

MINI GUIDE FOR ASA STYLE REFERENCING (AMERICAN SOCIOLOGICAL ASSOCIATION)

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The last names used in this document are fictitious.

Below is a list of partial referencing information using the ASA style that is required to complete all written assignments and tests in SOCI 1100 – Introduction to Sociology and SOCI 1200 – Canadian Society.

Below are three additional sources for further ASA referencing information:

- *ASA Style Guide* Third Edition in VCC Library: Call # HM 586 A84 2007
- *ASA Quick Style Guide*: <http://www.asanet.org/Quick%20Style%20Guide.pdf>
- A mini ASA guide online at <http://www.calstatela.edu/library/guides/3asa.pdf>

TEXT CITATIONS

In sociology and social scientific writing in general, works/references are frequently cited in the text/main body of the writing. Citations are also required for paraphrased writing. Two examples follow:

- When Chu (2010) studied....

Note: The author's name is in the text and followed by the year in parentheses.

- Sociology is the scientific study of society and social behaviour (Dictionary of Sociology 2012).

Note: In this example above, the author is the title of the book and is not in the text but instead follows the main text in parenthesis. Punctuation is outside the parenthesis.

Below are additional types of ASA citations used in the text.

ONE-AUTHOR IN THE TEXT (ALSO USED WHEN PARAPHRASING MATERIAL)

- Suzuki (2012) examines the relationship between increasing social media usage and social isolation.

ONE AUTHOR NOT IN THE TEXT (END OF SENTENCE CITATION)

- To understand the new social phenomenon of the Occupy movement linkages with earlier anti-globalization movements should be examined (Smith 2010).

TWO SOURCES NOT IN THE TEXT

- In mass killings at US schools more than 99 percent of these crimes are committed by younger men (Klein 2012; Jagpal and Sayani 2010).

THREE AUTHORS NOT IN THE TEXT

For three authors give all last names the first time you make the citation, and afterwards use the first last name followed by “et al.” For example:

- ...(Soo, Somerville and Moreau 1999). Note: Format for the first usage in text.
- ...(Soo et al. 1999). Note: Use “et al.” after the first usage in text.

MORE THAN THREE AUTHORS NOT IN THE TEXT

- Uses the same “et al.” format noted just above but for the first usage in the text.

DIRECT QUOTE IN THE TEXT (ALSO FOR ANY SIGNIFICANT INFORMATION)

Direct quotes must begin with and end with quotation marks. Two examples follow:

- Wilson (2012) provides explanation on how to incorporate a direct quote in a text when he states, “A quoted passage up to three sentences in length is quoted in the regular sentence structure where a block quote (more than three sentences) is centered and single-spaced” (p.57).

- Brakus (2002:101) ends her article with the following key recommendation: “ A mass intensive public education campaign is needed toward ending interpersonal violence and sexual violence in society.”

Note: The sentence being quoted is placed between the quotation marks.

SECONDARY SOURCE (INDIRECT SOURCE)

Two examples follow:

- Bhati (1999) examines the growing poverty in Canadian society and its deepening nature.
- The largest urban centers in Canada share a crisis in affordable housing (Jensen 2008).

SECONDARY SOURCE WITH DIRECT QUOTE - AUTHOR NOT IN TEXT

An example of referencing a direct quote from a secondary source:

- ... (Ahmed 2012:10 cited in Fortin 2012:59).

REPRINTED WORK – AUTHOR NOT IN TEXT

- Example: ... (Vaz [1844] 1963:202).

REPRINTED WORK – AUTHOR IN TEXT

- Example: Vaz (1844/1963) argued that

THE REFERENCES PAGE

At the end of your written work, a complete listing of all the references utilized in your writing is required. The title of this page is simply - References. (This references list is also sometimes called Works Cited page or Bibliography.)

Tip: Look at the References section at the back of your sociology textbook for a complete visual example or look at the *ASA Style Guide* Third Edition (2007).

Key formatting points:

- References are listed alphabetically according to the last name of the author of each work
- Everything on the page is double-spaced, including each entry
- 12 pt font New Times Roman (same font as the body of the document)
- Each entry is indented after the first line using the format for Hanging Indent

What follows is a partial list of how to format your references - different formats exist for different types of sources. Also refer to *ASA Style Guide* Third Edition, 2007.

BOOKS IN PRINT

ONE AUTHOR

- Author (Last Name, First Name and Initial.). Year. Title. Place Published: Name of Publisher.

Note: Italicize the book title and follow the format including punctuation above as noted.

CHAPTER OR READINGS IN A BOOK/ READER - ONE AUTHOR

- Author(Last name, Initial. First Name). Date of first publication of article or selection. "Title in Quotations." Pp. page numbers in Title of Book(italicized and includes edition number), edited by Author(s) (First Name, Initial. Last Name). Date of Book. Place of Publication: Publisher.

Note: The use of "Pp." and "in" is part of the required format.

JOURNALS IN PRINT

ARTICLE CITED IN A SECONDARY SOURCE - ONE AUTHOR

- Author (Last Name, First Name, Initial.) Date of first publication of article. "Title of the article in quotations." Journal Title(in italics) Journal Volume#(Issue#):

pages, cited in Author (First name, Last Name). Date of Journal “Title of Journal Article.” Journal Title (*italics*) Journal Volume#(Issue#):pages.

Note: “cited in” is part of the format. If a journal is published only once a year the volume and issue number is the same.

ARTICLE IN A PRINTED JOURNAL – TWO AUTHORS

- First Author (Last Name, First Name and Initial.) and Second Author (First Name, Last Name). Year. “Title of the Article in quotations.” Journal Title (*italics*). Journal Volume#(Issue#):pages.

Note: Italicize the journal title.

ELECTRONIC RESOURCES

JOURNAL ARTICLE – THREE AUTHORS - FROM A COMMERCIAL DATABASE –ARTICLE HAS DOI (DIGITAL OBJECT IDENTIFIER)

- Author(s) (Last name, First name, First name Initial. Last Name, and First Name, Last Name). Date. “Title of the Article.” Title of Journal(*italicized*) Journal Volume#(Issue#):pages.doi:(full doi is required).

JOURNAL ARTICLE FROM A COMMERCIAL DATABASE – ARTICLE DOES NOT HAVE DOI (DIGITAL OBJECT IDENTIFIER)

- Author(s). Date. “Title of the Article.” Title of Journal(*italicized*) Journal Volume#(Issue#):pages. Retrieved (and state date with year). (in parenthesis place the web address of the commercial database).

GOVERNMENT PUBLICATION – NO AUTHOR GIVEN

- Name of Government Ministry. Date. Title of Report or Article(*italics*). Place of Publication: Publisher. Retrieved (place date retrieved from web) (The full web address in parenthesis).

Note: For Statistics Canada documents you need to include the catalogue number.

VISUAL MEDIA

FILM

- Director (Last Name, First Name). Year. Title(in italics). Studio.