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.

\* 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**


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.


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.


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


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.


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.


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.


**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.


**Book with No Author**

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


**Edited Volume (when citing the entire volume)**

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


Editions


Volumes of Books


Translations


Compilations

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”]


One Author


Multiple Authors


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.


Print Journal Article with No Author

Begin with the name of the title of the article.


Print Journal Article with One Author


Print Journal Article with Two Authors

Print Journal Article with Multiple Authors


Scholarly Journal Article from Online, including a Commercial Database


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:


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).


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.


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.


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.


Newspaper Article (author known)


**Newspaper Article (author known)**


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.


**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.


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


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).


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

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.

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.


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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.


Web Pages


Online Documents


Blog Entry

**Article Retrieved through a Website**


**YouTube Video**


**OTHER DOCUMENTS AND MISCELLANEOUS**

**Government Documents**


Washington, DC: General Accounting Office.


**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


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


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.


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

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


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.


**Dissertation or Thesis**


**Archival Sources**


**Conference Papers**


**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.
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


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.


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 . . .