

## ASA (American Sociological Association) Style Guide

This guide provides examples of citations you might use in research papers following the ASA standard. Explanations and formats are based on the ASA Style Guide, 2<sup>nd</sup> edition, HM73 .A54 1997 Ref., which is located at the reference desk at Bertrand Library.

### Reference List

The reference list appears at the end of the paper and includes only works actually cited in the text. It is arranged alphabetically according to the first element or component in each citation (usually by first author's last name).

ASA reference lists use the usual reverse-indentation system. After the first line of the citation, all subsequent lines are indented 5 spaces. Reference lists are also double-spaced.

ASA style uses the standard headline-style capitalization for titles in the reference list. You capitalize all first and last words in the title and all the other words except articles, prepositions and coordinating words.

### Sample Entries: the Basics

- **Books (one author, two authors, three or more authors)**

Pallant, Julie. 2001. *SPSS Survival Manual*. Philadelphia: Open University Press.

MacGaw, Dickinson and George Watson. 1976. *Political and Social Inquiry*. New York: John Wiley & Sons.

Bulcroft, Kris, Linda Smeins, and Richard Bulcroft. 1999. *Romancing the Honeymoon: Consummating Marriage in Modern Society*. Thousand Oaks, CA: Sage Publications.

- **Books (author with an editor, compiler, translator)**

Pound, Ezra. 1953. *Literary Essays*. Edited by T.S. Eliot. New York: New Directions.

Beer, Edith Hahn with Susan Dworkin. 1999. *The Nazi Officer's Wife: How One Jewish Woman Survived the Holocaust*. New York: HarperCollins Publishers.

- **Chapter in an edited anthology (a multi-author collection)**

Bernard, Jessie. 2001. "The Good-Provider Role -- Its Rise and Fall." Pp. 54-69 in *Public and Private Families: A Reader*, edited by Andrew J. Cherlin. 2d ed. New York: McGraw-Hill.

- **Scholarly Journal Article**

Treas, Judith and Deirdre Giesen. 2000. "Sexual Infidelity Among Married and Cohabiting Americans." *Journal of Marriage and the Family* 62(1):48-60.

- **Popular Magazine Article**

Kulman, Linda. 2001. "Lost Innocence: Everyday Life, When Everything Feels Different." *US News & World Report*, October 8, pp. 44-45.

- **Film or Video**

Milgram, Stanley. 1969. "Obedience." [videorecording] University Park, PA: Pennsylvania State University.

Spielberg, Steven. 1994. "Schindler's List." [videorecording]/ an Amblin Entertainment Production. Universal City, Calif. : MCA Universal Home Video.

- **Suggested Reference Style of a WWW site (no ASA standard endorsed yet)**

Author (if known, last name first). "Title of Document." Edition, revision, or version info. Date of Document. <site address> (Date you last accessed the site).

- **Suggested Reference for a CD-Rom**

Author (if known, last name first). *CD-Rom Title*. year(s). CD-ROM: Publisher. (Date you last accessed the database).

- **Email citation**

Smith, Jane Doe. <jdsmith@bucknell.edu>. 3 September 2001. RE: Progress on methods term paper [Email to Deborah Jones <djones@bucknell.edu>].

**For further information on ASA referencing formats, see:**

Johnson, William A., Jr., Richard R. Rettig, Gregory M. Scott, and Stephen M. Garrison. 2000. *The Sociology Student Writer's Manual*. 2d ed. Upper Saddle River, NJ: Prentice Hall.

## **Parenthetical References**

ASA format requires the uses parenthetical references to cite sources within the text of the paper itself. This is a modification of the *The Chicago Manual of Style*.

The goal of the ASA citation format is to provide brief citations and as little distraction to the reader as possible. The citations are to provide clear directions for the reader to find the proper and complete entry in the full reference list that appears in the bibliographic section.

Minimum information necessary in the parenthetical references is the author's last name (the name by which the source is alphabetized in the reference list at the end of the paper) and the year of publication. Subsequent citations of the same source are still listed parenthetically by author and year.

## **Basics of Text Citations**

1. When the author's name is in the text, it should be followed by the publication year in parentheses:

Abowitz (1994) argues that when individuals are in competing role obligations...

