

## **General American Sociology Association Style Guidelines**

**The content of this page is meant to inform students who have been instructed to use the “ASA style” to write research papers.**

- **Paper Format**
  - **In-text Citations**
  - **40 Word Quotes**
  - **References Format**
  - **References: Books**
  - **References: Articles**
  - **References: Electronic Resources**
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### **Paper Format**

- 12 point font, preferably Times New Roman.
- Margins should be 1.25".
- Double spaced throughout the paper.
- All pages, except title page, are numbered.
- Cover Pages:
  - Essays are to be stapled in the left hand corner
  - Title (titles must be real titles, not things such as “Essay # one”)
  - In the bottom right hand corner should be:
  - Your student number (You do not have to place your name on the assignment)
  - The Professor’s name and TA name
  - The course
  - The date
  - Example follows:

## Social Movement in the Maritime Provinces

By: Alan Murray  
Student number: 200401234  
Presented to: Dr. R. Miller  
Sociology 333  
September 21<sup>st</sup>, 2008

- Do not repeat any of the information from the title page on the first page of text.
  - One space after punctuation and do not include periods between acronyms like NASA (not N.A.S.A.)
  - Paragraphs should be indented and paragraphs should NOT use spacing between paragraphs.
  - Italics should be used when using book titles in the paper and reference page as well as for unclear foreign language words.
  - If requested by instructor, an abstract page follows the title page. This includes the title of the paper and a one paragraph or 150-200 word summary of the paper.
  - Parentheses citations are used instead of footnotes or endnotes. Parentheses citations are added at the end of the information, quote and / or idea included in the paper that was taken from a particular source.
  - The references of the paper should all appear at the very end of the paper, on a page titled “References”. References should be listed in alphabetical order and using hanging indents.
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### **In-Text Citations**

- **Credit and citation should be given to any direct quote or paraphrase used in a paper.**
- **Generally, you must include the author’s last name, the year of publication and the page number of where the information was found in parenthesis directly following the quote or paraphrase in the text.**

- Examples:

Direct Quote – “The mass media’s role is primarily to reinforce definitions and identities set in a framework constructed for and by men” (Gallagher 1981:30).

Paraphrase – The mass media plays an important role in shaping our social and cultural identities that are most often created by men, often at their advantage (Gallagher 1981:30).

- **When there is no publication date, reference the author’s last name, *n.d.* (“no publication date”) followed by the page number.**

- Example:

Direct quote with n.d. – “Androgynous individuals have been found to have higher self-esteem, higher levels of identity achievement, and more flexibility in dating and love relationships” (Witt n.d.:255).

- **When including the author’s name in a sentence, write the year in parenthesis after the author’s last name and following the direct quote or paraphrase and the page number in parenthesis.**

- Example:

Direct quote, with author’s name – Tracey Owens Patton (2006) suggests that “it is fair to say that in the United-States, and in many countries that are influenced by the United-States (largely through mediated forms), the current standard of beauty is a White, young, slim, tall, and upper class woman” (30).

Paraphrase, with author’s name – Tracey Owens Patton (2006) explains that the U.S. and countries that are influenced by American ideals tend to idealize

an image of beauty characterized by an upper class, Caucasian, tall, thin, and youthful appearance (30).

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### **In-Text/ Multiple Authors and Groups:**

- **When a source has TWO authors, include both last names in the citation. For instance, in parenthesis, first author's last name *and* second author's last name followed by the date of publication and page number. When including both names in a sentence, simply write *and* between the authors' names.**

- Example:

Direct quote from one source, with two authors – “Parents have specific individual goals and expectations for their children, and the socialization of the child will be influence by these goals” (Tepperman and Richardson 1991:105).

Paraphrase from one source, with both authors' names in sentence – Tepperman and Richardson (1991) explain that the socialization of children will be influenced by the personal aspirations and objectives of their parents (105).not necessary(?)

- **When a source has THREE authors, include all three authors' last names, the publication year, followed by the page number. For later citations to this reference, include only the first author's last name followed by *et al.* and the page number.**

- **When a reference has FOUR or more authors, write *et al.* in all citations including the first.**

- Example:

One source with three authors (first citation) – “Boys have toys that develop spatial ability and creative construction; girls have toys that encourage social skills” (Riedmann, Lamanna, and Nelson 2003:74).

One source with three authors (later citation) – The toys and activities parents purchase and offer their children contribute to the overall physical and mental development of their children (Reidmann *et al.* 2003).

- **When referencing a group, spell out the organization, agency, or association’s full name.**

- Example:

The average body size of Canadian women in 2005 was 153 pounds and 5’3” (Canadian Community Health Agency 2005).

- **When you feel the need to reference multiple sources to exemplify one point, organize the information alphabetically by author’s last names, divide each source with a semicolon, and enclose all names inside one set of parenthesis.**

- Example:

Several studies (Belkap and Leonard 1991; Goffman 1979; Kang 1997) have analyzed photographs and images for their hidden sociological and cultural meanings.

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### **Block quotations/ 40 words quotes**

- Separate and indented paragraph.
- Single spaced
- NOT enclosed in quotation marks.
- The period follows the citation.
- Example:

Many women take part in dangerous body altering procedures such as liposuction, breast implants, skin lightening and suffer from psychological eating disorders to achieve what has historically been deemed the ideal appearance.

Not all types of Whiteness are valued. Many Euro American women cannot measure up to the White normative standard of beauty promoted – beautiful, blond haired, slim, tall, virginal, and upperclass. Because of this exclusionary standard of beauty, not all Euro American women emulate the stereotypical White woman; only a few women are privileged to be in this “beautiful club” (Patton, 2006:32). **Period on a block quotation should be at the end of the quotation, not after the reference.**

The White standard of beauty that continues to be portrayed and reinforced in magazine advertisements assumes an idealistic role and image in our society.

