This guide provides selected examples from the American Sociological Association (ASA) style guide. The ASA style is used primarily to cite works in the fields of sociology, advanced sociology and scientific research. For more detailed information, consult the ASA Style Guide (REF HM 586.A54 1997) located at the Reference Desk or the Social Sciences Faculty Liaison in the library. Please contact your instructor for specific questions on how to use the ASA style in your papers and presentations.

REFERENCES

The Reference page is an alphabetical list, by author’s last name, of the sources used to write papers and reports. Each entry should be double-spaced. The second and any other lines must have a hanging indent.

Books

The basic form for a book entry is (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 book italicized ending with a period. (4) Place of publication, followed by a colon and name of publisher ending with a period.

One Author


Two Authors


Three or more Authors


No Author Given

Book with no author should be listed alphabetically by the first significant word in the title.


Editor or Compiler

Wodarski, John S. and Sophia F. Dziegielewski, eds. 2002. Human behavior and the social

Component Parts of Book


Editions of Books

Heinfeld, Gary. 2003. GASB statement no. 34, implementation recommendations for school districts. 2d ed. Lanham, MD: Scarecrow Education.

Government Documents

Government Documents can not be standardized. Students must provide sufficient information so that the reader can find the reference easily.


Dissertations & Theses


Articles

The basic form for a journal article entry is (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 and ending with a period inside the closing quotation mark. (4) Name of journal in italics. (5) Volume number followed by a colon, the page number(s) followed by a period. If the pages are not numbered consecutively within the volume, put the volume number, parentheses, the volume number, end parentheses OR put the exact date of the journal article before the journal number.

One Author


Two or More Authors


Magazine


Newspaper

Electronic Publications

Information Posted on the ASA Home Page


Online Journal Article


Newspaper Article


Abstract


Electronic Books


Text Citations (Parenthetical Citations)

Citations in the text include the last names of the author(s) and year of publication. Include page number when you quote directly from the work or refer to specific passages.

• Author’s name in the text, should be followed with the publication year in parentheses:
  ... in the study by Purnell (2003).

• Author’s name not in the text, should be followed with the last name and publication year in parentheses:
  ... the survey was completed... (Purnell 2003)

• To include the page number in the text when quoting an author, omit the space between the colon and the page number:
  ... Smith (2003:52).
- Give both last names for joint authors:

  ... (Perdow and Lassiter 2002).

- For three authors, cite all three last names in the first citation in the text; thereafter, 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:... remote operation of the system (Jones, Burrell, and Cray 2002).

  Later:... (Jones et al. 2002).

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

  Chadwick (2004) mentioned that “school board members are somewhat ambivalent about the value of community engagement because of what happens at typical school board meetings” (p. 34).

  or

  Researchers found that “school board members are somewhat ambivalent about the value of community engagement because of what happens at typical school board meetings” (Chadwick 2004:34).

Remember parenthetical references take the place of footnotes and/or endnotes. Therefore, all authors cited in the text of your paper must appear in your reference list.

**Footnotes & Endnotes**

Footnotes should be indicated in the text by consecutive superscripted Arabic numerals. Refer to a footnote later in the text, use a parenthetical note, such as “… (see note 3).”

Type footnotes in numerical order, double-spaced, at the bottom of the manuscript page or in a separate section headed “Endnotes.” Begin each footnote with the superscript Arabic numeral to which it is keyed in the text.

  In 1951 there was...

Use footnotes/endnotes only when necessary. Consider incorporating the footnoted information into your text, stating in the text that information is available from the author, or adding an appendix.

Footnotes should be numbered consecutively throughout the essay with superscript Arabic numerals and included at the bottom of the paper or in a separate section headed “Endnotes.”

**Appendices**

If only one appendix is included, refer to it as “Appendix.” For example, the title might read “Appendix. Occupations of Participants and Years of Service.”

If you included more than one appendix, each should be lettered (to distinguish it from numbered figures and tables in the text). For example, “Appendix A. Occupations of Participants and Years of Service.” “Appendix B. Questions Included in the Survey.”

If you have any further questions, please consult a Reference Librarian.

(410)651-7937 or refuser@umes.edu

M. Rounds/May 2004