ASA GUIDE

Part 1. In-Text Citations

Purpose of the in-text citation: Use whenever you summarize, paraphrase, or quote from another source. The in-text citation directs the reader to the matching citation on the References page so that the reader can examine and look up that source. In-text citations include the author’s last name(s) and year of publication. Include page numbers when quoting directly or referring to specific passages.

<table>
<thead>
<tr>
<th>Type of In-Text Citation</th>
<th>Sample In-Text Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Author (with author’s name in text):</td>
<td>Zuckerman (2012) distinguished between two forms of apostasy.</td>
</tr>
<tr>
<td>Single Author (without author’s name in text):</td>
<td>Two dimensions of apostasy were identified from the analysis of interviews (Zuckerman 2012).</td>
</tr>
<tr>
<td>Single Author, direct quote (without name in text):</td>
<td>Early apostasy vs. late apostasy is “closely linked to an individual’s general maturation process” (Zuckerman 2017:7).</td>
</tr>
<tr>
<td>Multiple Authors:</td>
<td><strong>Two authors:</strong> (Martin and Bailey 1988) // <strong>Three authors:</strong> First citation: (Carr, Smith, and Jones 1962). Later citations: (Carr et. al 1962) // <strong>Four or more authors</strong>: (Nilson et al. 1962). *First author’s last name plus et al. in all citations.</td>
</tr>
<tr>
<td>Group authors (corporations, associations, government agencies, etc.):</td>
<td>Easily identified through abbreviation: (ASA 2014) No abbreviation: (University of Pittsburgh 2005)</td>
</tr>
<tr>
<td>Unknown or anonymous author (cite the first few words of the reference list title and year):</td>
<td>Use quotation marks for an article, chapter, or web page: (“Study Finds” 2009) Italicize the title of a book, periodical, or report: (Gun Control 2016:12)</td>
</tr>
</tbody>
</table>

- For more in-text citation examples, see pages 45-47 in the ASA Style Guide (2014).

Part 2: Citations for References Page

- For every in-text citation included in your paper, you must have a corresponding bibliographic citation in the References page.
- Your References page should appear as the last page(s) of your essay or research paper.
- While the examples below are shown single-spaced, ASA reference citations are always 1) double-spaced, 2) in alphabetical order, 3) with a half-inch (5 spaces) hanging indent format, and 4) one space following each period.
- The following are the formats and examples of common ASA citations. Use these as guidelines to help you cite your own sources.

### 1. Citing a Print Book

<table>
<thead>
<tr>
<th>Basic Format:</th>
<th>Author(s) or Editor(s). Year published. Title of Book. (additional information specific to book, if any). Place Published: Publisher.</th>
</tr>
</thead>
</table>
### Example with three or more authors:


### Example with group author (corporations, associations, government agencies, etc.):


### Example of edited work or collection with author:


### Example of edited work or collection without author:


### Example of book translation:


### 2. Citing an eBook

**Basic Format:**

Author(s) or Editor(s). Year Published. *Title of work*. City: Publisher. Retrieved date (http://website ULR).

**eBook from a library database:**


**eBook available online:**


**eBook purchased online for e-Reader (such as Kindle):**


### 3. Citing a chapter or entry from a Print Book or eBook

**Basic Format**: *Author(s). Year Published. “Title of Article or Entry.” Pp. start page-end page in *Title of Book*. Volume number, *Title of Volume* (if applicable), edited by Editor(s). Edition (if applicable). City: Publisher.*

*For eBook articles or entries, follow the above format, adding the date retrieved and URL.*

**Chapter in a print book/anthology:**


**Entry in a print reference book with no author:**


**Entry in a reference eBook (available online) with author:**


**Entry in a reference eBook (from a library database) with author:**


**Dictionary entry:**


### 4. Citing an Article from a Print Periodical (Magazine, Newspaper, or Scholarly Journal)

**Basic Formats**:

*Print Magazines and Newspapers:*

Author(s). Year. “Title of Article.” *Title of Periodical*, date, all page numbers.

*Print Scholarly Journals:*

Author(s). Year. “Title of Article.” *Title of Journal Volume(Issue):Start page-end page.*


5. Citing an Article from a Library Database or Website

**Basic Format:**
- *Online/Database Magazine or Newspaper Articles:* Use above citation format for print periodicals, with date retrieved and URL.
- *Online/Database Scholarly Journal Articles:* Use above citation format for scholarly journals, with date retrieved and URL - use DOI number instead if available.

