approximately one-third of the way from the top. If you are submitting a term paper, also include the name of the course, professor's name, and the date.
6. Include an abbreviated title (called a "running head") at the top left of all pages (no more than 60 characters).

**Example:**

COMIC BOOKS

The Social Influence of Comic Books

Leah V. Zamora

SOC214: Quantitative Research Methods

7. A brief (less than 200 words) summary of the paper (if required), entitled Abstract, appears on page two.
8. The text of the paper begins on page three (page two, if no Abstract).
9. Italicize the titles of published materials (books, journals, magazines, films, etc.) and foreign words.

## **CITING ANOTHER PERSON'S WORDS OR IDEAS**

All citations appear in the text of the paper, and footnotes should only be used when long notes would be distracting to readers. The author-date method is used, which requires that you include at least the last name of the author(s) and year of the publication, whenever using someone else's ideas. This is true whether you're quoting someone directly or paraphrasing (putting something into your own words) from another source.

### **Quoting:**

If you quote an author's words EXACTLY, you MUST enclose the words quoted in quotation marks, and include the page number (see the *ASA Style Guide* for details on block quotes).

"While education appears to have fairly uniform effects on racial policy attitudes, its influence on negative stereotypes is much more variable" (Wodtke, 2012:101).

Wodtke (2012) indicates that "While education appears to have fairly uniform effects on racial policy attitudes, its influence on negative stereotypes is much more variable" (p. 101).

### **Paraphrasing:**

Wodtke (2012) believes that an individual's level of education does not consistently influence attitudes toward negative racial stereotypes.

## **REFERENCES**

The last part of your paper is called References (also known as a *bibliography*), and includes a list of *only* those works cited in the paper. Sources are arranged alphabetically by the author's last name, with the first line of each starting at the left margin, and subsequent lines indented 5-7 spaces. Include the full names of authors when available, with only the first author's name inverted (see examples). Capitalize all words in the title and journal title, with the exception of prepositions (of, between, at, etc.), articles (a, an, the), and conjunctions (and, but, for, nor, or, so, yet). Book and journal titles are italicized, and chapters within books appear within quotation marks. The examples on the following page provide a guide for formatting references.

## **REFERENCES (continued)**

These examples cover some of the most common types of resources, but there are many others that you may encounter. For additional information on using the ASA style, consult the *Style Guide of the American Sociological Association (4th edition)*. A copy is available at the Reference Desk in the Library.

Please Note: For the sake of space, our examples are single-spaced, but your reference list should be **double-spaced**.

## **BOOKS**

### *One or More Authors:*

- Hruschka, Daniel J. 2010. *Friendship: Development, Ecology, and Evolution of a Relationship*. Berkeley, CA: University of California Press.
- Korgen, Kathleen O. and Jonathan M. White. 2011. *The Engaged Sociologist: Connecting the Classroom to the Community*. Los Angeles: Sage.
- Mullen, Paul E., Michelle Pathé, and Rosemary Purcell. 2000. *Stalkers and Their Victims*. New York: Cambridge University Press.

### *Edited Books:*

- Fincham, Frank D. and Ming Cui, eds. 2011. *Romantic Relationships in Emerging Adulthood*. New York: Cambridge University Press.

### *Single Chapters in Edited Books:*

- Ericson, Richard V. 2003. "The Culture and Power of Criminological Research." Pp. 31-78 in *The Criminological Foundations of Penal Policy: Essays in Honour of Roger Hood*, edited by Lucia Zedner and Andrew Ashworth. Oxford: Oxford University Press.

### *E-Books:*

The library owns a growing collection of eBooks that are accessible through the Online Catalog. Be sure to include the URL for each book you use in your research.

- Carter, Nicholas. 1913. *A Moving-Picture Mystery, or, The Call that was Answered*. New York: Street & Smith. Retrieved March 28, 2012 (<http://site.ebrary.com/lib/wpunj/docDetail.action?docID=10460926>).

## **ARTICLES**

### *Journal and Magazine Articles:*

Journal articles are cited the same way, whether from an online database or print version. Whenever it is available, the ASA recommends including the DOI (Digital Object Identifier) for both print and online sources, at the end of a citation.

- Kazyak, Emily. 2011. "Same-Sex Marriage in a Welcoming World: Rights Consciousness of Heterosexuals in Liberal Religious Institutions." *Sexuality Research and Social Policy* 8(3): 192-203. doi:10.1007/s13178-011-0051-4.

### *Newspaper Articles:*

- Richtel, Matt. 2009. "Safety Group to Call for Ban on Texting While Driving." *New York Times*, August 31, pp. B4.

## **WEB SITES**

To cite an *entire* Web site (not a particular page or document), simply give the address of the site in the text of your paper. Do not include the site in your list of references.

### *Individual Web Page or Online Document:*

- American Sociological Association. N.d. "Race and Ethnicity." Retrieved March 30, 2012 ([http://www.asanet.org/research/stats/race\\_ethnicity.cfm](http://www.asanet.org/research/stats/race_ethnicity.cfm)).

### *Blog Entry:*

- Raskoff, Sally. 2012. "Marketing Health." W.W. Norton & Company, Inc. *Everyday Sociology* Blog. Retrieved March 30, 2012 (<http://www.everydaysociologyblog.com/2012/01/marketing-health.html>).