

ASA General Citation Guide

ASA Formatting

Use double-spaced text (including footnotes, endnotes, and references) and 12-point Arial font.

Block quotes may be single-spaced.

Use 1.25" margins.

Use *italics* for variables in math equations and text; use ***bold italics*** to indicate vectors or matrices in equations and text.

Footnotes or endnotes should be at the end of the text. They must be indicated by superscripted numbers and should be limited to 100 words.

General Citation Rules

ASA style follows the author-date format from *The Chicago Manual of Style* for in-text citations. After a quotation or reference, add parentheses containing the author's last name and the year of publication of the work being cited.

If the author's name is within the sentence, the year of publication will follow in parentheses.

- **Example: ... Giddens (1991) argues that...**

If the author's name is not within the sentence, the last name and publication year will both be in parentheses. If it is at the end of a sentence, the period will follow outside the parentheses.

- **Example: ... for validity and authenticity (Davis 2005).**

If you know the page number, it will follow after the year of publication after a colon. There is no space between the colon and the page number.

- **Example: ... Orol (2010:1)**

If there is no date available, use N.d. (no date) in place for the year of publication.

- **Example: Previous studies by Smith and Jones (N.d.) concluded...**

	In-Text Citations	Parenthetical Citations	Additional Information
No author	American Anthropological Association (2006)	(American Anthropological Association 2006)	In place of where the author would normally be, supply the institution from where the work originated.
One author	Coney (2012)	(Coney 2012)	
Two authors	Cho and Walters (2007)	(Cho and Walters 2007)	
Three authors	Wolf, Morgan, and Adams (2015)	(Wolf, Morgan, and Adams 2015)	For the first citation, cite each last name. Following the first citation, use <i>et al.</i> for subsequent citations. (Soo et al. 1999)
Four or more authors	Daniels et al. (2018)	(Daniels et al. 2018)	Do not list all the last names in the first citation nor subsequent citations. Begin with using <i>et al.</i>
No date	Torres (N.d)	(Torres N.d)	Use N.d to signify "no date." If the work is scheduled for publication, use the word "forthcoming." Example: Torres (forthcoming) concluded...

Reference Page Information

For the reference page, all references should be double-spaced and listed in alphabetical order. If an author is repeated within the references, arrange the listings in chronological order.

For multiple authors in a citation, the first author and subsequent authors will be different. The first author should have their last name first.

Reference Citations	
Book: No Author	Format: <i>Title</i> . Year of Pub. Edition #. City, State Abb./Country of Publisher: Publisher.
	Sample: <i>Merriam-Webster's Collegiate Dictionary</i> . 2008. 11th ed. Springfield, MA: Merriam-Webster.
Book: One Author	Format: Author Last Name, First Name. Year of Pub. <i>Title</i> . City, State Abb./Country of Publisher: Publisher.
	Sample: Welch, Kathleen E. 1999. <i>Electric Rhetoric: Classical Rhetoric, Oralism, and a New Literacy</i> . Cambridge, MA: MIT Press.
Book: Two or More Authors	Format: Author1 (Last, First) and Author2 (First Last). Year of Pub. <i>Title</i> . City, State Abb./Country of Publisher: Publisher.
	Sample: Edin, Kathryn and Maria Kefalas. 2005. <i>Promises I Can Keep: Why Poor Women Put Motherhood Before Marriage</i> . Berkeley: University of California Press.
Journal Article: Online	Format: Author Last, First. Year of Publication. "Title." <i>Journal Name</i> volume #(issue #):inclusive page numbers. doi:number.
	Sample: Bryant, A. N. and G. Kim. 2013. "The relation between acculturation and alcohol consumption patterns among older Asian and Hispanic immigrants." <i>Aging & Mental Health</i> 17(2):147-156. doi:10.1080/13607863.2012.727382.
Journal Article: Print	Format: Author Last, First. Year of Pub. "Title." <i>Journal Name</i> volume #(issue #):inclusive page numbers.
	Sample: Colen, Cynthia G. 2011. "Addressing Racial Disparities in Health Using Life Course Perspectives." <i>Du Bois Review</i> 8(1):79-94.
Website	Format: Corporate Author Name or Last Name, First of Author. Date of Pub. "Title." Retrieved Month Day, Year. (URL).
	Sample: Paino, Maria, Chastity Blankenship, Liz Graverholz, and Jeffrey Chin. 2012. "The Scholarship of Teaching and Learning in Teaching Sociology." Retrieved July 27, 2019. (http://www.asanet.org/documents/journals/pdfs/ts/Apr12TSFeature.pdf).
Dissertations and Theses	Format: Author Last, First. Year of Pub. "Title." PhD dissertation, School Department, School Name, School Location.
	Sample: King, Andrew J. 1976. "Law and Land Use in Chicago: A Pre-History of Modern Zoning." PhD dissertation, Department of Sociology, University of Wisconsin-Madison, Madison, Wisconsin.

Header Guide	Tables & Figures
<p>ASA HEADING LEVEL 1</p> <p>Level 1 headings are in all caps, left-justified. There should not be an introductory/title heading with the level 1 heading; do not begin with INTRODUCTION or the title of your paper.</p> <p><i>ASA Heading Level 2</i></p> <p>Level 2 headings are in title case (major words are capitalized; minor words are lowercase), italicized, and left-justified.</p> <p><i>ASA heading level 3.</i> Level 3 headings are indented at the beginning of the paragraph, italicized, and left-justified. These headings will be in sentence case (first word capitalized only) and are followed by a period. Continue the paragraph immediately following the heading.</p>	<p>Tables should be numbered consecutively within the text.</p> <ul style="list-style-type: none"> ● Example: Table 1, Table 2, Table 3... <p>Each table should be placed on a separate page following the manuscript. Each table should include a descriptive title that specifies what the table presents. Also it should include information concerning the data and time frame.</p> <p>All columns and rows should include a heading.</p> <p>Spell out <i>percent</i> in headings instead of using "%" in headings.</p> <p>For decimal values, place it to the thousandths place and omit zeroes.</p> <ul style="list-style-type: none"> ● Example: 0.5549 = .555 <p>Each figure, illustration, or photograph should include a title and should be high-resolution (at least 300dpi).</p>