

ASA Documentation Style

These guidelines are based on the *American Sociological Association (ASA) Style Guide*, 3rd edition, published in 2007. For other examples and guidelines, consult the *ASA Style Guide* or the ASA website at <http://www.asanet.org/>

MacEwan students should **always** check with course instructors for any specific requirements or preferences that may differ from the standard ASA guidelines presented below.

General Guidelines

- **Double space** all pages, including abstract, body of the paper, foot/endnotes, references and acknowledgements.
- Use **1.25” margins** on all sides.
- **Indent** all **paragraphs** 5 spaces or **one tab**.
- **Number all pages** sequentially, beginning with the title page, but do not type the page number on the **title page**.
- Use **12 point Times New Roman** font.
- Use only **one space** after all punctuation.

Documenting Sources in the Body of the Paper (Parenthetical Citations)

When you quote or paraphrase an idea that is not your own, you **must** give the source in the body of your paper.

Quotations

- All quotations require a citation that includes three elements: the last **name(s)** of the author(s), the **year of publication**, and the **page number(s)**. If there is **no pagination** in your source, the page number is omitted. The following are the most common ways in which these elements can be placed into the body of your paper with both short and long quotations.
- For **short quotations** (50 words or fewer), use double quotation marks around the quoted words, and incorporate the quotation into the body of your paper. For example,

According to Duncan (1959), sociological analysis of cities is “critical to achieving far-reaching social change in this century” (p. 71).

or

Writing is not static: “Writing is a skill that is continually refined throughout a student’s academic career” (Roberts and Ritchot 2009:64).

⇒ Note the placement of the period after a short quotation.

- Display **long quotations** (more than 50 words) in a block of type **without quotation marks**. Indent this block quotation one tab from the left margin, and type the entire quotation on the indented margin. For example,

Wallerstein (2003) made the following criticism:

The social construction of the disciplines as intellectual arenas that was made in the 19th century has outlived its usefulness and is today a major obstacle to serious intellectual work. Although the institutional framework of the disciplines remains strong, there are cracks in the structures of knowledge that make them less solid than most participants imagine. (P. 453)

⇒ Note the placement of the period after a long quotation. Also note that a **capital “P”** is used for “page” when the page number is cited at the end of block quotation.

Paraphrases

- When you choose to rewrite an author’s idea in your own words, you must indicate your source. It is preferable to name the author and date **before** the paraphrase, so it will be clear to your reader that the ideas that follow are not your own. Though ASA does not require you to cite the page number in a paraphrase, it is recommended that you check with your instructors for their preferences. For example,

According to Duncan (1959), sociological analysis of cities is critical to creating positive social change in America.

or

Thus, as Hoffman and Webb (1981) noted, the criminalization of suicide not only provided the early state with revenue, but it also extended judicial rights and state power (p. 376).

Special Cases of Parenthetical Citation

- When you **insert changes, additions, or explanations** into a quotation, use **square brackets** around **your words**.

Hall (2008) purported that “[t]his dichotomization [of gender] is problematic because most people do not conform to the polarized definitions of gender, yet these are the definitions by which we are measured in society” (p. 2).

- Use an **ellipsis** (three periods with a space before and after each period)
 - to represent **omitted words** in a sentence:

“Symbolic interactionism . . . makes some unique assumptions about human nature and society” (Hall 2008:44).

- at the **beginning of a quotation** that begins with a capitalized word that was **not** at the beginning of the original sentence:

“. . . Prime Minister Harper prorogued parliament” (Cooper 2009:F1).

- Use an **ellipsis followed by a period** (four spaced periods) at the end of a quotation if the final words of the original sentence are omitted:

“The increases in technologies of social saturation give us endless social possibilities” (Hall 2008:192), such as the ability to be in constant communication with people around the world.

- When a work has **two authors**, cite both authors **every time** you refer to their work.

(Anderson and Smith 2009:15)

- When a work has **three authors**, cite all authors the first time you refer to their work. In subsequent citations, however, include only the surname of the first author followed by **et al.** (meaning “and others”).

First in-text citation: (Wilson, Jones, and Anders 2009:565)

Subsequent in-text citations: (Wilson et al. 2009:599)

- When a work has **four or more authors**, cite only the surname of the first author followed by **et al.** in your in-text citations. On the references page, list all authors’ surnames, first names, and any initials.

- **Groups or organizations** are often authors of sources you use. If the name of an organization is long, you may use an acronym. When using acronyms, write out the complete name the first time it is used, and present the acronym in parentheses. You may then refer to the group or organization by the acronym throughout the rest of the paper.

