ASA Format

The American Sociological Association Style is intended for use by authors preparing manuscripts for publication in ASA journals. This handout is intended for students who are instructed to use ASA style when writing research papers. Consult the *American Sociological Association Style Guide* for more detailed information *(Ref Desk HM 73.A547 2010)*.

**Manuscript Format**

- All text (including footnotes & references) must be doubled spaced and in a 12 point, standard font such as Times New Roman.
- Margins must be at least 1 ¼ inches on all four sides.
- Attach a separate title page including title of paper, name(s) & institution(s) of authors, a running header, word count for the manuscript (including footnotes and references), and 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**

- If author’s name is in the text, follow it with the publication year in parentheses: When Chu (1977) studied…
- If the author’s name is not in the text, enclose the last name and year in parentheses: When the study was completed… (Jones 1994).
- If the page number is to be included, it follows the year of publication after a colon, with no space between the colon and the page number: …as reported by Chavez (1966:16).
- 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.” Examples as follow:  
  Three authors, first in-text citation = (Smith, Garcia and Lee 1954)  
  Three authors, later in-text citations = (Smith et al. 1954)  
  More than three authors = (Snow 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, as follows: “In the late 1990s, data showed that technologically oriented jobs were higher paying” (Hildenbrand 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 manuscript page or in a separate section headed “Endnotes.”

Reference List

- References follow the text and endnotes in a separate section headed "References."
- All references cited in the text must be listed and vice-versa.
- Remember: Like all other parts of the manuscript, references should be double-spaced.
- List references in alphabetical order by authors’ last names.
- Use hanging indentation (see examples below).
- Invert the author’s name (type the last name first). 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.
- Distinguish works by the same author in the same year by adding letters (e.g. 1993a, 1993b, 1993c).
- 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 the state abbreviation only if the city of publication is not well known (i.e. New York, Chicago, and Los Angeles do not need a state abbreviation). For foreign cities provide the name of the country.

Examples of Formatted References

Books
The basic form for a book entry includes...
1. Author’s last name, followed by a comma and author’s 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. Follow with edition number if 2nd ed. or later.
4. City of publication (with state abbreviation if it’s not a well-known city), followed by a colon and name of publisher, ending with a period.

- Book with One Author

- Book with Two Authors

- Chapter in Book
Journal Articles
The basic form for a journal article includes…
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,” ending with a period inside the closing quotation mark.
4. Title of journal in italics, no period following.
5. Volume number followed by issue number in parentheses, followed by a colon, page number(s) and period.
6. For articles found online, including from a commercial database:
   - If the article has a DOI (Digital Object Identifier), add it at the end of the citation: doi:10.0011/0000000X0001100101.
   - If the article does not have a DOI, add the date of retrieval and the URL of the site at which you located the article in parentheses, followed by a period: Retrieved [date of retrieval] (www.databasename.com).

- Print Journal Article with One Author

- Print Journal Article with Two or More Authors

- Journal Article from a Commercial Database

Newspaper & Magazine Articles
The basic form for a newspaper or magazine entry includes…
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,” ending with a period inside the closing quotation mark.
4. Name of newspaper/magazine in italics, followed by a comma.
5. Month and date of publication followed by a comma.
6. Page number of article within the publication, designated by “pp.” and ending with a period.
7. For articles found online, add the date of retrieval and the URL of the site at which you located the article in parentheses, followed by a period: Retrieved [date of retrieval] (www.websitenamespace.com).

- Print Magazine Article
Jana, Reena. 2000. "Preventing Culture Clashes - As the IT Workforce Grows More Diverse, Managers Must Improve Awareness Without Creating Inconsistency." InfoWorld, April 24, pp. 95.
- **Newspaper Article from a Commercial Database**

**Electronic Resources**
- **Journal Article from a Commercial Database [Article has DOI]**

- **Journal Article from a Commercial Database [Article does not have DOI]**

- **Information Posted on a Web Site**

- **Web-Based Journal Article**

- **Web Version of Newspaper**

**Other**
- **Government Documents**

- **Dissertations & Theses**

For additional information, please refer to the *American Sociological Association Style Guide* (Ref Desk HM 73.A547 2010).