



Figure 1 The Writing Center and Academic Resource Center logos



Figure 2 A collage of words and phrases associated with Sociology

ASA FORMAT

This handout covers The American Sociological Association Format. ASA Format is used primarily to prepare manuscripts for publication in ASA journals. This format is also used for Sociology research papers by some college professors. The information in this handout is designed to help students that are assigned a research paper, and instructed to use ASA Format by their professor. This handout includes examples of citations, tables, and formatting for all parts of an ASA research paper.

Manuscript Format

- All text (footnotes & references included) must be double-spaced, be in 12 point, Times New Roman font.
- Margins must be 1-¼ inches on all four sides, or as specified by the instructor.
- A separate title page, including the title of the paper, name(s) and Institution(s) of the authors, a running header, word count of the manuscript (including footnotes and

references), and title footnote. (Title footnote includes names, addresses of authors, acknowledgements, credits, and grants).

- If an abstract is required, it goes directly after the title page, on a separate page with the title of the document as the heading. (Do Not Include Author). The Abstract should be only one paragraph, 150-200 words in length.

Citations in Text

- If the author's name appears in the text, follow it with the year of publication in parentheses.
- If the author's name does not appear in the text, enclose the last name and year in parentheses. *Ex. When the study was complete...(Doe 2004).*
- If a page number is included, it follows the year of publication separated by a colon. Or as indicated by the instructor. *Ex. (1996:52)*
- If there are three authors, give all of the last names in the first in text citation. After the first in text citation, use the first name in the list of authors and add "et al." *Ex. Three authors, first in text citation = (Smith, Lee and Jimenez 1995)*
Three authors, later in text citation = (Smith et al. 1995)
- When using quotations in text, the quotations marks must be at the beginning and the end of the quoted text. The citation comes after the end quotation mark, and before the period. (Same for MLA Format).

Footnotes and Endnotes

- Avoiding the use of footnotes is recommended. If it is necessary, footnotes should be used to cite material that is of limited availability, or to include information presented in tables.

- Superscript Arabic numerals should be used for footnotes and number in consecutive order. Footnotes should be included at the bottom of the manuscript page or on a separate page titled, "Endnotes."
- If using endnotes, at the end of the paper in a separate section following the references, type the endnotes in numerical order, double-spaced, as a separate section with the title *Notes* or *Endnotes*.

Reference List

- The reference page follows the text and endnotes. References are a separate section or page containing only references.
- All of the references cited in the text must be included/listed. The same goes for references listed on the reference page. References must be cited in the text as well.
- All references are to be double-spaced.
- References are to be listed in alphabetical order by authors' last names.
- Use hanging indentation. (Microsoft Word has the option in the Format menu)
- The author's name is to be written last name first. If there are two or more authors, only the first author should be listed last name first.
- Multiple items by the same author are arranged in order by year of publication, starting with the earliest first.
- For multiple works by the same author in the same year, add letters to the dates.
Ex. 1997a, 1997b, 1997c
- Italics are used for book and periodical titles. (Underline is the alternative if italics is not available)
- If there is no date available, use "N.D." in place of the date.
- For cities that are not well known, include the state abbreviation. For foreign cities provide a country name as well.

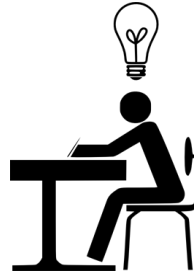


Figure 3 Stick student with a great idea.

Tables:

Tables have a universal format for presentation. The format is the same used for APA style. The following will assist you with properly using tables and graphs in your essay.

- Place tables close to where they are first mentioned in your text, but do not split a table across pages. (Tables in papers submitted for review or publication are placed on separate pages at the end of the paper.)
- Label each table beginning with the table number followed by a description of the contents in bold font.
- Use a table template in Microsoft Word both for college papers and publication. A simple format is best.
- The ASA Style Guide is silent about line spacing in tables, but other styles accept single-spaced tables.
- Each row and column must have a heading. Abbreviations and symbols (e.g., "%" or "nos.") may be used.
- Do not change the number of decimal places or units of measurement within a column. Place a zero before the decimal point when numbers are less than one. Write "0.23" not ".23" unless the number is a statistic that cannot be larger than one, for example a correlation $r = .55$, or a probability $p < .01$.
- Notes follow the word *Notes:* (in italics) at the bottom of the table. General notes come first followed by footnotes and ending with probability notes.
- Footnotes are labeled "a, b, c, etc." set in superscript. They explain specific details.
- Probability notes follow footnotes. "Use asterisks *, **, and *** to indicate statistical significance at the $[p < .xx]$.05, .01, and .001 levels, respectively" (ASA 2007:60).



Figure 4 an image of Plato

Using Tables:

The simple table template in Microsoft Word may be used to format tables in copy manuscripts for publication (ASA 2007:84)

Table 1. Risk of Hantavirus Infection: United States & West 1993-2004a

Region:	United States	Western States	Rural West
Population 2000b	281,422.4	91,629.6	13,632.0
Hantavirus Cases	363	338	254
Incident Rate/100k	0.12	0.37	1.86
Relative Riskc			
US Population	1.0	2.9	14.4
95% Confidence		(2.8 to 2.9)	(13.5 to 15.3)
Western States	—	1.0	5.1
95% Confidence			(4.7 to 5.3)

Commented [L2R1]:

Commented [L1]:

a Seventeen western states from the Dakotas to Texas and west to the coast account for 93% of Hantavirus cases.

b Population in 1000s US Census Bureau

c Relative risk between US Population and Western States.

