



## Part 1. 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:	<b>Two authors:</b> (Martin and Bailey 1988) // <b>Three authors:</b> <i>First citation:</i> (Carr, Smith, and Jones 1962). <i>Later citations:</i> (Carr et. al 1962) // <b>Four or more authors*:</b> (Nilson et al. 1962). * <i>First author's last name plus et al. in all citations.</i>
Group authors (corporations, associations, government agencies, etc.):	<b>Easily identified through abbreviation:</b> (ASA 2019). <b>No abbreviation:</b> (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 text citation examples, see Section 4.3.1 (pages 55-58) in the *ASA Style Guide* (2022).

## Part 2: Citations for References Page

- For every 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."
- Use the following ASA formats and examples to help cite your own sources:

### 1. Citing a Print Book

Basic Format:	<b>Author(s) or Editor(s). Year published. <i>Title of Book</i>. (additional information specific to book, if any). Place Published: Publisher.</b>
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 <sup>th</sup> 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 <sup>th</sup> ed. Washington, DC: American Psychiatric Association.
Example of edited work or collection with author:	Twain, Mark. 1967. <i>Mark Twain's Satires &amp; 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 <sup>nd</sup> 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:	<b>Author(s) or Editor(s). Year Published. Title of work. City: Publisher. Hyperlink to DB eBook or http://website URL/hyperlink, or e-Reader type.</b>
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. <a href="http://search.ebscohost.com/login.aspx?direct=true&amp;db=nlebk&amp;AN=1847431&amp;site=ehost-liv">http://search.ebscohost.com/login.aspx?direct=true&amp;db=nlebk&amp;AN=1847431&amp;site=ehost-liv</a> .
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. <a href="https://www.rand.org/pubs/monographs/MG720.html">https://www.rand.org/pubs/monographs/MG720.html</a> .
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*:	<b>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.</b> <b>*For digital articles or entries, omit page numbers, include URL/hyperlink.</b>
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 <sup>nd</sup> 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. <a href="https://plato.stanford.edu/entries/behaviorism/">https://plato.stanford.edu/entries/behaviorism/</a> .
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. <a href="http://link.galegroup.com/apps/doc/CX3401000170/GVRL?u=cclc_rio&amp;sid=GVRL&amp;xid=68dd6f1f">http://link.galegroup.com/apps/doc/CX3401000170/GVRL?u=cclc_rio&amp;sid=GVRL&amp;xid=68dd6f1f</a> .
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:	<b>Print Magazines and Newspapers:</b> <b>Author(s). Year. "Title of Article." Title of Periodical, date, all page numbers.</b> <b>Print Scholarly Journals:</b> <b>Author(s). Year. "Title of Article." Title of Journal Volume(Issue):Start page-end page.</b>
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.
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## 5. Citing an Article or Report from a Library Database or Website

Basic Format:	<b>Online/Database Magazine or Newspaper Articles:</b> Use above citation format for print periodicals, with URL/hyperlink. <b>Online/Database Scholarly Journal Articles:</b> 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. <a href="http://www.utne.com/Mind-Body/Making-Peace-With-Barbie.aspx">http://www.utne.com/Mind-Body/Making-Peace-With-Barbie.aspx</a> .
Magazine article from library database:	Jacobs, Bradley. 2012. "Katy's Confessions." <i>Us Weekly</i> , July 9. <a href="https://search.proquest.com/docview/1025753625/C553FC824CED4640PQ/1?accountid=28502">https://search.proquest.com/docview/1025753625/C553FC824CED4640PQ/1?accountid=28502</a> .
Newspaper article from source's website:	Cave, Damien. 2011. "Crossing Over, and Over." <i>New York Times</i> , October 2. <a href="https://www.nytimes.com/2011/10/03/world/americas/mexican-immigrants-repeatedly-brave-risks-to-resume-lives-in-united-states.html">https://www.nytimes.com/2011/10/03/world/americas/mexican-immigrants-repeatedly-brave-risks-to-resume-lives-in-united-states.html</a> .
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. <a href="https://search.proquest.com/docview/1610770846/744BF5A963054962PQ/1?accountid=28502">https://search.proquest.com/docview/1610770846/744BF5A963054962PQ/1?accountid=28502</a> .
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 with hyperlink (w/o 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. <a href="https://search.ebscohost.com/login.aspx?direct=true&amp;db=cmedm&amp;AN=19017185&amp;site=ehost-live">https://search.ebscohost.com/login.aspx?direct=true&amp;db=cmedm&amp;AN=19017185&amp;site=ehost-live</a>
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. <a href="http://plato.stanford.edu/entries/affirmative-action/">http://plato.stanford.edu/entries/affirmative-action/</a> .
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. <a href="http://www.ojp.usdoj.gov/bjs/content/pub/pdf/cv05.pdf">http://www.ojp.usdoj.gov/bjs/content/pub/pdf/cv05.pdf</a> .
Online government report (no author):	U.S. Department of Justice. Bureau of Justice Statistics. 2010. "Key Facts at a Glance: Imprisonment Rates." <a href="http://www.ojp.usdoj.gov/content/glance/incrt.cfm">http://www.ojp.usdoj.gov/content/glance/incrt.cfm</a> .

## 6. Citing from Social Media and Audiovisual Content

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

- 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* (2022).
- For additional reference list guidelines and examples, see pages 59-69 (physical resources), 81-94 (electronic resources), and 127-140 ("Appendix: Reference List Format Examples") in the *ASA Style Guide* (2022).

## 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). See the *ASA Style Guide* (2022), pages 53-80, for more information about formatting content.

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</i> (e.g., <i>Focus Groups, Survey</i>)</p> <p>Italicized, left-justified, and capitalized.</p> <p><i>Third-level head.</i> (italicized, indented, with a period.)</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>

- **Formatting Quotations:** Quotations of less than 50 words are incorporated into the body of your paragraph. Quotes of 50 words or more are indented on the right and left margins by 1/2" and are not enclosed in quotation marks.
- **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, 7<sup>th</sup> Edition (2022).**  
Location: Río Hondo College Library Circulating & Reserves Collections > Call Number: **HM 569.A54 2022**
- **Purdue Online Writing Lab (OWL): ASA Style**  
[https://owl.purdue.edu/owl/research\\_and\\_citation/asa\\_style/index.html](https://owl.purdue.edu/owl/research_and_citation/asa_style/index.html)