



Resources: *The OWL at Purdue* website and a variety of official ASA websites

American Sociological Association (ASA) Style, 4th edition

Authors and editors working in the sociological discipline wanted to distinguish their style from that of both the *Chicago Manual* style and the *American Psychological Association* style, and in 1992, the first draft of the *American Sociological Association Style Guide* was approved. Though the *ASA Style Guide* still primarily draws from the *Chicago Manual of Style* (15th ed.), changes still exist between the two. Please refer to the ASA manual (4th ed.) for the most recent information on citing sources.

The current **4th edition** of the ***American Sociological Association (ASA) Style Guide*** was **published in 2010**. Be sure to always use the most current edition.

Manuscript Formatting

Title Page

Include a separate title page with the full title of the manuscript, authors' names and institutions (listed vertically if there are more than one), and a complete word count of the document (which includes footnotes and references).

A title footnote should include the address of the corresponding author (that is – the author who receives correspondence regarding the article), grants/funding, and additional credits and acknowledgements (for papers for sociology classes, this is often not needed).

Abstract

If an abstract is needed, it should be on a separate page, immediately after the title page, with the title of the document as the heading.

Do not include author.

The abstract should be one paragraph, 150-200 words in length.

Key Words

On the same page as the abstract, include a list of three to five words that help to identify main themes in the manuscript.

Text Formatting

All text within the document should be in a 12-point font and double spaced (including footnotes), or as specified by journal or course instructor.

Margins

Margins should be at least 1 1/4 inches on all sides, or as specified by journal or course instructor.

First Page

The first page of the text should start with the title and be on a new page of text (after the title page and abstract).

Subheadings

Use subheadings to organize the body of the manuscript. Usually, three different levels of headings should be sufficient.

THIS IS A FIRST-LEVEL HEAD

- Place first-level heads in all caps and left-justify.
- Don't use a bold font.
- Don't begin the manuscript with a heading, such as *Introduction*.

THIS IS A SECOND-LEVEL HEAD

- Italicize and left-justify second-level heads.
- Don't use a bold font.
- Use title case.

THIS IS A THIRD-LEVEL HEAD

- Italicize and left-justify third-level heads.
- Don't use a bold font.
- Capitalize only the first word of the head.

Footnotes and Endnotes

Footnotes and endnotes are used to cite materials of limited availability, expand upon the text, or to add information presented in a table.

Endnotes are used more frequently than footnotes, but both should be used sparingly. As a general rule, use one or the other throughout the manuscript but do not mix them. (The exception to this rule is to use a footnote on the Title page and for tables, but use endnotes throughout the rest of the document for manuscripts being submitted to a sociology journal.)

In the text, footnotes or endnotes, whichever are used, should be numbered consecutively throughout the essay with superscript Arabic numerals.

Footnotes are placed at the bottom of the page on which the material being referenced appears. If using endnotes, at the end of the paper in a separate section following the references, type the endnotes in numerical order, double-spaced, as a separate section with the title *Notes* or *Endnotes*.

Begin each note with the same superscripted number used in the text.

⁸ See the new *ASA Style Guide* for more information.

Page Numbering

Pages should be numbered consecutively (1, 2, 3...) starting with the title page and including the references page(s), or as specified by journal or course instructor.

Tables and Figures

Number tables consecutively (Table 1, Table 2, Table 3).

Number figures consecutively (Figure 1, Figure 2, Figure 3).

Each table or figure should be placed on a separate page at the end of the manuscript, and should have a descriptive title that explains enough that the reader can understand it without having to refer to the text of the article.

In tables, give full headings for every column and row, avoiding the use of abbreviations whenever possible. Spell out the word *percent* in headings.

For more information, please consult the *ASA Style Guide*, Fourth Edition.

References Page Formatting

Basic Guidelines (Based on *ASA Style Guide*, 4th Edition, 2010)

Heading for the reference list: References

Double-space between each line and between each reference

Hanging indent of five spaces

References follow the text in a section headed REFERENCES (use first-level head format identified earlier).

All references should be double-spaced and use a hanging indent.

Use title case for all titles (capitalize all words except prepositions such as *of*, *between*, *through*), articles (such as *a*, *the*, and *an*), and conjunctions (such as *but*, *and*, *or*; however, capitalize them if they begin the title or the subtitle).

Capitalize only the first word in hyphenated compound words, unless the second word is a proper noun or adjective (for example, don't capitalize it in *The Issue of Self-preservation for Women*, but do capitalize it in *Terrorist Rhetoric: The Anti-American Sentiment*).

All references should be in alphabetical order by first authors' last names.

Invert the author's name (type the last name first). If there are two or more authors, invert only the first author's name.

Include first names for all authors, rather than initials, but use first-name and middle-name initials if an author used initials in the original publication.

List all authors. It is not acceptable to use *et al.* in the References section unless the work was authored by a committee.

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).

For repeated authors or editors, include the full name in all references (note: this is a change from the third edition of the ASA Style Guide). Arrange references for the same author in chronological order, beginning with the oldest.

Baltzell, E. Digby. 1958. *Philadelphia Gentlemen*. Glencoe, IL: Free Press.

Baltzell, E. Digby. 1964. *The Protestant Establishment*. New York: Random House.

Baltzell, E. Digby. 1976. "The Protestant Establishment Revisited." *American Scholar* 45:499-519.

