

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 (if present) when quoting directly or referring to specific passages.

Examples of In-Text Citations

| Type of In-Text Citation | Sample In-Text Citation |
|--|---|
| Single Author (with author’s name in text): | Zuckerman (2012) distinguished between two forms of apostasy. |
| Single Author (without author’s name in text): | Two dimensions of apostasy were identified from the analysis of interviews (Zuckerman 2012). |
| Single Author, direct quote (without name in text): | Early apostasy vs. late apostasy is “closely linked to an individual’s general maturation process” (Zuckerman 2017:7). |
| Multiple Authors: | Two authors: (Martin and Bailey 1988) // Three authors: <i>First citation:</i> (Carr, Smith, and Jones 1962). <i>Later citations:</i> (Carr et. al 1962) // Four or more authors*: (Nilson et al. 1962). * <i>First author’s last name plus et al. in all citations.</i> |
| Group authors (corporations, associations, government agencies, etc.): | Easily identified through abbreviation: (ASA 2019). No abbreviation: (University of Pittsburgh 2005) |
| Unknown or anonymous author (cite the first few words of the reference list title and year): | <i>Use quotation marks for an article, chapter, or web page:</i> (“Study Finds” 2009) <i>Italicize the title of a book, periodical, or report:</i> (<i>Gun Control</i> 2016:12) |

- For more in-text citation examples, see Section 4.3.1 (pages 53-56) in the *ASA Style Guide* (2019).

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**.
- Titles of publications (books, newspapers, journals, films, etc.) are put in *italics*. Article and chapter titles are put in “quotation marks.” For additional reference list guidelines, see pages 64-66 in the *ASA Style Guide* (2019).
- Use the following ASA formats and examples to help cite your own sources:

1. Citing a Print Book

| | |
|---------------------------|---|
| Basic Format: | Author(s) or Editor(s). Year published. <i>Title of Book</i>. (additional information specific to book, if any). Place Published: Publisher. |
| Example with one author: | Esquith, Rafe. 2007. <i>Teach Like Your Hair’s On Fire: The Methods and Madness Inside Room 56</i> . New York: Viking. |
| Example with two authors: | Portes, Alejandro, and Ruben G. Rumbaut. 2014. <i>Immigrant America: A Portrait</i> . 4 th ed., Revised, updated, and expanded. Oakland, CA: University of California Press. |

| | |
|--|--|
| Example with three or more authors: | Shaw, Kathleen M., Sara Goldrick-Rab, Christopher Mazzeo, and Jerry A. Jacobs. 2006. <i>Putting Poor People to Work: How the Work-first Idea Eroded College Access for the Poor</i> . New York: Russell Sage Foundation. |
| Example with group author (corporations, associations, government agencies, etc.): | APA (American Psychiatric Association). 2013. <i>Diagnostic and Statistical Manual of Mental Disorders: DSM-V</i> . 5 th ed. Washington, DC: American Psychiatric Association. |
| Example of edited work or collection with author: | Twain, Mark. 1967. <i>Mark Twain's Satires & Burlesques</i> . Edited by F. R. Rogers. Berkeley: University of California Press. |
| Example of edited work or collection without author: | Territo, Leonard, and James D. Sewell, eds. 2007. <i>Stress Management in Law Enforcement</i> . 2 nd Ed. Durham, NC: Carolina Academic Press. |
| Example of book translation: | Zollter, Jurgen, and Willi Diez. 2008. <i>Smart: Small Car, Big Deal</i> . Translated by P. L. Albrecht. Minneapolis: Motorbooks. |

