

DOCUMENTING SOURCES: ASA Format (American Sociological Association)

The following guidelines and examples are taken from the *ASA Style Guide*, 2nd ed. Washington, DC: American Sociological Association (1997), located in Ready Reference (R 300 Am35A).

In writing your paper, you will be referring to a variety of sources. To avoid plagiarizing (stealing the ideas or writings of another), you must give credit to the authors of the sources you use. In-text citations should be included after facts, opinions, quotations, or ideas that you borrow from others, and a reference list should be provided at the end of the paper. The references must include all of the information necessary to identify and retrieve each source.

This study guide will provide basic examples to follow in citing your sources in the text of your paper and in the reference list. If you need additional help, consult the manual or speak with a reference librarian.

SECTION I: REFERENCES – Citing in Text

The *ASA Style Guide* states that, "Citations in the text include the last names of the authors and the year of publication. Include page numbers only when you quote directly from a work or refer to specific passages. Identify subsequent citations of the same source in the same way as the first" (American Sociological Association 1997:20).

An easy way to give credit to the author is to mention the author's name in the text. Then follow it with the publication date in parentheses. If the author's name is not written in the text, enclose the last name and publication date in parentheses.

- **Author's name in text:**

...in a study by Woodruff (1959).

Roberts (1999) found that...

- **Author's name not in text:**

...whenever it occurred (Smith 2002).

- **For direct quotations**, or when referring to specific passages, include page numbers after the publication date. Do not leave a space between the colon and the page number:

(Cooper 1985:92).

- **For joint authors**, give both last names:

(Wilcox and Smith 1981).

- When a work has **three authors**, write all three last names in the first in-text citation. For subsequent citations, use “et. al.” For works with more than three authors, use “et. al” in all of the citations.

First citation: ... have decreased in value (Townsend, Black, and Gershwin 1995).

Subsequent citations: ...(Townsend et. al.).

- **Direct quotations of fewer than four lines** should be included in the text. The quoted material should begin and end with quotation marks. The placement of the author’s name, date, and page number depends on the way in which the quotation is written. Consider the two examples below:

Chin (2003) states, “From the viewpoint of consumers, the sale of nearly 3 billion lottery tickets is a deception of unbelievable magnitude” (p.217).

“From the viewpoint of consumers, the sale of nearly 3 billion lottery tickets is a deception of unbelievable magnitude” (Chin 2003:217).

- **Direct quotations that are four or more lines** in length are indented from both sides in a separate paragraph and are written in a smaller font without quotation marks.

Gambling siphons off millions of dollars from the retail market place. Instead of buying food, automobiles, furniture and housing, workers’ wages are being drained away by state-sponsored gambling. Gambling does not enrich society, it impoverishes us all. No state can gamble itself rich. (Chin 2003:217)

Note: In a block quote, the author, date, and/or page number follow the period. The “P” for “page” is capitalized if the page number is cited alone without the author’s name and date, as in the following example:

Nibert (2000) states:

In these times, when the rich get richer and the poor get poorer and states are in financial crisis, lotteries provide some loose change. But they are unfair because they target the poor and constitute a regressive tax. Yet in hard times, those issues go out the window quickly. (P. 219)

When citing **electronic sources**, follow the same format, giving the name of the author or the organization responsible for the page and the date of publication, whenever possible. If no date is available, use “n.d.” in place of the date. When page numbers are not assigned to electronic documents or sources, they may be omitted in the reference.

(National Institutes of Health 2001).

Previous studies by Smith and Jones (n.d.) concluded...

SECTION II: REFERENCE LIST

References in your research paper must appear in a reference list that identifies the book, periodicals, and other materials that you have cited or consulted for your paper. The citations are arranged alphabetically by author and appear on a separate sheet at the end of your paper. Each citation must include the information necessary to identify and retrieve each source. Follow these basic principles:

- Double-space the entries (as well as the text of the paper).
- Write the first and last names of all authors.
- Use first initials only when the author's name included initials in the original publication.
- When more than one author is given, write only the first author's name in reverse order.
- Do not use et al. in the reference list.
- Include all authors' names, unless a committee authored the work.
- If no date is available, use "N.d." in place of the date in the reference list.

When listing **two or more sources by the same author**, list in order of the year of publication, earliest year first. For works published by the same author in the same year, use letters after the year (i.e. 1999a), and list the works in alphabetical order by title. In place of the author's name, after the first entry, use six hyphens and a period, as shown below:

Yanowitz, Karen L. 2003a. "Diversity in families." *Sex Roles* 49:299-300.

_____. 2003b. "Teacher's Beliefs about the Effects of Child Abuse." *Child Abuse & Neglect* 27:
483-488.

CITING BOOKS

Book by One Author

Becker, Howard. 1984. *Writing for the Social Sciences*. Chicago, IL: University of Chicago Press.

Book by Two Authors

Evans, Bergen and Cornelia Evans. 1957. *A Dictionary of Contemporary American Usage*. New York: Random House.