When an author appears in both single-authored references and as the first author in a multiple-authored reference, place all of the single-authored references first, even though they may not be in the proper chronological order.

Hoge, Dean R. 1979. "A Test of Theories of Denominational Growth and Decline." Pp. 179-197 in *Understanding Church Growth and Decline 1950-1978*, edited by D. R. Hoge and D. A. Roozen. New York and Philadelphia: Pilgrim Press.

Hoge, Dean R., Benton Johnson, and Donald A. Luidens. 1994. *Vanishing Boundaries: The Religion of Mainline Baby Boomers*. Louisville, KY: Westminster John Knox Press.

When the same first author appears in multiple references, arrange them alphabetically by the last name of the second author.

Alba, Richard and Philip Kasinitz. 2006. "Sophisticated Television, Sophisticated Stereotypes." *Contexts* 5(4):74-77.

Alba, Richard, John R. Logan, and Brian J. Stults. 2000. "The Changing Neighborhood Contexts of the Immigrant Metropolis." *Social Forces* 79(2):587-621.

When including more than one work by the same author(s) from the same year, add letters to the year (2010a, 2010b, 2010c) and then list the references for that author and year alphabetically by title.

Fyfe, James J. 1982a. "Blind Justice: Police Shootings in Memphis." *The Journal of Criminal Law and Criminology* 73(2):707-22.

Fyfe, James J. 1982b. "Race and Extreme Police-Citizen Violence." Pp. 173-94 in *Readings on Police Use of Deadly Force*, edited by J. J. Fyfe. New York: Police Foundation.

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.

Reference Examples (Based on *ASA Style Guide*, 4th Edition, 2010)

BOOKS, BOOK CHAPTERS, REFERENCE 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

Author's full name, inverted so that last name appears first. Year. *Book Title in Title Caps and Italicized*. Publishing City: Publisher.

Note that the two-letter state abbreviation should be given only if needed to identify the city. For a publisher located in New York City, Chicago, Los Angeles, or Boston, for example, it would not be necessary to include the state abbreviation.

Note that the word "volume" is capitalized and abbreviated but not italicized.

Bergesen, Albert. 2006. *The Depth of Shallow Culture: The High Art of Shoes, Movies, Novels, Monsters, and Toys*. Boulder, CO: Paradigm Publishers.

Gurr, Ted Robert, ed. 1989. *Violence in America*. Vol. 1, *The History of Crime*. Newbury Park, CA: Sage.

Mason, Karen. 1974. *Women's Labor Force Participation*. Research Triangle Park, NC: National Institutes of Health.

Book with Two or More Authors

Same as with one author, but do not invert authors' names after the first author. Separate authors' names with a comma (unless there are only two authors), and include the word *and* before the final author.

Note that the word "edition" is abbreviated, and not italicized or capitalized.

Corbin, Juliet and Anselm Strauss. *Basics of Qualitative Research*. 3rd ed. Thousand Oaks, CA: Sage.

Mouer, Ross and Hirosuke Kawanishi. 2005. *A Sociology of Work in Japan*. New York: Cambridge University Press.

Book with No Author

List books alphabetically by the first significant word in the title.

Merriam-Webster's Collegiate Dictionary. 2005. 11th ed. Springfield, MA: Merriam-Webster.

Edited Volume (when citing the entire volume)

Same as book reference but add "eds." to denote book editor'(s) name(s).

Hagan, John and Ruth D. Peterson, eds. 1995. *Crime and Inequality*. Stanford, CA: Stanford University Press.

Kashioma, Yoshiihisa, Klaus Fiedler, and Peter Freytag, eds. 2008. *Stereotype Dynamics: Language-Based Approaches to the Formation of Stereotypes*. New York: Lawrence Erlbaum Associates.

Kosher, Rudy, ed. 1990. *Splintered Classes*. New York: Holmes and Meier.

Leonard, Kimberly Kempf, Carl E. Pope, and William H. Feyerherm, eds. 1995. *Minorities in Juvenile Justice*. Thousand Oaks, CA: Sage Publications.

Editions

McCullah, Peter and John A. Nedler. 1989. *Generalized Linear Models*. 2nd ed. London, England: Chapman and Hall.

Volumes of Books

Gurr, Ted Robert, ed. 1989. *Violence in America*. Vol. 1, *The History of Crime*. Newbury Park, CA: Sage Publications.

Peters, Evelyn, ed. 1998. *The Story of Language*. Vol. 2, *Early Years*. San Francisco, CA: Sunshine Press.

Translations

Barbagli, Marzio. 1982. *Educating for Unemployment: Politics, Labor Markets, and the School System-Italy, 1959-1973*. Translated by R.H. Ross. New York: Columbia University Press.

Lattimore, Richmond, trans. 1951. *The Iliad of Homer*. Chicago: University of Chicago Press.

Compilations

Russell, Katheryn K., Heather L. Pfeifer, and Judith L. Jones, comp. 2000. *Race and Crime: Annotated Bibliography*. Westport, CT: Greenwood Press.

Articles in an Encyclopedia or other Reference Book

Encyclopedia Britannica. 18th ed. s.w. "Greece: History."