2. Citing an eBook

| | |
|---|---|
| Basic Format: | Author(s) or Editor(s). Year Published. Title of work. City: Publisher. Hyperlink to DB eBook or http://website URL or e-Reader type. |
| eBook from a library database: | Eide, Marian, and Michael Gibler. 2018. <i>After Combat: True War Stories from Iraq and Afghanistan</i> . Lincoln, NE: Potomac Books. http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1847431&site=ehost-liv . |
| eBook available online: | Tanielian, Terri, and Lisa H. Jaycox, eds. 2008. <i>Invisible Wounds of War: Psychological and Cognitive Injuries, Their Consequences, and Services to Assist Recovery</i> . Santa Monica, CA: RAND Corporation. https://www.rand.org/pubs/monographs/MG720.html . |
| eBook purchased online for e-Reader (such as Kindle, iBooks, etc.): | Burger, Arthur Asa. 2002. <i>Video Games: A Popular Cultural Phenomenon</i> . New Brunswick, NJ: Transaction Publishers. 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, edited by Editor(s). Volume number, Title of Volume (if applicable), Edition (if applicable). City: Publisher. *For digital articles or entries, omit page numbers, include URL/hyperlink. |
| Chapter in a print book/anthology: | Chesney-Lind, Meda. 1995. "Girls, Delinquency, and Juvenile Justice: Toward a Feminist Theory of Young Women's Crime." Pp. 71-88 in <i>The Criminal Justice System and Women: Offenders, Victims, and Workers</i> , edited and compiled by B. R. Price and N. J. Sokoloff. 2 nd ed. New York: McGraw-Hill. |
| Entry in a print reference book (encyclopedias/dictionaries) with no author: | "Swastika." 1997. P. 2517 in <i>Man, Myth and Magic: The Illustrated Encyclopedia of Mythology, Religion, and The Unknown</i> , edited by R. Cavendish, C. A. Burland, and B. Innes. Vol. 18. New York: Marshall Cavendish. |
| Entry in a reference eBook* (available online) with author: | Graham, George. 2017. "Behaviorism." In <i>The Stanford Encyclopedia of Philosophy</i> , edited by E. N. Zalta. Spring 2017 edition. Stanford, CA: Stanford University. https://plato.stanford.edu/entries/behaviorism/ . |
| Entry in a reference eBook* (from a library database) with author: | Noyes-Grosser, Donna M. 2002. "Mainstreaming." In <i>Child Development</i> , edited by N. J. Salkind. New York: Macmillan Reference USA. http://link.galegroup.com/apps/doc/CX3401000170/GVRL?u=cclc_rio&sid=GVRL&xid=68dd6f1f . |
| Dictionary entry (with author): | Thackrah, John Richard. 2004. "Sept. 11, 2001." <i>Dictionary of Terrorism</i> . London: Routledge. |

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. |
| Monthly print magazine article: | Flanagan, Caitlin. 2010. "Love, Actually: How Girls Reluctantly Endure the Hookup Culture." <i>The Atlantic</i> , June, 90-100. |
| Daily print newspaper article: | Guynn, Jessica. 2011. "Where Money Is No Object." <i>Los Angeles Times</i> , June 18, A1, A13 |

| | |
|----------------------------------|--|
| Print scholarly journal article: | Krumrei, Elizabeth J., Annette Mahoney, and Kenneth I. Pargament. 2009. "Divorce and the Divine: The Role of Spirituality in Adjustment to Divorce." <i>Journal of Marriage and Family</i> 71(2):373-83. |
|----------------------------------|--|

5. Citing an Article or Report from a Library Database or Website

| | |
|--|---|
| Basic Format: | Online/Database Magazine or Newspaper Articles: Use above citation format for print periodicals, with URL/hyperlink. Online/Database Scholarly Journal Articles: Use above citation format for scholarly journals, with URL/hyperlink, or DOI (digital object identifier) number (if available). |
| Magazine article from source's website: | Magnuson, Danielle. 2011. "Making Peace with Barbie." <i>Utne Reader</i> , September 23. http://www.utne.com/Mind-Body/Making-Peace-With-Barbie.aspx . |
| Magazine article from library database: | Jacobs, Bradley. 2012. "Katy's Confessions." <i>Us Weekly</i> , July 9. https://search.proquest.com/docview/1025753625/C553FC824CED4640PQ/1?accountid=28502 . |
| Newspaper article from source's website: | Cave, Damien. 2011. "Crossing Over, and Over." <i>New York Times</i> , October 2. https://www.nytimes.com/2011/10/03/world/americas/mexican-immigrants-repeatedly-brave-risks-to-resume-lives-in-united-states.html . |
| Newspaper article from library database: | Santich, Kate. 2014. "When Grandkids Move In: Grandparents Find It's Challenging, Rewarding." <i>Orlando Sentinel</i> , October 12, A1. https://search.proquest.com/docview/1610770846/744BF5A963054962PQ/1?accountid=28502 . |
| Scholarly journal article from library database with DOI: | Geller, Amanda, and Allyson Walker Franklin. 2014. "Paternal Incarceration and the Housing Security of Urban Mothers." <i>Journal of Marriage and Family</i> 76:411-427. doi:10.1111/jomf.12098. |
| Scholarly journal article from library database without DOI: | Whitty, Monica, and Laura-Lee Quigley. 2008. "Emotional and Sexual Infidelity Offline and in Cyberspace." <i>Journal of Marital and Family Therapy</i> 34(4):461-468. http://web.a.ebscohost.com/ehost/detail/detail?vid=3&sid=f0c5e0f9-2c4a-499d-841c-e2ace98747ff%40sdc-v-sessmgr05&bdata=JnNpdGU9ZWhvc3QtG12ZQ%3d%3d#AN=19017185&db=cmedm . |
| Online encyclopedia/dictionary entry with no author or date: | "Affirmative Action." n.d. <i>Stanford Encyclopedia of Philosophy</i> . Palo Alto, CA: Stanford University. Retrieved May 23, 2015. http://plato.stanford.edu/entries/affirmative-action/ . |
| Online government report (with author): | Catalano, Shannan M. 2006. <i>National Crime Victimization Survey: Criminal Victimization, 2005</i> . Bureau of Justice Statistics: Bulletin. Washington, DC: U.S. Department of Justice. http://www.ojp.usdoj.gov/bjs/content/pub/pdf/cv05.pdf . |
| Online government report (no author): | U.S. Department of Justice. Bureau of Justice Statistics. 2010. "Key Facts at a Glance: Imprisonment Rates." http://www.ojp.usdoj.gov/content/glance/incrt.cfm . |

