American Sociological Association (ASA)
The ASA Style Guide was designed to prepare manuscripts for publication in American Sociological Association journals. The ASA Style Guide is intended to aid students who are directed by their instructors to use “ASA style” when writing research papers. Consult the ASA Style Guide for answers to questions not covered herein.

Should the instructor give directions that vary from ASA style, students should follow those directions.

MANUSCRIPT FORMAT

- Choose 12-point type and print on 8½ by 11 inch white paper with 1¼-inch margins on all four sides.
- All text must be double-spaced including the references.
- Use the word processor’s italics feature for book and periodical titles.
- Have a separate title page with the full title of the paper, author, etc.
- If required, on another separate page, provide a short (150 – 200 words) abstract headed with the title of the paper.
- Begin the text on a separate page headed with the title of the paper.
- If section headings are used, follow this sequence:

  THIS IS A FIRST LEVEL HEADING
  (All caps, centered or left justified)

  This is a Second Level Heading
  (Italics, upper and lower case, centered or left justified)

- The beginning of the paper should NOT have a heading, i.e. do not use:

  INTRODUCTION

CITATIONS IN TEXT (p. 25-28; 43-44)

- Use citations in text.
  The citation includes the last name(s) of the author(s) and the year of publication. Page numbers should be included to identify the source of direct quotations. The page numbers follow the year of publication and are separated from the year by a colon without spaces. The format of the citation may vary to suit the style of the writer.

- For shorter quotes, quotations in text must begin and end with quotation marks; the citation follows the end quote mark and precedes the period. See the following:

  “In 1998, however, the data were reported by more specific job type which showed that technologically oriented jobs paid better” (Hildenbrand 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, set them off in a separate paragraph or block quotation that is indented from the text, single-spaced, and in a smaller type size. Do not use quotations marks. The citation follows the period in a block quotation.

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.

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 paraphrases, always document the source when using an author’s ideas or rephrasing his or her words, even though not quoting directly. 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).

- Additional Examples of Citations in Text (p.43)
  - Joint (two) authors: give both names:
    (Moon and Williams 1993:343)
  - Three authors: give all three names in the first citation and use “et al.” subsequently:
    (Scott, Treas, and Richards 2004) - first citation
    (Scott et al. 2004) - subsequent citations
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

For institutional or government authorship, supply minimum identification from the beginning of the complete reference:
(U. S. Bureau of the Census 1998:482)

Separate a series of references with semicolons and list them in a single logical order throughout the paper, e.g. chronologically or alphabetically:
(Moon and Williams 1993; Kashani 1999; Scott et al 2004) or
(Kashani 1999; Moon and Williams 1993; Scott et al. 2004)

Refer to specific chapters, tables, appendices, etc.:
(Clawson 1998, chap.2)
(Neuman 1994, table 3.3)

REFERENCE LIST (p.45)
- All references cited in the text must appear in the reference list.
- All references in the list must be cited in the text.
- Use hanging indentation.
- Double-space the references.
- Invert the authors’ names; if there are two or more authors in a citation, invert only the first author’s name.
- The reference list should be arranged alphabetically by authors’ last names. If there is no author, arrange the first significant word in the title in the alphabetical sequence.
- Arrange multiple items by the same author in order by year of publication, earliest year first.
- Use six hyphens and a period (------.) in place of the name(s) for second and succeeding occurrences of works by the same author.
- Distinguish works by the same author in the same year by adding letters, e.g. (2003a, 2003b, 2003c).
- Use city and state (U. S. postal abbreviation) for all cities except New York. For cities outside of the U. S. provide the country.
- Use italics for book and periodical titles; underline if italics are not available.

The following is a list of the most common references and how to list them on your References page.

Books – One Author (p.99)
Books – Two Authors (p.46)

Books – Edited (p.46)

Books – Edition Other Than First (p.99)

Books – Chapters (p.47)

Articles from Collected Works (p.101)

Articles from Journals – One Author (p.46) (Issue number and/or exact date are unnecessary if pages are numbered consecutively within a volume.)

Articles from Journals – Two Authors (p.46) (Use the issue number or exact date for journals that do not number pages consecutively within a volume.)

Articles from Journals – Multiple Authors (p.48)

Articles from Magazines and Newspapers (p.103)

Snyder, Donna. 1999. “Judge Orders Teen’s Hearing in Murder Case to Be Closed.” *The Buffalo News*, May 18, 1B.
Articles from E-Resources (p.48)


Electronic Books (p.106)

Information Posted on Web Pages, etc. (p.79)