Mechanics of Style

When drafting a research paper, there are details encountered commonly regarding the use of style. The “ASA uses the 11th edition of Merriam-Webster’s Collegiate Dictionary (2005) to determine correct spelling and usage. In general, writers are encouraged to use a standard dictionary when writing or preparing papers or presentations” (ASA 2007:28). “Although the *ASA Style Guide* occasionally refers to other style guides and dictionaries, the 15th edition of

ABBREVIATIONS AND ACRONYMS

There are two rules that are a must when using abbreviations in your research paper.

- ✓ Always introduce acronyms with their full referent.
- ✓ Never use scholarly abbreviations, etc., e.g., i.e., in the text unless inside parentheses.

“Spell out words such as ‘percent,’ ‘versus,’ and ‘chi-square’ in the text of your manuscript” (ASA 1997:14).

Acronyms/Initialisms. When Acronyms are used, they must be introduced. Introducing the acronym is easy. The first time the acronym is used, you must spell out the full title first. For example, The National Aeronautics and Space Administration, is commonly known as NASA. To introduce the acronym in a research paper the first time it is mentioned it must be written out in full, followed by the acronym in parentheses. *The National Aeronautics and Space Administration (NASA)*. *Initialisms* are acronyms that are sounded letter by letter. (e.g., FBI, CIA, IBM).

- The American Sociological Association (ASA) publishes several journals. The ASA also publishes a newsletter.
- The CDC (Centers for Disease Control and Prevention in Atlanta, Georgia) monitors the nation for emerging infectious diseases. The CDC set up a new notification system after the Hantavirus outbreak in 1993.
- Beginning a sentence. Never begin a sentence with a lowercase abbreviation. Begin a sentence with an acronym only if there is no reasonable way to rewrite it.
- Plurals. Write the plural form of an acronym without an apostrophe. For example, write “the Master of Business Administration (MBA) program is popular at the university because MBAs command high starting salaries.”
- A sentence should not begin with an acronym unless the alternatives are awkward in the context.
- Write the plural form of an acronym without an apostrophe. For example, write “the Master of Business
- Administration (MBA) program is the most popular at the university because MBAs command high salaries.”

Abbreviations should only be used if the context is clear to the reader. Too many abbreviations can confuse the reader, so keep the use of abbreviations to a minimum.

Scholarly Abbreviations

Abbreviations such as etc., e.g., and i.e. may only be used in parenthetical comments injected into your text. For example—“various authorities support this rule (e.g., the Chicago Manual of Style and the APA Publication Manual).” They are not used outside parentheses;

spell them out. Instead. For e.g. (exempli gratia) use for example; for etc. (et cetera) use and so forth, for i.e. (id est) use that is.

ASA Sample Cover Page:

**Centered Title in Heading Caps and Bold
Font Single-Spaced on the Page***

Author M. Lastname
School Affiliation
[Course - Date]

**Research Papers in Sociology:
Main Title Repeated on the First Page**

Do not begin a paper with the heading *Introduction*. It is understood that all papers begin with an *Introduction*.

ASA sample Body of Paper

FIRST LEVEL HEADING IN FULL CAPS

The first-level heading with full capitalization is an ASA trademark. The style is adapted for college papers, with sensible changes to make the papers easier to read.

SECOND-LEVEL HEADING IN HEADING CAPS AND ITALICS

“Capitalize all words except prepositions (of, into, between, through), articles (a, an, the), and coordination conjunctions (and, but, or)” (ASA 2007:44).

Third-Level Heading in Sentence Caps and Italics.

These are called run-in or paragraph headings. They need not be complete sentences but must end with a period or other punctuation. The text immediately follows. Numbered lists (seriation or enumeration) add additional organization to a paper. Lists are introduced by a phrase followed by a colon to: (1) amplify or summarize points, (2) introduce the following text without using tedious bridge paragraphs, (3) with the points separated by commas or semicolons (ASA 2007:20).

Block quotes are quotes of 40 or more words that are formatted differently. They are indented ½ inch from the left margin and single-spaced. They do not require quotation marks. Usually the in-text citation is featured in the text before the block quote.

The text after the block quote is not indented and continues with what the writer was discussing.

Text Citations

Source	Citation	Source	Citation
1 Author	(Smith 2010) (Smith 2010:123)	Chapter	(Smythe 2008, chap 2)
2 Authors	(Smith and Jones 2009)	In Press	(Smythe forthcoming)
3 Authors	(Smith, Jones, and Garcia 2009) Next Citation: (Smith et al. 2009)	Multiple: By Author Multiple: By Date	(Alt 1995; Car 1990; Smith 2000) (Car 1990; Alt 1995; Smith 2000)
4 Authors	(Smith et al. 2008)	No Date	(Smith n.d.)
No Author	(Book Title 2010) / (“Article” 2010)	Reprint	(Thoreau [1854] 1979)
Corporate Author	(U.S. Census Bureau 2010)	Table	(U.S. Census Bureau 2010, table 2)

References used for this handout

Scribe, Dr. Abel PhD. 2009-2010. “ASA Style Lite” retrieved January 13, 2015. (www.docstyles.com)

Paiz, Joshua M., Deborah L. Coe, Dana Lynn Driscoll, 2014. Formatting in Sociology (ASA Style). (<https://owl.english.purdue.edu/owl/resource/583/01/>)

Cal State LA. N.D. “ASA Format” (<http://web.calstatela.edu/library/guides/3asa.pdf>)