6. Citing from Social Media and Audiovisual Content

| | |
|--|--|
| Social Media post (Facebook, Twitter, etc.): | Washington Captials (@Capitals). 2018. "THE WASHINGTON CAPITALS ARE THE 2018 #STANLEYCUP CHAMPIONS! #ALLCAPS." Twitter, June 7, 8:06 p.m. https://twitter.com/Capitals/status/1004922698294652928 . |
| Blog post: | Harrington, Brooke. 2010. "Culture and Consumption: Or, Bourdieu Goes Grocery Shopping." <i>The Society Pages</i> , blog, <i>Economic Sociology</i> , May 18. http://thesocietypages.org/economicsociology/page/2/ . |
| YouTube Video/Video Blog entry: | Eves, Derral. 2014. "How to Properly Upload Videos to YouTube." Posted January 2. Video, 4:22. https://www.youtube.com/watch?v=Hlxqk0iHp5w . |
| Video from a library database: | Films Media Group. 1999. "Andy Warhol: Images of an Image." Video, 30:54. http://fod.infobase.com/p_ViewVideo.aspx?xtid=31233 . |
| Motion Picture or Television (found online): | PBS (Public Broadcasting Corporation). 2008. "Women, Power and Politics." <i>Now</i> . Aired September 19. http://www.pbs.org/now/shows/437/index.html . |
| Podcast or audio recording on website: | Cunningham, Lillian. 2016. "John F. Kennedy: We Are All Mortal." August 28 in <i>Presidential</i> , produced by the <i>Washington Post</i> , podcast, 43:15. https://washingtonpost.com/graphics/business/presidential-podcast/ . |

- Interviews, e-mails, text messages, conversations, and other personal (unpublished) communications are generally cited only in the text or footnotes, not in the References list. See page 63 in the *ASA Style Guide* (2019).

Part 3: Formatting Guidelines

- ASA formatting recommendations include: A) **double spaced, Times New Roman 12-point font**, with B) **1-inch margins on all sides** (unless specified otherwise by instructor), and C) **headers** on all pages (shortened title of paper in caps aligned left; page number aligned right). The text **Running head =** is included on the first page only (before the shortened title).

| 1. Title Page: | 2. Abstract and Keywords: |
|--|--|
| <p>Running head = SHORTENED TITLE</p> <p>1</p> <p>Full Title of Paper: Capitalize Subtitle After Colon*</p> <p>Author's Full Name Rio Hondo College (Name of Institution)</p> <p>Word Count (Includes Text, Footnotes, and References)</p> <p>* Instructors may also request date, instructors name, class section, etc.</p> | <p>SHORTENED TITLE</p> <p>2</p> <p>FULL TITLE IN CAPS</p> <p>The abstract should be a brief and descriptive summary (no more than 200 words) of the most important points of your paper. Use accessible language, and limit to one paragraph, if possible.</p> <p>Keywords: Include 3-5 words that identify main themes of paper.</p> <p><i>Note: Verify with your instructor if the abstract and keywords are required.</i></p> |
| 3. Body of Paper (Text) / Guidelines for Subheadings: | 4. References: |
| <p>SHORTENED TITLE</p> <p>3</p> <p>FULL TITLE IN CAPS</p> <p>This is where you write your introduction.</p> <p>FIRST-LEVEL HEAD (e.g., LITERATURE REVIEW, METHODS)</p> <p>Written in all-caps and left-justified. Start headings after introduction.</p> <p><i>Second-Level Head (e.g., Focus Groups, Survey)</i></p> <p>Italicized, left-justified, and capitalized.</p> <p><i>Third-level head. (italicized, indented, with a period.)</i></p> | <p>SHORTENED TITLE</p> <p>8</p> <p>References</p> <p>Remember to use a hanging indent and double spacing for all citations in your reference list. All in-text citations need a corresponding source on the references page. See Part 2 to review reference list guidelines.</p> |

- **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, or on a separate "Endnotes" page. Begin each note with its superscript number.
- **Tables:** numbered consecutively throughout text and included after the body of paper. Place each table on a separate page with a descriptive title and headings for all columns/rows.
- **Figures, Illustrations, Photographs, and Graphic Material:** numbered consecutively and labeled.
- **Appendixes:** If more than one, label Appendix A, Appendix B, etc. Appendixes 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, 6th Edition (2019).**
Location: Library Reserves > Call Number: HM 569.A54 2019
- **Purdue Online Writing Lab (OWL): ASA Style**
https://owl.purdue.edu/owl/research_and_citation/asa_style/index.html