[Note: s.w. means *sub verbo* = "under the word"]

Online Edition of a Book (Based on *ASA Style Guide*, 4th Edition, 2010, pgs. 105 and 106)

Kundanis, Rose M. 2003. *Children, Teens, Families, and Mass Media: The Millennial Generation*. Mahwah, NJ: L.Erlbaum. Retrieved October 21, 2010 (<http://www.netlibrary.com>).

Pastore, Ann L., and Kathleen Maguire, eds. 2003. *Sourcebook of Criminal Justice Statistics*. Retrieved June 30, 2006 (<http://www.albany.edu/sourcebook/pdf/t212.pdf>).

Chapters from Books, Articles from Collected Works (Based on *ASA Style Guide*, 4th Edition, 2010, pg. 101)

One Author

Clausen, John A. 1972. "The Life Course of Individuals." Pp. 457-514 in *Aging and Society*. Vol. 3, *A Sociology of Age Stratification*, edited by M. W. Riley, M. Johnson, and A. Foner. New York: Russell Sage.

Multiple Authors

Palacios, Wilson R., Chinita Heard, and Dorothy L. Taylor. 2003. "At a Crossroad: Affirmative Action and Criminology." Pp. 415-29 in *Crime Control and Social Justice: The Delicate Balance*, edited by D. F. Hawkins, S. L. Myers, Jr., and R. N. Stone. Westport, CT: Greenwood Press.

Book Chapter with Digital Object Identifier (DOI) (Based on ASA Style Guide, 4th Edition, 2010, pg. 105)

Thomas, Yonette F. 2007. "Behavioral and Economic Perspectives in Drug Abuse Research." Pp. S1-S3 in *Drug & Alcohol Dependence*, Supplement 1, Vol. 90, edited by P. Schnur, and M. Y. Iguchi. doi:10.1016/j.drugalcdep.2007.05.002; (AN 25329802).

Print Edition of a Book Accessed through an Online Library (Based on ASA Style Guide, 4th Edition, 2010, pgs. 105 and 106)

Daniels, John. 2010. *Apathetic College Students in America*. Middletown, IL: University of Middletown Press. Retrieved April 6, 2011 (<http://site.ebrary.com/lib/collegestudies/docDetail.action?docID=1010101010>).

Pastore, Ann L., and Kathleen Maguire, eds. 2003. *Sourcebook of Criminal Justice Statistics*. Retrieved June 30, 2006 (<http://www.albany.edu/sourcebook/pdf/t212.pdf>).

Chapter in an Edited Volume

Put chapter title in quotes.

Use Pp. and page numbers to designate where the chapter is found in the volume.

Italicize the book title, then give the book editor'(s)' name(s).

Do not invert editor'(s)' name(s).

Use initials instead of first and middle names for editor(s).

Clausen, John. 1972. "The Life Course of Individuals." Pp. 457-514 in *Aging and Society*. Vol. 3, *A Sociology of Stratification*, edited by M.W. Riley, M. Johnson, and A. Foner. New York: Russell Sage.

Holley, Phillip D. and David E. Wright, Jr. 2006. "A Sociology of Rib Joints." Pp. 46-53 in *McDonaldization: The Reader*, edited by G. Ritzer. Thousand Oaks, CA: Pine Forge Press.

Smithson, Helen, and Joseph Lattimore. 2003. "The Way We Learn Language." Pp. 52-76 in *Language and Communication*, edited by S. P. Edwards, P. D. Gregory, and R. U. Ready. New York: Anywhere Publishers.

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.**

Scholarly Journal Article

Author's full name, inverted so that last name appears first. Year. "Article Title in Title Caps and in Quotes." *Journal Title in Title Caps and Italicized*. Volume Number (Issue Number):page numbers of article.

Note that there is no space after the colon preceding page numbers.

For multiple authors, invert last name of first author only.

Separate with commas, unless there are only two authors.

Use *and* between last two authors.

Coe, Deborah L. and James D. Davidson. 2011. "The Origins of Legacy Admissions: A Sociological Explanation." *Review of Religious Research* 52(3):233-47.

Conger, Rand. 1997. "The Effects of Positive Feedback on Direction and Amount of Verbalization in a Social Setting." *American Journal of Sociology* 79:1179-259.

Scholarly Journal Articles Used in a Printed Form (Based on *ASA Style Guide*, 4th Edition, 2010, pg. 101)

Print Journal Article with No Author

Begin with the name of the title of the article.

"Under a New Law Making Its Way through the Florida State Legislature, Spanish Lessons Will Become Compulsory in the State's Public Schools from Kindergarten through Second Grade." 2005. *National Review* 57(22):12-13.

Print Journal Article with One Author

Garcia, Alma M. 1998. "An Intellectual Odyssey: Chicana/Chicano Studies Moving Into the Twenty-first Century." *Journal of American Ethnic History* 18(1):109.

Gans, Herbert J. 2005. "Race as Class." *Contexts* 4(4):17-21.

Li, Sarah. 2005. "Doing Criticism in 'Symbiotic Niceness.': Study of Palliative Care Nurses' Talk." *Social Science & Medicine* 60(9):1949-1959.

Print Journal Article with Two Authors

Exum, William H. and Robert J. Menges. 1984. "Making It at the Top: Women and Minority Faculty in the Academic Labor Market." *American Behavioral Scientist* 27(3):301-324.

