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:
   a. Font: Times New Roman, 12-point.
   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.

Sample title page

GLOBAL WARMING	1

Global Warming: Fact or Fiction?*

Leah V. Zamora

William Paterson University

Word count = 5,399

* ENV4400: Environmental Foundations

Prof. Xavier

* *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
Wodtke, Geoffrey T. 2012. "The Impact of Education on Inter-Group Attitudes: A Multiracial Analysis." *Social Psychology Quarterly* 75(1):80-106.

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).

Number of Authors:

In-text citations vary by the number of authors.

1-2 authors:	List all authors, each time: (Jones and Collins 2018)
3 authors:	All authors, the first time: (Jones, Clark, and Smith 2020)
	Then, only the first author, followed by et al.: (Jones et al. 2020)
4+ authors:	First author, followed by et al.: (Curry et al. 2018)
Separate multiple citations within the same parentheses, using a semicolon (;): (Jones and Collins 2018; Jones et al. 2010)	

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.

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. ** Other exceptions may apply (black/white when referring to ethnicity, directions/directional groups, and some hyphenated words.*
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

> Korgen, Kathleen O. and Jonathan M. White. 2011. *The Engaged Sociologist: Connecting the Classroom to the Community*. Los Angeles: Sage.

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).

> Brunsma, David L., and Keri e. Iyall Smith. (2015). *Handbook of Sociology and Human Rights*. New York: Routledge. Ebook Central Academic Complete.

JOURNAL ARTICLES

> Van Hook, Jennifer, and Jennifer E. Glick. 2020. "Spanning Borders, Cultures, and Generations: A Decade of Research on Immigrant Families." *Journal of Marriage and Family* 82(1):224-243. https://doi.org/10.1111/jomf.12621

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*.

> WHO (World Health Organization). 2017. "Violence Against Women." https://www.who.int/news-room/fact-sheets/detail/violence-against-women.

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

> BLM (Black Lives Matter). n.d. "What We Believe." Accessed June 1, 2020. https://blacklivesmatter.com/what-we-believe/.

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