Quick Style Guide

This document has been provided to assist students studying Sociology in properly citing and referencing their papers and essays. The information in this document is taken from American Sociological Association Style Guide (3rd ed.), 2007. We highly encourage students who plan to major in Sociology or pursue their masters in Sociology to purchase the complete Style Guide which features sections on: Editorial Styles, Mechanics of Style, Guidelines for Organizing and Presenting Content, and more detailed information on referencing your scholarly sources. The complete ASA Style Guide can be found at www.asanet.org/journals/guides.cfm.

Plagiarism

The ASA has a firm commitment to full and proper attribution and authorship credit, as set forth in the ASA Code of Ethics.

(a) In publications, presentations, teaching practice, and service, sociologists explicitly identify credit, and reference the author when they take data or material verbatim from another person’s written work, whether it is published, unpublished, or electronically available.

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Text Citations

Citations in the text include the last name of the author(s) and year of publication. Include page numbers when quoting directly from a work or referring to specific passages. Identify subsequent citations of the same source in the same way as the first. Examples follow:

If the author’s name is in the text, follow it with the publication year in parentheses:
...in another study by Duncan (1959).

If the author’s name is not in the text, enclose the last name and publication year in parentheses:
...whenever it occurred (Gouldner 1963).

Pagination follows the year of publication after a colon, with no space between the colon and the page number:
...Kuhn (1970:71).

Note: This is the preferred ASA style. Older forms of text citations are not acceptable: (Kuhn 1970, p. 71).

Give both last names for joint authors:
... (Martin and Bailey 1988).

If a work has three authors, cite all three last names in the first citation in the text; thereafter, use et al. in the citation. If a work has more than three authors, use et al. in the first citation and in all subsequent citations.

First citation for a work with three authors:...had been lost (Carr, Smith, and Jones 1962).

Later...(Carr et al. 1962)
If a work cited was reprinted from a version published earlier, list the earliest publication date in brackets, followed by the publication date of the recent version used.

...Veblen ([1899] 1979) stated that...

Separate a series of references with semicolons. List the series in alphabetical or date order, but be consistent throughout the manuscript.

... (Green1995; Mundi 1987; Smith and Wallop 1989).

A reference list follows the text and footnotes in a separate section headed References. All references cited in the text must be listed in the reference section, and vice versa. It is the authors responsibility to ensure that publication information for each entry is complete and correct.

- References should be double-spaced.
- List all references in alphabetical order by first authors’ last names
- Include first names and surnames for all authors. Use first-name initials only if an author used initials in the original publication. In these cases, add a space between the initials, as in R. B. Brown and M. L. B. Smith.

(see additional guidelines in the full text of the American Sociological Association Style Guide.)

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Author1 (last name inverted), Author2 (including full surname, last name is not inverted), and Author3. Year of publication. Name of Publication (italicized). Location of publisher, state, or province postal code (or name of country if a foreign publisher): Publisher’s Name.

Examples:


Journal Articles

Author1 (Last name inverted), Author2 (including full surname, last name is not inverted), and Author3. Year of Publication. “Title of Article.” Name of Publication (italicized) Volume Number (Issue Number):page numbers of article.

Examples:

E-Resources

Articles and books obtained from the Internet follow the same pattern as those cited above, with the exception that page numbers are omitted and the URL and date of access are included.

Examples:


Websites

A general rule may be applied to citing of websites: If the Website contains data or evidence essential to a point being addressed in the manuscript, it should be formally cited with the URL and date of access.

In the text of the paper cite as: (ASA 2006)

In the reference list: