Overview

The ASA Style Guide is designed to aid authors in preparing manuscripts for all American Sociological Association journals and publications. This guide to ASA style is intended for students who are instructed to use “ASA style” when writing research papers. Please consult the ASA Style Guide for additional or more detailed information. Tarver Library has this book in the reference collection. Ref HM 73 .A54 1997

Manuscript Format

- All text, including abstract, footnotes, and references must be double-spaced on 8½ by 11 inch white paper using 12 point type.
- Margins must be at least 1¼-inch margins on all four sides.
- Use the word processor’s italics feature for book and periodical titles.
- Have a separate title page giving the full title of the paper, name(s) and institution(s) of the author(s), etc.
- If required, on another separate page provide a short (150 – 200 words) abstract headed with the title.
- Begin the text of the paper on a separate page headed with the title of the paper.
- If subheadings are used to indicate the organization of the content, three headings levels are generally sufficient. General guidelines follow:

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

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

  This is a third-level head
  (a run-in head, indented at the beginning of the paragraph, Italics, followed by a period, paragraph continues immediately after the period, capitalize only the first letter)

Text Citations

Citations in the text include the last names of the authors and year of publication. Page numbers should be included to identify direct quotations. Pagination follows year of publication after a colon without spaces.

- If author’s name is in the text, follow it with the publication year in parentheses:
Snow (1986) provides an example of …

- If author’s name is not in the text, enclose the last name and publication year in parentheses:
  …older workers’ fear of job competition (Osterman 1980).

- If the page number is to be included, it follows the year of publication after a colon:
  The study was conducted…(Alford 1988:67).

- Give both last names for joint (two) authors:
  …given to boys and girls (Lieberson and Bell 1992).

- Give all three last names in the first citation and use “et al.” subsequently for three authors:
  First citation……..(Garnier, Hage, and Fuller 1989).
  Later... (Garnier et al. 1989).

- Use “et al.” in all citations including the first one for four or more authors:
  …(Piliavin et al. 1986).

- For institutional or government authorship, supply minimum identification form the beginning of the complete citation:

- Quotations in the text must begin and end with quotation marks; the citation follows the end quote mark and precedes the period.
  “There is some link of dependency among the actions; individuals are not acting independently” (Coleman 1990:198).

- Use p. (lower case and a period) for the page number when the author and year do not accompany it in the citation for quotations in the text.
  As R. A. Schermerhorn (1978) pointed out, the most effective tools of research in sociology are “the very ones fitted for minuscule units of single societies” (p. 252).

Reference List

- The reference list follows the text and begins on a separate page headed “References.”
• All references cited in the text must appear in the reference list.
• All references in the reference list must be cited in the text.
• References should be doubled-spaced.
• References should be listed in alphabetical order by authors’ last names.
• Use hanging indentation, meaning that the first line of each reference is set flush left and subsequent lines are indented.
• Include first names and surnames for all authors – use first-name initials only if an author used initials in the original publication.
• Invert the author’s name; if there are two or more authors, invert only the first author’s name.
• Arrange multiple items by the same author in order by year of publication, the earliest first.
• Use six hyphens and a period (------.) in place of the name(s) for repeated authorship.
• References by the same author with the same publication year should arranged alphabetically by title and add lowercase letters after the year (e.g. 2003a, 2003b, 2003c).
• Use italics for book and periodicals titles and underline; underline if italics are not available.
• If no date is available, use “N.d.” in place of the date.
• Include both city and state for the place of publication except New York using the U.S. Postal Code abbreviations for states.
• For foreign cities, provide the name of the country.

Examples of References

Books - One Author

Books - Two Authors

Books - Three or More Authors

Books – Edited

Books - Volumes
Books - Editions


Books – Republished


Books – No Author

Articles from Collected Works

Articles from Journals


Articles from Newspaper and Magazines


Government Documents


**Dissertations and Theses**


**Presented Papers**


**Archival Sources**

Southern Education Board Records. 1878-1925. Microfilm. Subseries 2.4, Reel 7. Southern History Collection, University of North Carolina, Chapel Hill, NC.


**Electronic Sources**