Kalleberg, Arne L. and Barbara F. Reskin. 2000. "Bad Jobs in America: Standard and Non-standard Employment Relations and Job Quality in the United States." *American Sociological Review* 65(2):256-78.

Shnabel, Nurit and Artie Nadler. 2008. "A Needs-Based Model of Reconciliation: Satisfying the Differential Emotional Needs of Victim and Perpetrator as a Key to Promoting Reconciliation." *Journal of Personality and Social Psychology* 94(1):116-132.

Print Journal Article with Multiple Authors

- Allen, Jen, Sonia Chavez, Sara DeSimone, Debbie Howard, Keadron Johnson, Lucinda LaPierre, Darrel Montero, and Jerry Sanders. 2006. "Americans' Attitudes toward Euthanasia, 1936-2002." *Journal of Sociology and Social Welfare* 33(2):5-23.
- Exum, William H., Robert J. Menges, Bari Watkins, and Patricia Berglund. 1984. "Making It at the Top: Women and Minority Faculty in the Academic Labor Market." *American Behavioral Scientist* 27(3):301-324.
- Kalleberg, Arne L., Barbara F. Reskin, and Ken Hudson. 2000. "Bad Jobs in America: Standard and Non-standard Employment Relations and Job Quality in the United States." *American Sociological Review* 65(2):256-78.
- Shnabel, Nurit, R. U. Ready, Sarah Williamson, and Artie Nadler. 2008. "A Needs-Based Model of Reconciliation: Satisfying the Differential Emotional Needs of Victim and Perpetrator as a Key to Promoting Reconciliation." *Journal of Personality and Social Psychology* 94(1):116-132.

Scholarly Journal Article from Online, including a Commercial Database (Based on *ASA Style Guide*, 4th Edition, 2010, pg. 106)

Journal Article from a Commercial Database (Article has a DOI)

If the article has a DOI (Digital Object Identifier), add it at the end of the citation:

doi:10.0011/000000X0001100101.

- Sweeten, Gary, Shawn D. Bushway, and Raymond Paternoster. 2009. "Does Dropping Out of School Mean Dropping Into Delinquency?" *Criminology* 47(1):47-91. doi:10.1111/j.1745-9125.2009.00139.x.

Journal Article from a Commercial Database (Article does not have a DOI)

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).

Brunson, Rod K. and Jody Miller. 2006. "Gender, Race, and Urban Policing: The Experience of African American Youths." *Gender & Society* 20(4):531-552. Retrieved October 26, 2010 <http://gas.sagepub.com>).

Menon, Nivedita. 2009. "Sexuality, Caste, Governmentality: Contests Over 'Gender' in India" *Feminist Review* 91:94-112. Retrieved November 2, 2010 <http://proquest.umi.com>).

Journal Article from an Academic Database (Based on ASA Style Guide, 4th Edition, 2010, pg. 106)

Scott, Lionel D., Jr. and Laura E. House. 2005. "Relationship of Distress and Perceived Control to Coping with Perceived Racial Discrimination among Black Youth." *Journal of Black Psychology* 31:254-72 (Retrieved from JSTOR on December 16, 2010.)

MAGAZINE AND NEWSPAPER ARTICLES

The basic form for a magazine or newspaper 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 the article was located in parentheses, followed by a period: Retrieved [date of retrieval] (www.websitename.com).**
- 8. For online periodicals (magazines, and newspapers), use the same format as for printed periodicals, unless they are available ONLY in online form. In that case, simply add the date viewed and the URL for retrieving the article.**

Print Magazine Article (Based on ASA Style Guide, 4th Edition, 2010, pg. 102)

Goodson, Rowena. 2004. "How Parents Can Help Their Children Prepare for Early Reading in Kindergarten and Beyond." *Atlantic Monthly*, May 2004, pp. 18-26.

- 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.
- Ziff, Larzer. 1995. "The Other Lost Generation," *Saturday Review*, February 20, pp. 15-18.

Online Magazine Article (Based on *ASA Style Guide*, 4th Edition, 2010, pg. 107)

For online periodicals (magazines and newspapers), use the same format as for printed periodicals, unless they are available ONLY in online form. In that case, simply add the date viewed and the URL for retrieving the article.

- Kelley, Raina. 2007. "Dollars for Scholars: A Bold Experiment Pays Parents to do the Right Thing." *Newsweek*, September 3, pp. 39, 42. (Retrieved from Masterfile Premier on April 4, 2011.)
- "The Muppets Take Washington." 2008. *Time*, July 12. Retrieved November 15, 2010 (<http://www.time.com/arts/article/0,8599,1822216,00.html>).
- "Under a New Law Making Its Way through the Florida State Legislature, Spanish Lessons Will Become Compulsory in the State's Public Schools from Kindergarten through Second Grade." 2005. *National Review* 57(22):12-13. (Retrieved from Academic Search Complete on September 28, 2010).
- Ziff, Larzer. 1995. "The Other Lost Generation," *Saturday Review*, February 20, pp. 15-18.
- Zoff, Lance. 2005. "The Found Generation," *Sunday Review*, March 20, pp. 15-18. Retrieved April 28, 2010 (<http://proquest.umi.com>).

Print Newspaper Article (Based on *ASA Style Guide*, 4th Edition, 2010, pg. 102)

Newspaper Article (author known)

- Glod, Maria. 2007. "Clubs Ground Students in Language of their Roots." *Washington Post*, May 14, p. A6.

