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Library Guide 44

ASA Style Guide

(American Sociological Association system of documentation)

The American Sociological Association (ASA) Style Guide is intended for authors who are preparing manuscripts for publication in ASA journals. This handout is intended for students who are instructed to use "ASA style" when writing research papers. For more detailed information, consult the ASA Style Guide located in the Reference section (**REF 808.027 A512**).

Manuscript Format:

- All text (including footnotes & references) must be doubled spaced and in a 12 point type.
- Margins must be at least 1 ¼ inches on all four sides
- A separate title page including title of paper, name(s) & institution(s) of authors, word count for the manuscript (including footnotes and references), title footnote (includes names, addresses of authors, acknowledgements, credits, and grants)
- If required, on a separate page provide a short (150-200 word) abstract headed with the title.
- Begin the text of the paper on a separate page headed with the title of the paper.

Citations in Text:

The basic form for citations in the text includes the last name of the author(s) and year of publication. Include page number(s) when you quote directly from the work or refer to specific passages.

- If author's name is in the text, follow it with the publication year in parentheses
When Hayes (1997) studied...
- If the author's name is not in the text, enclose the last name and year in parentheses:
When the study was completed...(Smith 1994)
- If the page number is to be included it follows the year of publication after a colon:
...Jones (1996:16)
- For three authors, give all last names in the first citation in the text; afterwards use the first name and et al.; for more than three names, use the first author's last name plus et al.:
(Spriggs, Belknap and Hayes 2000) (Fontana et al. 1999)
- Quotations in the text must begin and end with quotation marks; the citation follows the end quote mark and precedes the period.
"In 1999, however, the crime rates for the Index I Offenses rose by 2.5 percent" (Langan, 1999:47).

Footnotes & Endnotes:

- Try to avoid footnotes, but if necessary, use footnotes to cite material of limited availability or to add information presented in a table.
- Footnotes should be numbered consecutively throughout the essay with superscript Arabic numerals and included at the bottom of the paper or in a separate section headed "Endnotes."

Reference List (Bibliography):

- References follow the text & footnotes in a separate section headed "References." They should be double-spaced.
- All references cited in the text must be listed and vice-versa.
- List references in alphabetical order by author's last names.
- Use hanging indentation (see examples)
- Invert the authors' name; if there are two or more authors, invert only the first author's name.
- 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 repeated authorship.
- Distinguish works by the same author in the same year by adding letters (e.g. 1995a, 1995b, 1995c).
- Use italics for book and periodical titles (underline if italics are not available).
- If no date is available use "N.d." in place of the date.
- Include both city and state for place of publication except for New York using U.S. Postal Code abbreviations. Foreign cities provide the name of the country.

Examples of References:

These examples are single-spaced to conserve space. Your References should be double-spaced.

Books

Basic form for a book entry is 1-Author's last name, followed by a comma and the first name and middle initial, ending with a period. 2- Year of publication followed by a period. 3- Title of book italicized ending with a period. 4- Place of publication, followed by a colon and name of publisher ending with a period.

-One Author

Hayes, Ray M. 1995. *Policing in Contemporary Society*. Boston, MA: Allyn and Bacon.

-Two Authors

Doyle-Belknap, Deborah and Barry L. Spriggs. 1999. *Domestic Violence in Rural America*:Berkeley, CA: Third Woman Press.

-Chapter in Book

Langan, Fran. and Raymond S. Hayes. 1997. "Proneness of Delinquency." Pp. 333-354 in *Treatment and Prevention of Delinquency: A Resource Manual*, edited by Barry L. Spriggs. La Plume, PA: Keystone Press, Inc.

-No Author

Manual of Style. 1993. 14th ed. Chicago, IL: University of Chicago Press.

List books with no author alphabetically by the first significant word in the title.

Journal Articles in Print

Basic form for a journal article is 1- Author's last name, followed by a comma and the first name and middle initial ending with a period. 2- Year of publication followed by a period. 3-Title of article in quotations and ending with a period inside the closing quotation mark. 4-Name of journal in italics 5- volume number followed by colon, page number(s) and period. Use the issue number following the volume number in parenthesis or exact date for journal article prior to the volume number for journals that do not number pages consecutively within a volume.

-One Author

Spriggs, Barry L. 1998. "Something Beyond No Means No." *Journal of Interpersonal Violence*18:109.

-Two or More Authors

McElroy, Heather., Deborah Belknap, Carol Fontana , and Fran Langan. 1999. "Making it at the top: Women and minority faculty in the academic labor market." *American Behavioral Scientist* 27:301-324.

Newspaper & Magazine Articles in Print

Basic form for a newspaper or magazine entry is 1- Author's last name, followed by a comma and the first name and middle initial, ending with a period. 2- Year of publication followed by a period. 3-Title of article in quotations and ending with a period inside the closing quotation mark. 4-Name of newspaper/magazine in italics 5-date of publication followed by a comma 6- page number of article within the publication ending with a period.

-Magazine

McElroy, Heather. 2000. "Preventing culture clashes - As the workforce grows more diverse, managers must improve cultural awareness." *InfoWorld*, April 24, pp. 95.

-Newspaper

Spriggs, Barry L. 2000. "Are You A Deviant?" *Los Angeles Times*, April 26, A13.

Articles Retrieved in Electronic Format

From Commercial Databases

Spriggs, Barry L. 1999. "The Past Never Vanishes: Amnesia is it a Defense" *American Law Review*, 23:1.
Retrieved December 24, 2000 Available: LEXIS-NEXIS Academic Universe, Law Reviews.

Web Version of Newspapers

Hayes, Ray. 2000. "Protesters Removed Without Incident." *The Scranton Times*, May 5. Retrieved October 5, 2000

(http://www.scrantontimes.com/news/nation/updates/hays_000505.htm).

-Web Base Journals

Hayes, Ray. 2000. "Are the Sex Offender Laws Irrational?." *Electronic Journal of Criminology* 10:1. Retrieved May 5, 2000 (<http://www.criminology.org/content/vol005.001/hayes.html>).

-Information Posted on a Web Site

American Sociological Association. 2000. "Scholarship of Teaching and Learning Workshop." Washington, DC: American Sociological Association, Retrieved December 5, 2000

(<http://www.asanet.org/members/socwkshp.html>).

Other

-Government Documents: Since the nature of public documents is so varied, the form of entry for documents cannot be standardized. The essential rule is to provide sufficient information so that the reader can locate the reference easily. For example see the following:

United States. Dept. of Housing and Urban Development. 1999. *Rehab a home with HUD's 203(k) : HUD and FHA are on your side*. Washington, DC: U.S. Dept. of Housing and Urban Development.

-Dissertations & Theses

Spriggs, Barry L. 2000. "The Interaction of Relationship Duration and Behavioral Strategies in Acquaintance Rape Situational Definitions." Ph.D. dissertation, Department of Education, South Dakota State University, Brookings, SD.