American Sociological Association Style (ASA), 6th Edition

The following document reflects the rules presented in the ASA Style Guide, 6th edition, which is based on the Chicago Manual of Style (CMOS), 17th edition. Always consult the ASA Style Guide first, as it may differ from CMOS style.

BASIC FORMATTING FOR STUDENT PAPERS *

1. General:
   b. Margins: One (1) inch minimum on all sides.
   c. Spacing: Double-space all pages.
   d. Page Numbering: Number all pages.

2. Paragraphs:
   a. Do not right justify or hyphenate words at the end of a line.
   b. Indent the first line using a single press of the Tab key.
   c. Follow stylistic rules for numbers, capitalization, and formatting, and use the active voice and avoid wordy phrases (see ASA Style Guide).

3. Header: Include Running Head (shortened title) and page at the top of all pages.

4. Page Order:
   a. Title Page: Title pages are usually necessary with articles for publication, but may not be required for student papers. Check with your professor for guidance. To the right is a suggested format.
   b. Abstract: One paragraph (<200 words) summary, on a separate page, followed by three to five keywords.
   c. Text: Begin the text of the paper on the next page, starting with the title.
   d. References: Alphabetical list of all sources, double-spaced.

* Always check your assignment for any specific requirements. Further details about each element can be found in the ASA Style Guide.

CITING ANOTHER PERSON’S WORDS OR IDEAS

Each source that you use in your research is listed at the end of your paper, in the References section (see reverse). In order to cite properly, it is helpful to create your reference first, using the correct format for the material type.

Example: Journal Article


Quoting

Enclose quoted text in quotation marks (“…”), and include an in-text citation with the author(s), date, and page number. For longer quotes (50 or more words), the block quotation method is used (see ASA Style Guide).

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

Paraphrasing

Paraphrasing incorporates someone’s ideas into your writing, rather than simply changing a few words. It is not necessary to include page numbers, although this may be helpful to direct readers to the appropriate passage.

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

Notice that the author’s name can be outside of the citation, as long as it is clearly associated with the date.

Note: Be sure to use the 6th edition of the ASA style when locating help documents or citation tools online.  acj.12.2020
REFERENCES

All sources used in your paper are listed at the end on a separate page labeled REFERENCES. Each reference must be cited, and each citation must have a corresponding reference. References are double-spaced*, indenting all but the first line by 5-7 spaces (hanging indent) and listing sources alphabetically by author.

* For the sake of space, examples are single-spaced, but your references should be double-spaced.

References vary depending on the source type (article, website, etc.), but most will include: Author, Title, Date, and Source.

| Author(s) | Authors are listed in the order they appear in the source, beginning with the first author’s last name, followed by first name and middle initial (for instance: Jones, Frank M.). Do not invert the names of additional authors. Use commas between multiple authors and include the word ‘and’ before the last author. If there are more than 10 authors, list the first seven followed by et al. When there is no individual author listed, use the organization (or website) as the institutional author. Include an abbreviated organization name (when appropriate) to simplify in-text citations (see Websites examples, below). Follow the final author with a period, before continuing to the publication date. |
| Date | The publication date is normally the year that a source was published, although some source types require additional information (ex., magazine or newspaper articles, blogs, etc.). Use n.d. if no year is available. |
| Title | Capitalize the first word in the title or subtitle, and all other words in the title, except for prepositions (e.g., at, of, etc.), articles (e.g., a, an, the), and coordinating conjunctions (e.g., for, and, etc.).* Formatting may vary by source type. |
| Source | Source information will differ depending on source type. See some common examples below, check the ASA Style Guide, sixth edition, or check other resources on our website (https://www.wpunj.edu/library/citations.html). |

EXAMPLES:
The following examples represent some common source types. Visit our Citation Resources page for more examples.

BOOKS

When citing e-books, follow basic book format, and include the document format (e.g., EPUB, PDF) or platform (e.g., Kindle) at the end. For e-books from the library, list the database name (e.g., Ebook Central Academic Complete).


JOURNAL ARTICLES

A Digital Object Identifier (DOI) should be included if readily available (otherwise, omit). Copy and paste to avoid typos.

WEBSITES
Not every web page includes all of the information needed for a reference. If no author is given, use the hosting organization as the institutional author. If no date is available, use n.d. and include an Accessed date. To cite an entire website, simply include the URL in the text of your paper (in parentheses) - do not include it in your References.


If the page content is likely to change over time, or no date is available, add the date accessed, preceded by ‘Accessed’:


For help with ASA, contact us (973-720-2116 or refdesk@wpunj.edu) to speak with a librarian.