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### **References Format**

- The list of references appears in a separate section at the end of the paper.
- Reference section is titled “References”.
- Sources are listed in alphabetical order by the author’s last name.
- When the author’s name is unavailable, begin the reference listing with the first main word of the source title (other than The, A, or An).
- Quote the title of articles, and any other text within a publication.

- Italicize the titles of journals, magazines, and books.
  - Each referencing listing should be formatted with a hanging indent, which means that the first line of the reference entry remains even with the left margin, and the following lines are indented 5 spaces to the right.
  - Each reference entry follows the subsequent order: Author. Year of publication. “Article.” *Title of Book*. City published: Publisher.
  - When referencing a book by multiple authors, all authors must be included. The use of *et al.* is incorrect.
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### **References: Books**

- **One Author:**

Flick, U. 2006. *An Introduction to Qualitative Research*. (3<sup>rd</sup>). London: Sage Publications Ltd.

- **Two Authors:**

Entman, R. and J. Rojecky. 2000. *The Black Image in the White Mind*. Chicago: The University of Chicago Press.

- **Edited Book**

Critcher, Chas, ed. 2006. *Critical Reading: Moral Panics in the Media*. Cambridge: Open University Press.

- **Three or More Authors:**

Russel, K., Wilson, M. and Hall, R. 1992. *The Color Complex*. New York: Harcourt Brace Jovanovich.

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- **Book – Chapter**

Myers, D. and Steven J. Spencer. 2004. "Conflict and Peacemaking: Intergroup Relations Social Psychology". *Social Psychology 2<sup>nd</sup> Canadian ed.* Canada: McGraw Hill. 451-489.

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### **References: Articles**

- When referencing articles and other publications from periodicals, the general format follows:

Author. Publication year. "Article." *Title of Publication* " issue/Volume:  
pages.

- **Newspaper Articles**

Walling, David. 2005. "Teaching English Abroad." *The Toronto Star*,  
December 17, A3.

- **Journal Articles with One Author**

Bird, S. E. 1999. "Gendered Construction of the American Indian in  
Popular Media." *Journal of Communication* 49: 61-83.

- **Journal Articles with Two Authors**

Sanford, Kathy and Heather Blair. 1999. "TV and Zines: Media and the  
Construction of Gender for Early Adolescents." *Alberta Journal of  
Educational Research* 45:103-107.

- **Journal Article with Multiple Authors**

Krassas, N. Blauwkamp, J. and Wesselink, P. 2001. "Boxing Helena and Corseting Eunice: Sexual Rhetoric in Cosmopolitan and Playboy Magazine." *Sex Roles* 44:751-71.

- **Magazine Article**

Murray, William. 2000. "Merchandising and Globalization." *Maclean's Magazine*. December 10, 27-28.

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### **References: Electronic**

- When referencing an online publication, include all the information as you would when citing articles and journals. Include the date of when the source was found on the World Wide Web and the website (URL) where the information was found and remove hyperlink.
- General format follows: Author, Year of Publication. "Article." Title of Publication, Volume: Page, Retrieval Date (URL).
- **General Internet Reference**  
American Sociological Association. 2005. "Ethics." Washington, DC: American Sociological Association, Retrieved March 11, 2008  
(<http://www.asanet.org/cs/root/leftnav/ethics/ethics>)
- **Online Newspapers**  
Bernan, David. 2007. "Purdy Crawford Committee Strikes Tentative ABCP deal." *National Post*, December 23, 2007, p.A1. Retrieved

December 24, 2007 (<http://www.financialpost.com/story.html?id=194777>).

- **Information Retrieved from a Website**

American Sociological Association. 2000. "Scholarship of Teaching and Learning Workshop." Washington, DC: American Sociological Association, Retrieved May 5, 2000 (<http://www.asanet.org/members/socwkshp.html>).

- **Electronic Books**

Lessig, Lawrence. 2001. *The Future of Ideas: The Fate of the Commons in a Connected World*. New York: Random House. The Online Books Page. Retrieved January 10, 2008.

- **Online Journal Articles**

Sebia, Debra. 2007. "Migrant Families in Transition: A Case Study in the Deep South." *Electronic Journal of Sociology* 1198: 3655. Retrieved 11, 2008 ([http://www.sociology.org/content/2007/\\_sabia\\_migrant\\_families.pdf](http://www.sociology.org/content/2007/_sabia_migrant_families.pdf))

### **References: Government Reports**

- **Particular Table from a Government Resource**

Statistics Canada. 2007. *Health- Adjusted Life Expectancy*. Table 102-0121. Toronto, ON: Canada Printing Office.

- **Government Report or Report by a Professional Organization**

Hall, James, ed. 1999. *The Enlarging Gap Between the Rich and the Poor: Social Causes and Implications*. Report #113, Social Planning Network of Ontario, Toronto, ON.

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## Non-Print Media

- **Television**

**Includes the following information:**

*Title.* Transmission date. Network.

*The Today Show.* January 12, 2008. NBC.

- **Film**

**Includes the following information:**

Director. Date. *Title.* Producer.

Hitchcock, A. 1960. *Psycho.* Paramount.

- **Musical Recording**

**Includes the following information:**

Artist. date. *Song.* Album title. Location of production: Producer.

Michael Jackson. 1983. "Thriller". *Thriller.* New York: Sony Records.

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## Other A.S.A Guideline References

- [http://www.asanet.org/cs/root/topnav/sociology\\_depts/quick\\_style\\_guide](http://www.asanet.org/cs/root/topnav/sociology_depts/quick_style_guide)