Newspaper Article (author known)

- Lafayette Journal & Courier*. 1998. Newspaper editorial. December 12, p. A-6.

Online Newspaper Article (Based on *ASA Style Guide*, 4th Edition, 2010, pg. 107)

For online periodicals (magazines and newspapers), use the same format as for printed periodicals, unless they are available ONLY in online form. In that case, simply add the date viewed and the URL for retrieving the article.

"Academic Grades Fall in Secondary Schools." 2010. *Washington Review*, January 12, pp. 31.

Retrieved September 23, 2010 (<http://www.washreview.com>).

Blank, Rebecca M. 2008. "How We Measure Poverty." *Los Angeles Times*, September 15.

Retrieved January 7, 2009 (<http://www.latimes.com/news/opinion/sunday/commentary/la-oe-blank15-2008sep15,0,7811609.story>).

Harris, Gardiner. 2007. "Teenage Birth Rate Rises For First Time Since '91." *New York Times*, December 6, pp. 26. Retrieved August 28, 2010 (<http://proquest.umi.com>).

Sampson, Robert J. 2006. "Open Doors Don't Invite Criminals." *New York Times*, March 11.

Retrieved March 11, 2006 (<http://www.nyt.com>).

Yardley, Jim, and Jake Hooker. 2008. "Korea Negotiations Agree on Nuclear Arms

Inspections." *New York Times*, July 11. Retrieved October 14, 2010

(<http://www.nyt.com>).

ARTICLES RETRIEVED ONLINE: ELECTRONIC SOURCES

For electronic references, follow the same guidelines as for print references, adding information about the medium, such as the URL and date of access.

For online periodicals (journals, magazines, and newspapers), use the same format as for printed periodicals, unless they are available ONLY in online form. In that case, simply add the date viewed and the URL for retrieving the article.

Add "retrieved" source and date in parenthesis.

Scholarly Journal Articles Online

The basic form is...

Author's full name, inverted so that last name appears first. Year. "Article Title in Title Caps and in Quotes." *Journal Title in Title Caps and Italicized*. Volume Number (Issue Number):page numbers of article.

Note that there is no space after the colon preceding page numbers.

For multiple authors, invert last name of first author only.

Separate with commas, unless there are only two authors.

Use *and* between last two authors.

Journal Article from an Academic Database (Based on ASA Style Guide, 4th Edition, 2010, pg. 106)

Scott, Lionel D., Jr. and Laura E. House. 2005. "Relationship of Distress and Perceived Control to Coping with Perceived Racial Discrimination among Black Youth." *Journal of Black Psychology* 31:254-72 (Retrieved from JSTOR on December 16, 2010.)

Scholarly Journal Article from a Commercial Database: Article has a DOI (Based on ASA Style Guide, 4th Edition, 2010, pg. 106)

If the article has a DOI (Digital Object Identifier), add it at the end of the citation:

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Sweeten, Gary, Shawn D. Bushway, and Raymond Paternoster. 2009. "Does Dropping Out of School Mean Dropping Into Delinquency?" *Criminology* 47(1):47-91. doi:10.1111/j.1745-9125.2009.00139.x.

Web-based Scholarly Journal Article: Article does not have a DOI

If the article does not have a DOI, add the date of retrieval and the URL of the site at which the article is located in parentheses, followed by a period:

Retrieved [date of retrieval] (www.databasename.com).

Brunson, Rod K. and Jody Miller. 2006. "Gender, Race, and Urban Policing: The Experience of African American Youths." *Gender & Society* 20(4):531-552. Retrieved October 26, 2010 <http://gas.sagepub.com>).

Menon, Nivedita. 2009. "Sexuality, Caste, Governmentality: Contests Over 'Gender' in India" *Feminist Review* 91:94-112. Retrieved November 2, 2010 <http://proquest.umi.com>).

Smith, Herman W. and Takako Nomi. 2000. "Is Amae the Key to Understanding Japanese

Culture?" *Electronic Journal of Sociology* 5:1. Retrieved May 5, 2009
(<http://www.sociology.org/content/vol005.001/smith-nomi.html>).

Online Newspaper Article (Based on *ASA Style Guide*, 4th Edition, 2010, pg. 107)

For online periodicals (magazines and newspapers), use the same format as for printed periodicals, unless they are available ONLY in online form. In that case, simply add the date viewed and the URL for retrieving the article.

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- 2. Year of publication followed by a period.**
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- 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 the article was located in parentheses, followed by a period: Retrieved [date of retrieval] (www.websitename.com).**
- 8. For online periodicals (magazines, and newspapers), use the same format as for printed periodicals, unless they are available ONLY in online form. In that case, simply add the date viewed and the URL for retrieving the article.**

"Academic Grades Fall in Secondary Schools." 2010. *Washington Review*, January 12, pp. 31.

Retrieved September 23, 2010 (<http://www.washreview.com>).

Blank, Rebecca M. 2008. "How We Measure Poverty." *Los Angeles Times*, September 15.

Retrieved January 7, 2009 (<http://www.latimes.com/news/opinion/sunday/commentary/la-oe-blank15-2008sep15,0,7811609.story>).

