ASA Citation Style

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.

Paper Formatting

- **Title page** - Attach a separate title page including: title of paper, name and institution of authors, a running header, word count for the manuscript (including footnotes and references), and title foot note (includes names, addresses of authors, acknowledgements, credits and grants).
- **Abstract** - If required, on a separate page provide a short (no more than 200 words) abstract headed with the title. On the same page as the abstract, include a list of 3-5 keywords used to identify the themes in the paper.
- **Text formatting** - All text (including footnotes, endnotes and references) must be doubled spaced in a 12 point standard font Arial
- **Margins** - Margins must be at least 1.25 inches on all four sides.
- **First Page** - Begin the text of the paper on a separate page headed with the title of the paper.

In-Text References

- If the author’s name is in the text, follow it with the publication year in parentheses:
  - When Durkheim (1952) studied...
- If the author’s name is not in the text, enclose the last name and year in parentheses:
  - The study indicated. . . (Miller 2010).
- If the page number is included, follow the year of publication after a colon, with no space between the colon and the page number:
  - ... as observed by Solomon (2008:245).
- Give both last names for joint authors:
  - (Gorman and Miller 2004)
- If a work has three authors, cite all three last names in the first citation in the text; If you cite it again later in the paper use *et al.* in the citation. If a work has more
than three authors, use et al. in the first citation and in all subsequent citations. First citation for a work with 3 authors:

- (Galvan, Evans, and Gregory 1999) . . . later citations: (Galvan et al. 1999)
- Separate a series of reference with semicolons. List the series in alphabetical or date order, but be consistent throughout the paper.
  - For example: (Galvan et al. 1999; Gorman 2005; Miller 2010)
- Quotations in the text must begin and end with quotation marks. The citation follows the end quote mark and precedes the period, as follows:
  - “When sophisticated moderns approach celebrities they see neither totem nor meaning” (Alexander 2010:324).

Footnotes & Endnotes

- Footnotes and endnotes should be used sparingly; however if necessary, use footnotes to cite material of limited availability, expand on the text, 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 essay page or in a separate section headed “Endnotes.”
- Use footnotes or endnotes throughout the essay, do not mix them.
- For additional information, please refer to the American Sociological Association Style Guide.

Reference Lists

A reference list follows the text and footnotes in a separate section headed REFERENCES. All references cited in the text must be listed in the reference section, and vice versa.

- References should be double-spaced and use a hanging indent.
  - List references in alphabetical order by authors’ last name
- Invert the author’s name (type last name first).
  - If there are only 2 authors or editors, there is a comma after the name of the first person.
  - If there are two or more authors, invert only the first author’s name. Use first names for all authors, rather than initials. Include middle initial if the authors used initials in the publication.
  - 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. 2013a, 2013b).
- Use title case for all title (capitalize all words except prepositions such as of, between, through), articles (such as an, a and the), and conjunctions (such as but, and, or), the exception is if they begin the title or subtitle.
- 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 state abbreviation only if the city of publication is not clear.

REFERENCE EXAMPLES

Books

The basic form for a book entry includes:

- Author’s last name, followed by a comma and author’s first name and middle initial, ending with a period.
- Year of publication followed by a period.
- Title of book (italicized) ending with a period. Follow with edition number if 2nd ed. or later.
- 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**


**Book with No Author**

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

JOURNAL ARTICLES

The basic form for a journal article includes:

- Author’s last name, followed by a comma and the first name and middle initial ending with a period.
- Year of publication followed by a period.
- Title of article in “quotations,” ending with a period inside the closing quotation mark.
- Title of journal in italics, no period following.
- Volume number followed by issue number in parentheses, followed by a colon, page number(s) and period.
- 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 [Article has DOI]


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

NEWSPAPER & MAGAZINE ARTICLES

The basic form for a newspaper or magazine entry includes:

- Author’s last name, followed by a comma and the first name and middle initial, ending with a period.
- Year of publication followed by a period.
- Title of article in “quotations,” ending with a period inside the closing quotation mark.
- Name of newspaper/magazine in italics, followed by a comma.
- Month and date of publication followed by a comma.
- Page number of article within the publication, designated by “pp.” and ending with a period. For additional information, please refer to the American Sociological Association Style Guide.
- 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.websitename.com).

Print Magazine Article


Newspaper Article from a Commercial Database


ELECTRONIC RESOURCES

Information Posted on a Web Site


Web Version of Newspaper

OTHER

Government Documents


Dissertations & Theses