



ASA Quick Reference Guide

This handout covers basic principles of ASA format, based on the *American Sociological Association Style Guide*, 6th edition (2019). Your professor has the right to modify these guidelines; carefully follow their requirements.

Note: The format of this handout does not represent ASA format guidelines.

General Format

- A **title page** is recommended for all articles and should include the following:
 - A running head within the header of the page: Running Head = SHORTENED TITLE. The shortened title, without the phrase “Running Head”, should follow as a header on every subsequent page.
 - The full title of the article, bolded and followed by an asterisk (*) which corresponds to a footnote detailing the name, address, and e-mail address of the author, as well as any acknowledgments, credits, and grant numbers
 - The author’s full name and institution
 - A word count (including text, footnotes, and references) as follows: Word Count = 1000
 - Double-space all text on the title page.
- A **brief abstract** (no more than 200 words) describing in a single paragraph the most important contributions of the paper should follow the title page, with the title repeated as a heading. This should also be double-spaced.
- Three to five **key words** should follow the abstract for indexing purposes. Precede the key words with “Keywords:”
- Begin the text of your manuscript on the next page, headed by the title.
- **All text** should be double-spaced, except for block quotations. Text should be 12-pt font in a serif typeface.
- **Subheadings** within the text should clearly outline the organization of the content of the manuscript. Three heading levels are generally sufficient as follows:

THIS IS A FIRST-LEVEL HEAD

This Is a Second-Level Head

This is a third-level head.[Text follows here].

Running Head = SHORTENED TITLE

Full Title of the Article:
Capitalize Subtitle After Colon*

Author Full Name
Institution

Author Full Name
Institution

Word Count = Total words

*Title footnote includes name, address, and e-mail address of the corresponding author, as well as any acknowledgements, credits, and grant numbers

Figure 1. Example of ASA Title Page.

In-Text Citations

Citations in the text include the last names of the authors and the year of publication. **Include page numbers when you quote directly from a work or refer to specific passages.** Identify subsequent citations of the same source in the same way as the first.

One Author: Ancient writers attributed the invention of the monochord to Pythagoras in the sixth century (Howard 1973).

With pagination, insert a colon followed directly by the page number after the date: (Howard 1973:27).

Two Authors: Include both authors’ names, separated by “and”: (Howard and Hill 1997:5-6).

Three Authors: Include all three last names in the first citation in the text; in subsequent citations, use “et al.” in the citation: (Martin, Bailey, and Richmond 1998:17)... (Martin et al. 1998:17).

More than Three Authors: Use “et al.” in the first citation and in all subsequent citations: (Martin et al. 1998:17).

No Date: For references without known dates, use “n.d.”: (Jones n.d.).

Organizations/Institutions: Abbreviations of organizational names (e.g., ASA, APA, etc.) may be used in in-text citations. Include the full name of the organization within the reference list [i.e. ASA (American Sociological Association)...]

Note: If the author’s name is already referenced in the sentence then the citation should only include the publication date: In *Life on Mars*, John Johnson (2017:135-37) states that research on Mars soils is underdeveloped.

References

Every cited source must be documented in a reference list that follows the text and footnotes. Label this section *References* at the top of the page, centered, italicized, and not bolded. The references should be **double-spaced** and in **alphabetical order** by authors' last names. For online sources, access dates are not needed unless 1) no publication date is included and/or 2) the source is frequently edited or modified.

Book

Last Name of Author, First Name. Date of Publication. *Title of Work*. Place of Publication: Publishing Company.

Example:

Zull, James E. 2002. *The Art of Changing the Brain: Enriching the Practice of Teaching by Exploring the Biology of Learning*. Sterling, VA: Stylus.

Magazine Article

Last Name of Author, First Name. Date of Publication. "Title of Work." *Title of Magazine*, Month Day, Pages.

Example:

Duke, Kyle. 1994. "Confronting Violence: African American Conferees Look Inward." *Washington Post*, January 8, pp. A1, A10.

Journal Article

Last Name of Author, First Name. Date of Publication. "Title of Article." *Title of Journal* Volume Number(Issue Number):page numbers of article.

Example:

Garcia, Alma M. 1998. "An Intellectual Odyssey: Chicana/Chicano Studies Moving into the Twenty-first Century." *Journal of American Ethnic History* 18(9):17-29.

Online Journal Article (URL)

Last Name of Author, First Name. Date of Publication. "Title of Article." *Title of Journal* Volume Number(Issue Number). URL

Example:

Pearson, Michael. 2015. "Politics of Gender in Ancient Egypt." *Middle Eastern Studies Journal* 23(1).
http://www.jstor.org/stable/20068871?seq=1#page_scan_tab_contents

Online Journal Article (DOI)

Last Name of Author, First Name. Date of Publication. "Title of Article." *Title of Journal* Volume Number(Issue Number):page numbers of article. doi: DOI#

Example:

Pearson, Michael. 2015. "Politics of Gender in Ancient Egypt." *Middle Eastern Studies Journal* 23(1):67-73. doi: 10.1177/0092055X0803600212.

Website

Name of Organization. Date of Publication. "Title of Article." Retrieved date (if necessary). URL

Example:

ASA (American Sociological Association). 2006. "Status Committees." <http://www.asanet.org/about/committees.cfm>

Sources with Multiple Authors

When including the names of more than one author, only invert the last name of the *first* author:

Sampson, Robert, Jeffrey D. Morenoff, and Felton Earls. 1999. "Beyond Social Capital: Spatial Dynamics of Collective Efficacy for Children." *American Sociological Review* 64(5):633-60.

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Updated October 2021.