Harris, Gardiner. 2007. "Teenage Birth Rate Rises For First Time Since '91." *New York Times*, December 6, pp. 26. Retrieved August 28, 2010 (<http://proquest.umi.com>).

Sampson, Robert J. 2006. "Open Doors Don't Invite Criminals." *New York Times*, March 11. Retrieved March 11, 2006 (<http://www.nyt.com>).

Yardley, Jim, and Jake Hooker. 2008. "Korea Negotiations Agree on Nuclear Arms Inspections." *New York Times*, July 11. Retrieved October 14, 2010 (<http://www.nyt.com>).

Online Magazine Article (Based on *ASA Style Guide*, 4th Edition, 2010, pg. 107)

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The basic form for a magazine or newspaper 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 the article was located in parentheses, followed by a period: Retrieved [date of retrieval] (www.websitename.com).**
- 8. For online periodicals (magazines, and newspapers), use the same format as for printed periodicals, unless they are available ONLY in online form. In that case, simply add the date viewed and the URL for retrieving the article.**

Kelley, Raina. 2007. "Dollars for Scholars: A Bold Experiment Pays Parents to do the Right Thing." *Newsweek*, September 3, pp. 39, 42. (Retrieved from Masterfile Premier on April 4, 2011.)

"Under a New Law Making Its Way through the Florida State Legislature, Spanish Lessons Will Become Compulsory in the State's Public Schools from Kindergarten through Second Grade." 2005. *National Review* 57(22):12-13. (Retrieved from Academic Search Complete on September 28, 2010).

"The Muppets Take Washington." 2008. *Time*, July 12. Retrieved November 15, 2010 (<http://www.time.com/arts/article/0,8599,1822216,00.html>).

Ziff, Larzer. 1995. "The Other Lost Generation," *Saturday Review*, February 20, pp. 15-18.

Zoff, Lance. 2005. "The Found Generation," *Sunday Review*, March 20, pp. 15-18. Retrieved April 28, 2010 (<http://proquest.umi.com>).

Print Edition of a Book Accessed through an Online Library (Based on ASA Style Guide, 4th Edition, 2010, pgs. 105 and 106)

- Daniels, John. 2010. *Apathetic College Students in America*. Middletown, IL: University of Middletown Press. Retrieved April 6, 2011
(<http://site.ebrary.com/lib/collegestudies/docDetail.action?docID=1010101010>).
- Pastore, Ann L., and Kathleen Maguire, eds. 2003. *Sourcebook of Criminal Justice Statistics*. Retrieved June 30, 2006 (<http://www.albany.edu/sourcebook/pdf/t212.pdf>).

Online Edition of a Book (Based on ASA Style Guide, 4th Edition, 2010, pgs. 105 and 106)

- Kundanis, Rose M. 2003. *Children, Teens, Families, and Mass Media: The Millennial Generation*. Mahwah, NJ: L.Erlbaum. Retrieved October 21, 2010
(<http://www.netlibrary.com>).
- Pastore, Ann L., and Kathleen Maguire, eds. 2003. *Sourcebook of Criminal Justice Statistics*. Retrieved June 30, 2009 (<http://www.albany.edu /sourcebook/pdf/t212.pdf>).

Web Pages

- Center for Immigration Studies. N.d. "About the Center for Immigration studies." Retrieved October 25, 2010 (<http://www.cis.org/aboutcis.html>).

Online Documents

- Leiken, Robert S. 2000. "The Melting Border." Washington, DC: Center for Equal Opportunity. Retrieved November 14, 2010 (<http://www.ceousa.org/pdfs/MELTBORDER.pdf>).

Blog Entry

- Zambrusky, Ellen. 2008. "The Language Crisis." The Ellen Zambrusky Blog, February 11, 2008. Retrieved May 22, 2010 (<http://www.blogspotter.com/zambrusky>).

Article Retrieved *through* a Website

McGuire, Brian. 2005. "Miers' Remarks." *The New York Sun*, October 14. Retrieved July 25, 2009 (<http://www.nysun.com/article/21475>) through Center for Equal Opportunity (<http://www.ceousa.org/>).

YouTube Video

CBS News Online. 2010. "Haiti Earthquake Caught on Tape." YouTube Web site. Retrieved March 26, 2010 (<http://www.youtube.com>).

Hannity, Chris. 2010. "President Obama's Top Priority Remains Unclear." *Hannity's America*, March 22. Fox News Channel. YouTube Web site. Retrieved March 26, 2010 (<http://www.youtube.com/user/foxnewschannel>).

OTHER DOCUMENTS AND MISCELLANEOUS

Government Documents

General Accounting Office. 1997. *Language Education Costs in U.S. Schools*. GRD-97-62. Washington, DC: General Accounting Office.

U.S. Congress. 1976. House Subcommittee on the Study of Language Education. *Language Education in America: Hearing*. 98th Congress, 2nd Session, pp. 34-45.

U.S. Department of Justice. Federal Bureau of Investigation. 2009. "Offenders" Hate Crime Statistics, 2008. Washington, DC: Criminal Justice Information Services Division. Retrieved September 14, 2010 (<http://www2.fbi.gov/ucr/hc2008/offenders.html>).

Public Documents

Because the nature of public documents is so varied, the form of entry for documentation cannot be standardized. The essential rule is to provide sufficient information so that the reader can locate the reference easily.