2. When the author's name is not in the text, the last name and publication year should be included in the parentheses:

It was hypothesized that individuals participate less politically when caught in competing role obligations (Abowitz 1994).

3. Page numbers are included only when necessary: (a) when material is quoted directly or verbatim, (b) when you are referring to information from a specific section or passage, or (c) when closely paraphrasing non-general knowledge. The page number(s) follow the publication year, separated by a colon with no spacing:

Abowitz (1994:452) argues that the socioeconomic model is incomplete....

4. When the publication has **2 authors**, both last names should be given in the order in which they are listed in the publication and publication indices:

... established the significance of neighbor interactions for participation levels (Zipp and Smith 1991).

5. When a publication has **3 authors**, all 3 last names should be cited the first time they are referenced in the text, with *et al.* used for subsequent citations:

... found the requirements too restrictive, (Smith, Jones, and Brown (1996).  
... requirements proved to be a barrier (Smith et al. 1996).

6. When a citation has **more than 3 authors**, use *et al.* in all parenthetical citations.

... requirements proved to be a barrier (Smith et al. 1996).

7. When citing two authors with the same last name, use a first initial to differentiate them:

... the multilevel model of political participation (D. Abowitz 1994).

... the role of MICR technology in the Federal Reserve System (G. Abowitz 1994).

8. When citing **2 works by the same author in the same note**, separate them by a comma in the parenthetical citation:

Abowitz (1991, 1994) argues for the importance of ...

9. When citing **2 works by the same author in the same year**, differentiate them by adding lower case letters to the publication dates (a, b) and add these notations to the publication date in the complete reference list citation:

... measuring the effects of neighborhood interactions (Abowitz 1991a, 1991b).

10. **Direct quotations of fewer than four lines** should appear in the text with quotation marks at the beginning and end of the material specifically quoted. The citation should include the page number(s) in one of the following formats. Note the parenthetical reference follows the close of the quotation and the citation is included in the relevant sentence before the closing period.

The majority of commercial ads promote the idea that being slim means “you will also be beautiful and sexually desirable” (Rockett and McMinn 1990:278).

Smith and Hill (1997) discovered that “women are far more likely to obsess” about their body weight and image (p. 127).

11. **Direct quotations of 4 or more lines** should be indented from both sides, single spaced, and presented in a smaller font size when possible. They should be blocked with no tab for the first line and not enclosed in quotation marks:

According to Brown (1985):

There are few girls and women of any age or culture raised in white America, who do have some manifestations of the concerns discussed here, i.e., distortion of body image, a sense of “out-of-control” in relationship to food, addiction to dieting, binging, or self-starvation. (p. 61).

12. For works published anonymously where the authorship **is known**, the name is given in brackets: ([Morey] 1994).
13. For works published anonymously where the authorship cannot be determined, the parenthetical reference begins with the title of the work.

For a magazine or journal article: (“The Case for Prosecuting Deadbeat Dads” 1996:36-38).

For a book title, the initial article “The” is moved to the end of the title:

(*Worst Way to Learn, The* 1996).

14. When there is no author but an editor, compiler, or translator is given, their name is used without listing their role in the parenthetical reference (although it must be included in the full reference list).

15. Citing **chapters, appendices, tables, etc.**, are listed as follows:

... (Babbie 1998, chap. 6). **or** ... (Babbie 1998, table 4-1:103). **or**

16. To cite a book **reprinted** from an earlier publication, you should give the earliest date of publication in brackets followed by the edition you used:

... according to Jennie Keith ([1977] 1981)...

17. When citing **more than one source**, separate citations by a semicolon and order them either alphabetically, by dates order, or in order of their importance to our argument. Whatever order rule you use, apply it consistently throughout the paper.

... are related (Abowitz 1986:48; Huckfeldt 1989:356; Zipp and Smith 1991:27).

18. The date for dissertations and unpublished papers should be given. When there is no date available, use *n.d.* in place of the date. Use forthcoming when a date is scheduled:

Studies by Brown (forthcoming) and Smith (*n.d.*) suggest that ...

19. When citing a public/government document or one with institutional authorship, you should apply the minimum identification:

... (U.S. Bureau of the Census 1992a, 1992b, 1993).

20. For email documents or communications the reference information is usually in the text:

In an email dated May 12, 1999, Jones assured the author that the necessary audio-visual equipment would be available in the workshop room.