In-Text Citations

⇒ When citing sources in text, provide the author’s last name(s) and the year of publication. Page numbers are only included if you are quoting or paraphrasing a particular portion of a work or discussing a specific idea (see 4.3.1 for more information).

Examples

⇒ If the author’s name appears in the text — A study by Goffman (2014) found …

⇒ If the author’s name does not appear in the text — One study stated that … (Anderson and Bright 2005).

⇒ A specific idea or a quote is referenced — Goffman’s article stated “…” (2014:283).

⇒ Citing a work by three authors: 1st citation, name all 3; all subsequent references will be 1st author et al. —

   1st reference: (Trodman, Lund, and Lund 2011); all subsequent references: (Trodman et al. 2011).

⇒ Citing a work by more than three authors: Use et al. in all citations to that source — i.e. a 2009 work by Anderson, Ayers, Bright, and Campbell would be cited as (Anderson et al. 2009).

⇒ If citing 2 or more works in a single parenthetical reference, separate the citations with a semicolon and place the authors in either alphabetical or chronological order. Be consistent throughout the paper (i.e. all alphabetical or all chronological).

   Ex: (Hackney and Sanders 2003; Scott and Marshall 2005)

References

Citing a Dictionary/Encyclopedia (see 4.3.2.2 & 5.2.1)


Citing a Book (see 4.3.2.1 & Appendix pt. 1)


Citing a Journal Article from a Database (see 5.2.2)

Article with a DOI:


Article without a DOI:


Citing a Website (see 5.2.3)

Formatting the Manuscript – ASA Style, 6th ed. (2019)

Writing Basics (see Chapters 1-3)

- Use nongendered terms and appropriate racial and/or ethnic terms in your paper. See 1.1.4 for examples.
- Make sure to keep your verb tense consistent. See 1.1.5 for guidance.
  - For example, the Literature Review and Methods sections call for use of the past tense, but the Results section can be past or present.
  - Should you choose to speak in the present tense in the Results section, you must be consistent throughout that section.
- Leave only one space between sentences.
- Punctuation marks should be in the same font as the text that precedes it. This includes italics.
- If you are numbering a series of items (as in a list), the numbers should appear: (1), (2), (3), …
- When directly quoting a passage of 50 words or more, offset the text in a block quote, but do not use quotation marks. Block quotations may be single spaced. See 2.1.8 and 6.7.1 for more information.
- When using numbers in your text, see 2.5 for rules governing when to spell numbers out and when to use numerals.

Manuscript Formatting (see 4.1, 4.2, 4.5, 4.8, & 6.7.1)

- Papers should use a 12-point font and be double spaced throughout, unless your professor instructs you otherwise.
- Margins should be at least 1 inch on all sides unless your professor instructs you otherwise.
- When formatting your title page and abstract, see 4.1.1 – 4.1.2 for guidelines.
- The first page of text should begin with the title of the paper. See 4.1.4
- All pages should be numbered consecutively, beginning with the title page, unless your professor instructs you otherwise.
- The body of the paper will be organized using three categories of subheadings. See 4.2 for rules and examples.
- Footnotes and endnotes should be used only to provide supplemental information about the text or data or to cite certain materials (such as social media). See 4.5 for more information.
  - Any notes should be used sparingly and consistently (i.e. use all footnotes or all endnotes, not both).
  - If you use endnotes, they should appear on a separate page before your References.
- If your paper includes tables and/or graphs, see 4.8 for information on headings, titles, and presenting data.

Reference List (see 4.3.2, 4.4, 5.2, & Appendix)

- Your References list should be double-spaced, follow the paper’s text and notes (if applicable), and be titled REFERENCES (first-level heading). See 4.2 for more information about headings.
- Provide the first name and, if included, a middle initial for authors. When an editor is listed in addition to an author (such as a Chapter in an Edited Volume), list the editor’s name with first and middle initials only. See 4.3.2.1
- All titles should be listed using title case.
- All references should be in alphabetical order by the first author’s last name.
  - List all authors if there are 10 or fewer. For works with more than 10 authors, list the first seven followed by et al.
  - If you are citing multiple works by the same author, list the works in chronological order (oldest first).
  - If an author has written individual and coauthored works, list all individual works first, then the coauthored ones.
  - If an author has written multiple coauthored works, list them in alphabetical order by the second author’s last name.
  - If an author has written 2 or more works published in the same year, add letters to the dates (i.e. 2010a, 2010b) and list those works in alphabetical order by title.
  - For complete guidelines and References list examples, see 4.3.2.1 (p.57).