Book by Three or More Authors

Bulcroft, Kris, Linda Smeins, and Richard Bulcroft. 1999. *Romancing the Honeymoon: Consummating Marriage in Modern Society*. Thousand Oaks, CA: Sage Publications.

Note: Do not use et. al in a reference list. List all authors' names.

Book with No Author Given

Merriam-Webster Concise Handbook for Writers. 1991. Springfield, MA: Merriam-Webster.

Editions of Books

Day, Robert A. 1994. *How to Write and Publish a Scientific Article*. 4th ed. Pheonix, AZ: Oryx Press.

Note: Other possible abbreviations for editions: Rev. ed., 2 vols. In 1, 2d ed., 3d ed.

Books with Volume Numbers

Thirsk, Joan, ed. 1984. *The Agrarian History of England and Wales*. Vol. 5, 1640-1750. Cambridge England: Cambridge University Press.

Edited Volumes

Koshar, Rudy, ed. 1990. *Splintered Classes*. New York: Holmes and Meier.

Translations

Barbagli, Marzio. 1982. *Educating for Unemployment: Politics, Labor Markets and the School System--Italy, 1959-1973*. Translated by R. H. Ross. New York: Columbia University Press.

Republished Works

Goldman, Emma. [1914] 1987. *The Social Significance of the Modern Drama*. Reprint, New York: Applause.

A Chapter in an Edited Work

Simon, William and John H. Gagnon. 1969. "The Decline and Fall of the Small Town." Pp. 497-510 in *The Community: A Comparative Perspective*, edited by Robert Mills French. Itasca, IL: F. E. Peacock.

CITING JOURNAL ARTICLES

Most scholarly journals number the pages consecutively within a particular volume year. When that is the case, it is not necessary to include the issue number in the citation. Write the journal number followed by a colon and the page numbers.

Article from a Journal with Consecutively Numbered Issues

Wolf, Judith and Loes Linssen, and Ireen De Graaf. "Drug Consumption Facilities in the Netherlands." *Journal of Drug Issues* 33:649-61.

Article from a Magazine or Newspaper with Issues Numbered Separately

Kidder, Thomas. 1993 "Small Town Cop." *Atlantic Monthly* 283 (April) 47-50+.

O'Brien, Barbara. 2003. "Latest Hiring Reflects Effort to Diversify Police Force." *Buffalo News*, January 9, p. B.3

CITING GOVERNMENT DOCUMENTS

U.S. Congress.1950. House Subcommittee on the Study of Monopoly Power of the Committee on the Judiciary. *Study of Monopoly Power: Hearing*. 81st Cong. 2d sess., pp. 788-91.

U.S. Bureau of the Census.1960 *Characteristics of Population*. Vol. 1. Washington, DC: U.S. Government Printing Office.

CITING ELECTRONIC SOURCES

Articles Retrieved from a Commercial Database

Graham, Lorie M. 1998. "The Past Never Vanishes: A Contextual Critique of the Existing Indian Family Doctrine" *American Indian Law Review*, 23:1. Retrieved May 25, 1999 Available: LEXIS-NEXIS Academic Universe, Law Reviews.

Online Articles

Lewis, Susan K., Catherine E. Ross, and John Mirowsky. 1999. "Establishing a Sense of Personal Control in the Transition to Adulthood." *Social Forces* 77:1573. Retrieved November 09, 1999 (<http://web6.infotrac.galegroup.com/>).

Online Newspaper Articles

Vobejda, Barbara. 1998. "U.S. Unwed Couples Now Exceed 4 Million." *Washington Post*, July 27. p. A10. Retrieved July 27, 1998 (<http://www.washingtonpost.com/>).

Web Site

American Sociological Association. 1997. "Call for Help: Social Science Knowledge on Race, Racism, and Race Relations" (ASA Action Alert, October 15). Washington, DC: American Sociological Association. Retrieved October 15, 1997 (<http://www.asanet.org/racecall.htm>).

Online Abstract

Swidler, Ann and Jorge Adriti. 1994. "The New Sociology of Knowledge" (Abstract). *Annual Review of Sociology* 20:305-29. Retrieved October 15, 1997 (<http://www.annurev.org/series/sociology/Vol20/so20abst.htm>).

Online Government Documents

The form of entry for online documents is still evolving. Keep in mind that it is necessary to provide sufficient information so the reader can locate the item easily. The following information was adapted from *Electronic Styles: A Handbook for Citing Electronic Information*, by Xia Li and Nancy Crane (1996).

Format for Citing Bills and Resolutions from a Government Web Site:

Legislative body. Number of Congress, Session. (Date). *Number of bill or resolution, Title*, Version if given [Type of medium]. Retrieved (give date of access) Web Address.

Format for Citing Court Cases from a Government Web Site:

Name of case. (Date of decision). *Reporting service* (Jurisdiction if relevant), [Type of medium], *volume*, paging or length of item. Retrieved (give date of access) Web address.

Format for Citing Codes of Law or Statutes Available Electronically:

Official or popular name (or both), Title number Source Section (\S) number (Date) Electronic supplier or database. Retrieved (give date of access) Web address.

For more information about ASA citation format, consult the manual or ask a reference librarian for assistance.

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