**Magazine article from source’s website:**

**Magazine article from library database:**

**Newspaper article from source’s website:**

**Newspaper article from library database:**

**Scholarly journal article from library database with DOI:**

**Scholarly journal article from library database without DOI:**

**Online encyclopedia(direction entry with no author or date:**

6. Citing from Audiovisual and Social Media

**Blog post:**

**YouTube Video/Video Blog entry:**
Strickland, Ron. 2007. “Cultural Theory: Commodity Fetishism.” *YouTube* Website. Retrieved August 11, 2014 ([https://www.youtube.com/watch?v=t1PCXuBfEB0](https://www.youtube.com/watch?v=t1PCXuBfEB0)).

**Video from a library database:**

**Motion Picture or Television (DVD media):**

**Podcast or audio recording on website:**

- Interviews, e-mail messages, conversations, social media postings, and other personal communications are generally cited only in the text or footnotes, not in the References list. See page 85 in the *ASA Style Guide* (2014).
### Part 3: Formatting Guidelines

- ASA formatting recommendations include: A) **double spaced, Arial 12-point font** with B) **1.25 inch margins on all sides** (unless specified otherwise by instructor).
- Include a **running header**, aligned left on all pages except the title page, with the shortened title of the paper.
- The four major paper sections are: **Title Page, Abstract, Main Body, and References** (see the following examples):

<table>
<thead>
<tr>
<th>1. Title Page:</th>
<th>2. Abstract and Keywords:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Running head = SHORTENED TITLE</td>
<td>SHORTENED TITLE</td>
</tr>
<tr>
<td>Full Title of Paper: Capitalize Subtitle After Colon</td>
<td>FULL TITLE IN CAPS</td>
</tr>
<tr>
<td>Author’s Full Name Rio Hondo College (Name of Institution)</td>
<td>The abstract should be one paragraph, 150-120 words in length, using accessible language. Abstract should also serve as a good press release about your research.</td>
</tr>
<tr>
<td>Word Count (Includes Text, Footnotes, and References)</td>
<td>Keywords: Include 3-5 words that identify main themes of paper.</td>
</tr>
<tr>
<td>Note: Instructors may also request date, instructors name, class section, etc.</td>
<td>Note: Verify with your instructor if the abstract and keywords are required.</td>
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</tbody>
</table>

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<thead>
<tr>
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<tbody>
<tr>
<td>SHORTENED TITLE</td>
<td>SHORTENED TITLE</td>
</tr>
<tr>
<td>FULL TITLE IN CAPS</td>
<td>References</td>
</tr>
<tr>
<td>This is where you write your introduction.</td>
<td>Remember to use a hanging indent and double spacing for everything in your reference list. All in-text citations need a corresponding source on the references page. See Part 2 to review reference list guidelines.</td>
</tr>
<tr>
<td>FIRST-LEVEL HEAD (e.g., LITERATURE REVIEW, METHODS)</td>
<td></td>
</tr>
<tr>
<td>Written in all-caps and left-justified. Start headings after introduction.</td>
<td></td>
</tr>
<tr>
<td>Second-Level Head (e.g., Focus Groups, Survey)</td>
<td></td>
</tr>
<tr>
<td>Intalicized, left-justified, and capitalized (except prepositions/conjunctions).</td>
<td></td>
</tr>
<tr>
<td>Third-level head. (italicized, indented, with a period.)</td>
<td></td>
</tr>
</tbody>
</table>

- **Notes**: Footnotes and endnotes should be indicated in the text with superscripted numbers. The notes can be typed at the bottom of page as footnotes. Begin each note with its superscript number.
- **Tables**: numbered consecutively throughout text and included at end of manuscript. Place each table on separate page with a descriptive tile and headings for all columns/rows.
- **Figures, Illustrations, Photographs, and Graphic Material**: numbered consecutively and labeled.
- **Appendices**: If more than one, label Appendix A, Appendix B, etc. Appendices should be labeled with a title.

### Part 4: Other ASA Resources

For more rules and information on APA citations and formatting, please see the following trusted sources:

- **American Sociological Association Style Guide, 5th Edition.**
  Location: Library Reserves > Call Number: **HM 569.A54 2014**
- **Formatting in Sociology (ASA Style) – Purdue Online Writing Lab (OWL):**
  https://owl.purdue.edu/owl/research_and_citation/using_research/formatting_in_sociology_asa_style/index.html