



ASA General Format

The American Sociological Association Style Guide is intended for authors who are preparing manuscripts for publication in ASA journals. This handout is intended for students who are instructed to use "ASA style" when writing research papers. Consult the *ASA Style Guide* for additional or more detailed information (ref desk HM 73 A54 1997).

Manuscript Format:

- All text (including footnotes & references) must be doubled spaced and in a 12-point type.
- Margins must be at least 1 ¼ inches on all four sides
- A separate title page including title of paper, name(s) & institution(s) of authors, word count for the manuscript (including footnotes and references), title footnote (includes names, addresses of authors, acknowledgements, credits, and grants)
- If required, on a separate page provide a short (150-200 word) abstract headed with the title.
- Begin the text of the paper on a separate page headed with the title of the paper.

Citations in Text:

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

- If author's name is in the text, follow it with the publication year in parentheses
When Chu (1977) studied....
- If the author's name is not in the text, enclose the last name and year in parentheses:
When the study was completed...(Jones 1994)
- If the page number is to be included it follows the year of publication after a colon:
...Chavez (1966:16)
- For three authors, give all last names in the first citation in the text; afterwards use the first name and et al.; for more than three names, use the first author's last name plus et al.:

Footnotes & Endnotes:

- Try to avoid footnotes, but if necessary, use footnotes to cite material of limited availability 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 paper or in a separate section headed "Endnotes."

Reference List (Bibliography):

- References follow the text and footnotes in a separate section headed "References."
- All references cited in the text must be listed and vice-versa.
- Remember references should be double-spaced.
- List references in alphabetical order by author's last names.
- Use hanging indention (see examples)
- Invert the authors' 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, earliest year first.
- Use six hyphens and a period(-----.) in place of the name(s) for repeated authorship.
- Distinguish works by the same author in the same year by adding letters (e.g. 1993a, 1993b, 1993c).
- 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 both city and state for place of publication except for New York using U.S. Postal Code abbreviations. For foreign cities provide the name of the country.