Reports, Constitutions, Laws, and Ordinances

New York State Department of Labor. 1997. *Annual Labor Area Report: New York City, Fiscal Year 1996* (BLMI Report, No. 28). Albany: New York State Department of Labor.

Ohio Revised Code Annotated, Section 3566 (West 2000).

Telecommunications Act of 1996, Public Law 104-014, 110 U.S. Statutes at Large 56 (1996).

U.S. Bureau of the Census. 1990. *Characteristics of Population*. Vol.1. Washington, DC: U.S. Government Printing Office.

U.S. Constitution, Article 1, Section 4.

Legislation Examples

Court cases and legislative acts follow a format stipulated by legal publishers.

The act or case is listed first, followed by volume number, abbreviated title, and the date of the work in which the act or case is found.

The volume number is given in Arabic numerals, and the date is parenthesized.

Court cases are italicized, but acts are not.

Case names, including v., are italicized.

Brown v. Board of Education, 347 U.S. 483 (1954).

If retrieved from an online database, such as LexisNexis or HeinOnline, provide access information.

Ohio v. Vincer (Ohio App. Lexis 4356 [1999]).

U.S. Congress. House of Representatives. *Fair Minimum Wage Act of 2007*. H.R. 2. 110th Congress, 1st Session, 2007. Retrieved July 11, 2010 (<http://thomas.loc.gov>).

Unpublished Materials

Follow this format: Name of author. Year. Title of Presentation. Location where the article was presented or is available or has been accepted for publication but has not yet been published.

Conger, Rand D. Forthcoming. "The Effects of Positive Feedback on Direction and Amount of Verbalization in a Social Setting." *Sociological Perspectives*.

Smith, Tom. 2003. "General Social Survey." Paper presented at the Annual Meeting of the American Sociological Association, August 16, Atlanta, GA.

Dissertation or Thesis

King, Andrew J. 1976. "Law and Land Use in Chicago: A Pre-history of Modern Zoning." PhD dissertation, Department of Sociology, University of Wisconsin, Madison.

Valencia, Albert. 1995. "An Examination of Selected Characteristics of Mexican-American Battered Women and Implications for Service Providers." Ph.D. dissertation, Department of Educational and Counseling Psychology, University of the Pacific. Retrieved from ProQuest Dissertations & Theses Database, 741159811.

Archival Sources

Meany Archives, LRF, Box 6, March 18, 1970. File 20. Memo, conference with Gloster Current, Director of Organization, National Association for the Advancement of Colored People.

Conference Papers

Zorrow, Miles, and Pershing, Elizabeth Q. 2004. "Children and Language." Presented at the annual meeting of the American Language Association, August 16, Los Angeles, CA.

In-Text (Citation) References [adapted from the *ASA Style Guide*, 4th ed. (2010), section 4.3.1]

General Formatting

Cite the last name of the author and year of publication.

Include page numbers within the citation when directly quoting the authors' words or paraphrasing a passage.

If the author's name is used in the text, put the date in parentheses.

When Duncan (1959) studied...

If the author's name is not in the text, enclose last name and year in parentheses.

When these relationships were studied (Gouldner 1963)...

If the author or work in the text is named and if no specific page number is to be cited, put the date in parenthesis.

In explaining Foucault's theory, Johnson (2004) notes that...

If the author or work in the text is named and a specific page number is to be cited, put the date and page number in parenthesis, separated by a colon.

In explaining Foucault's theory, Johnson (2004:161) notes that...

Cite a range of page numbers as follows:

In explaining Foucault's theory, Johnson (2004:161-67) notes that...

If an author or work is not included in the text, cite within parenthesis with the year and page number as shown:

Communal prayer's affect on collective identity is strongest in adolescents (Davidson 2009:34)...

Separate a series of references in alphabetical or date order (be consistent throughout your document) with semicolons.

(Smith 2001; Jones and Bailey 1999; Baker et al. 2006).

Using Quotes

For shorter quotes:

Short quotations in the body of the manuscript should be surrounded by quotation marks.

Quotations in text must begin and end with quotation marks; the citation follows the end quote mark and precedes the period.

Two examples:

"In 1998, however, the data were reported by more specific job type which showed that technologically oriented jobs paid better" (Hildenbrand 1999:47).

Hildenbrand reported that "in 1998, however, the data were reported by more specific job type which showed that technologically oriented jobs paid better" (1999:47).

Use p. (lower case p period) for the page number when the author and year *do not* accompany it in the citation.

Hildenbrand (1999) stated that "in 1998, however, the data were reported by more specific job type which showed that technologically oriented jobs paid better" (p. 47).

For longer quotes:

Block quotations (direct quotations of more than 40 words) should be offset from the main text and may be single-spaced. Do not include quotation marks with block quotes.

Pagination follows the year of publication after a colon (note that in the in-text citation, there is no space between the colon and the page number).

As tabulated by Kuhn (1970:71) the results show...

