

Quick Style Guide

This document has been provided to assist students studying Sociology in properly citing and referencing their papers and essays. The information in this document is taken from American Sociological Association Style Guide (3rd ed.), 2007. We highly encourage students who plan to major in Sociology or pursue their masters in Sociology to purchase the complete Style Guide which features sections on: Editorial Styles, Mechanics of Style, Guidelines for Organizing and Presenting Content, and more detailed information on referencing your scholarly sources. The complete ASA Style Guide can be found at www.asanet.org/journals/guides.cfm.

Plagiarism

The ASA has a firm commitment to full and proper attribution and authorship credit, as set forth in the ASA Code of Ethics.

- (a) In publications, presentations, teaching practice, and service, sociologists explicitly identify credit, and reference the author when they take data or material verbatim from another person's written work, whether it is published, unpublished, or electronically available.
- (b) In their publications, presentations, teaching, practice, and service, sociologists provide acknowledgment of and reference to the use of others' work, even if the work is not quoted verbatim or paraphrased, and they do not present others' work as **their own whether it is published, unpublished, or electronically available.**

Text Citations

Citations in the text include the last name of the author(s) and year of publication. Include page numbers when quoting directly from a work or referring to specific passages. Identify subsequent citations of the same source in the same way as the first. Examples follow:

If the **author's name is in the text**, follow it with the publication year in parentheses:
...in another study by Duncan (1959).

If the **author's name is not in the text**, enclose the last name and publication year in parentheses:
...whenever it occurred (Gouldner 1963).

Pagination follows the year of publication after a colon, with no space between the colon and the page number:
...Kuhn (1970:71).
Note: This is the preferred ASA style. Older forms of text citations are not acceptable: (Kuhn 1970, p. 71).

Give both last names for **joint authors**:
... (Martin and Bailey 1988).

If a work has **three authors**, cite all three last names in the first citation in the text; thereafter, use *et al.* in the citation. If a work has **more than three authors**, use *et al.* in the first citation and in all subsequent citations.

First citation for a work with three authors:...had been lost (Carr, Smith, and Jones 1962).

Later:...(Carr et al. 1962)

Text citations continued...

If a work cited was reprinted from a version published earlier, list the earliest publication date in brackets, followed by the publication date of the recent version used.

...Veblen ([1899] 1979) stated that...

Separate a series of references with semicolons. List the series in alphabetical or date order, but be consistent throughout the manuscript.

... (Green1995; Mundi 1987; Smith and Wallop 1989).

Reference Lists

A reference list follows the text and footnotes in a separate section headed *References*. All references cited in the text must be listed in the reference section, and vice versa. It is the authors responsibility to ensure that publication information for each entry is complete and correct.

- References should be double-spaced.
- List all references in **alphabetical order** by first authors' last names
- Include **first names** and **surnames** for all authors. Use first-name initials only if an author used initials in the original publication. In these cases, add a space between the initials, as in *R. B. Brown* and *M. L. B. Smith*.

(see additional guidelines in the full text of the *American Sociological Association Style Guide* .

Books

Author1 (last name inverted), **Author2** (including full surname, last name is not inverted), and **Author3**. Year of publication. *Name of Publication (italicized)*. Location of publisher, state, or province postal code (or name of country if a foreign publisher): Publisher's Name.

Examples:

Bursik, Robert J., Jr. and Harold G. Grasmick. 1993. *Neighborhoods and Crime: The Dimensions of Effective Community Control*. New York: Lexington Books.

Hagen, John and Ruth D. Peterson, eds. 1995. *Crime and Inequality*. Stanford, CA: Stanford University Press.

Jaynes Gerald D. and Robin M. Williams, Jr. 1989. *A Common Destiny: Blacks and American Society*. Washington, DC: National Academy Press.

Journal Articles

Author1 (Last name inverted), **Author2** (including full surname, last name is not inverted), and **Author3**. Year of Publication. "Title of Article." *Name of Publication* Volume Number (Issue Number):page numbers of article.

Examples:

Aseltine, Robert H., Jr. and Ronald C. Kessler. 1993. "Marital Disruption and Depression in a Community Sample." *Journal of Health and Social Behavior* 34(3):237-51.

Kalleberg, Arne L., Barbara F. Reskin, and Ken Hudson. 2000. "Bad Jobs in America: Standard and Nonstandard Employment Relations and Job Quality in the United States." *American Sociological Review* 65(2):256-78.

E-Resources

Articles and books obtained from the Internet follow the same pattern as those cited above, with the exception that page numbers are omitted and the URL and date of access are included.

Examples:

Schafer, Daniel W. and Fred L. Ramsey. 2003. "Teaching the Craft of Data Analysis." *Journal of Statistics Education* 11(1). Retrieved December 12, 2006 (<http://www.amstat.org/publications/jse/v11n1/schafer.html>).

Thomas, Jan E., ed. 2005. *Incorporating the Woman Founders into Classical Theory Courses*. Washington DC: American Sociological Association. Retrieved December 12, 2006 (<http://www.enoah.net/ASA/ASAshopOnlineService/ProductDetails.aspx?.productID=ASAOE378T05E>).

Websites

A general rule may be applied to citing of Web sites: If the Web site contains data or evidence essential to a point being addressed in the manuscript, it should be formally cited with the URL and date of access.

In the text of the paper cite as: (ASA 2006)

In the reference list:

American Sociological Association 2006. "Status Committees." Washington, DC: American Sociological Association. Retrieved December 12, 2006 (<http://www.asanet.org/cs/root/leftnav/committees/committees>).

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