Steps:

- 1. Set longer quotations off in a separate paragraph (or block quotation) that is indented from the text.**
- 2. The text *may be* single-spaced.**
- 3. Do not use quotations marks.**
- 4. The citation follows the period in a block quotation.**

Example:

The mother of Invention is compared to Inspiration's father as:

If necessity is the mother of Invention, then perhaps desperation might be Inspiration's father. How many useful innovations that seem to others like bright and shiny new ideas are created as the result of a last-ditch attempt to fix a part of the world that had just been noticed to be "out of order?" Perhaps that is not a very romantic view of change, but it often fits experience. And if a new idea works, by bringing about needed improvements, it looks better and better. (Besemer et al. 1993:69)

If the author's name is in the text followed by the year in parentheses, put the page reference, preceded by P. (upper case P period) in parentheses following the end period of the quote.

Example:

According to Besemer et al. (1993):

If necessity is the mother of Invention, then perhaps desperation might be Inspiration's father. How many useful innovations that seem to others like bright and shiny new ideas are created as the result of a last-ditch attempt to fix a part of the world that had just been noticed to be "out of order?" Perhaps that is not a very romantic view of change, but it often fits experience. And if a new idea works, by bringing about needed improvements, it looks better and better. (P. 69)

For paraphrasing sources:

When using an author's ideas or re-phrasing his or her words, even though not quoting directly, document the source. Use the same format as shown above for the citations in text, but omit the page number.

...whenever it occurred as reported in another study by Pain (2004).

...whenever it occurred (Pain 2004).

Citing Sources in Text

Refer to the above examples for citing one author as well as for the various ways for parenthetical citing of sources.

Name of Unknown Author

For institutional authorship, supply the minimum identification needed from the beginning of the complete reference to find it in the reference list.

(U.S. Bureau of the Census 1963:117)

Joint (two) authors: give both names:

(Moon and Williams 1993:343)

(Martin and Bailey 1988)

Three authors: give all three last names in the first citation in the text, in subsequent citations, use the first listed name and “et al.”

(Scott, Treas, and Richards 2004) - **first citation**

(Scott et al. 2004) - **subsequent citations**

First citation: (Carr, Smith, and Jones 1962)...

Later citations: (Carr et al. 1962)

Four or more authors (e.g., Kashani, Daniel, Dandoy, and Holcomb): use “et al.” in all citations including the first one:

(Kashani et al. 1999) - **first & subsequent citations**

(Nilson et al. 1962) - **first & subsequent citations**

For institutional or government authorship, supply minimum identification from the beginning of the complete reference:

(U.S. Bureau of the Census 1998:482)

Multiple Citations

Separate a series of references with a semicolon.

List them in a single logical order throughout the paper, e.g., chronologically or alphabetically, but be consistent throughout the manuscript.

Two examples:

Chronological order: (Moon and Williams 1993; Kashani 1999; Scott et al 2004)

or

Alphabetical order: (Kashani 1999; Moon and Williams 1993; Scott et al. 2004)

Alphabetical order: (Burgess 1982; Marwell et al. 1971)

or

Chronological order: (Marwell et al. 1971; Burgess 1982)

Citing a Reprinted Work

If the work being cited was published earlier and then re-released, list the earliest date first, in brackets, then the most recent date.

(Finke and Stark [1992] 2005)

Citing Unpublished Work

For unpublished papers, cite the date, or, if scheduled to be published soon, use *forthcoming* in lieu of a date. If no date is given, use N.d.

Jones (N.d.) discusses the relationship between students and parents.

Citing Archival Sources

For archival sources, use abbreviations when possible.

Meany Archives, LRF, Box 6, March 18, 1970).

Reference to specific chapters, tables, appendices, etc.:

(Clawson 1998, chap.2)

(Neuman 1994, table 3.3)

Sample Annotated Bibliography in ASA Style

Battle, Ken. 2007. "Child poverty: The evolution and impact of child benefits." Pp. 21-44 in *A Question of Commitment: Children's Rights in Canada*, edited by K. Covell and R. B. Howe. Waterloo, ON: Wilfrid Laurier University Press.

Ken Battle draws on his research as an extensively-published policy analyst, and a close study of some government documents, to explain child benefits in Canada. He outlines some fundamental assumptions supporting the belief that all society members should contribute to the upbringing of children. His comparison of Canadian child poverty rates to those in other countries provides a useful wake-up to anyone assuming Canadian society is doing a good job of protecting children from want. He pays particular attention to the National Child Benefit (NCB), arguing that it did not deserve the criticism it received from politicians and journalists. He outlines the NCB's development, costs, and benefits, including its dollar contribution to a typical recipient's income. He laments that the Conservative government scaled back the program in favour of the Universal Child Care Benefit (UCCB), and clearly explains why it is inferior. However, Battle relies too heavily on his own work; he is the sole or primary author of almost half the sources in his bibliography. He could make this work stronger by drawing from the perspectives of others' analyses. However, Battle does offer a valuable source for this essay, because the chapter provides a concise overview of government-funded assistance currently available to parents. This offers context for analyzing the scope and financial reality of child poverty in Canada.

Kerr, Don and Roderic Beaujot. 2003. "Child Poverty and Family Structure in Canada, 1981-1997." *Journal of Comparative Family Studies* 34(3):321-335.

Sociology professors Kerr and Beaujot analyze the demographics of impoverished families. Drawing on data from Canada's annual Survey of Consumer Finances, the authors

consider whether each family had one or two parents, the age of single parents, and the number of children in each household. They analyze child poverty rates in light of both these demographic factors and larger economic issues. Kerr and Beaujot use this data to argue that . . .



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