First use: The American Sociological Association (ASA) (2007) . . .

Subsequent uses: According to the ASA (2007) . . .

- If works by different authors are cited in the same parentheses, list them **either in alphabetical order** by the authors' surnames **or in date order** from oldest to most recent. Be consistent throughout the paper. Separate each citation with a semicolon.

(Burgess 1968:22; Maxwell 1971:122; Stewart 2002:68)

- An **indirect or secondary source** is another author's work that is discussed in the source you are using. **Only the original author** and date are used in the **in-text citation**; however, the reference entry provides full publication details for both the original author and your source.

In-text citation: (Merton 1957:368-369)

Corresponding reference entry:

Merton, Robert K. 1957. Pp. 368-369 in *Social Theory and Social Structure*. Rev. ed. New York: Free Press. Quoted in I. Wallerstein. 1984. "The Development of the Concept of Development." *Sociological Theory* 2(1):102-116. (Retrieved from JSTOR on March 19, 2009).

⇒ In the above example, **your source** is **Wallerstein**, who cited Merton.

- **Personal communications** (for example, an interview, letter, telephone conversation, lecture, or email) are referred to in the text and referenced with a footnote or endnote (see the examples at the bottom of this page). Personal communications are **not** included in the references list. Permission to use the information from personal communications should be obtained from the individual who provided the information.

In an interview with the author, Jones¹ indicated that . . .

⇒ In cases where it would be a breach of confidentiality to give a person's name, give your readers relevant information to establish the speaker's credibility.

The lawyer² explained that litigation is not common in this type of case.

⇒ There are ethical issues involved when you are using personal communications (regardless of whether or not you use a person's name), so always check with your instructor if you are considering using personal communications in your paper.

- If a source has **no date**, use the abbreviation **n.d.** in the parentheses instead of a year; n.d. is also used on the references page.

¹ John Jones, interview, May 23, 2009.

² Email message to author, June 6, 2009.

References Page Guidelines

(see page 11 of this handout for a sample references page)

All sources cited in your paper must appear on your references page, and all entries on the references page must refer to citations within the body of your paper.

- Number the references page(s) consecutively with the rest of your paper.
- Use the single word **References**, centered as the heading at the top of the page.
- Use a **hanging indent** by keeping the first line of each entry at the left-hand margin and indenting all following lines of the entry one tab.
- **Double space** the reference(s) page(s).
- Arrange entries **alphabetically** by author or by title if there is no author.
- Invert the name of only the **first author** in entries for sources written by **multiple authors**.
- If you have **more than one source** by the **same author(s)**, replace the author(s) with three dashes and a period (---.) in the second and subsequent reference entries. If these sources were **published in the same year**, add an *a, b, c*, etc. to the publication years. Use these appended letters in your in-text citations to distinguish among sources. See the bottom of page 11 for examples.

Each reference entry has four basic elements that direct readers as closely as possible to the source you used:

Author(s). date. *Title*. Publication or retrieval information.

An in-text citation will include the **first two elements** of the corresponding reference entry and a page number.

Examples of References

See the *ASA Style Guide*, 3rd edition, for additional examples of a wide variety of sources.

Books

Book

Authors.	date.	<i>Title: Subtitle.</i>
Bursik, Robert J., Jr. and Harold G. Grasmick.	1993.	<i>Neighborhoods and Crime: The Dimensions</i>
	edition	Place: Publisher.
	2nd ed.	New York: Lexington Books.

of Effective Community Control.

⇒ The state is omitted from the place only for New York. For all other locations, include the state or provincial abbreviation. Use the country name if the source is published outside of the US or Canada. For example,
 Edmonton, AB
 Dusseldorf, Germany

Edited Book

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

Chapters in Books or Other Collected Works

Riley, Matilda W. 1985. "Women, Men, and the Lengthening Life Course." Pp. 333-47 in *Gender and the Life Course*, edited by A. S. Rossi. New York: Aldine.

Reference Works***Dictionary Entry***

"Inequality." 2005. *Merriam-Webster's Collegiate Dictionary*. 11th ed. Springfield, MA: Merriam-Webster.

Encyclopaedia Entry with Author

Fourier, Arnold. 2006. "Utopian Socialism." Pp. 985-86 in *The Encyclopedia of Sociology*, Vol. 9. Detroit, MI: Gale.

Encyclopaedia Entry with no Author Identified

"Globalization." 2009. Pp. 210-211 in *Collier's Encyclopedia*, Vol. 3, edited by B. Singh. New York: Collier.

Periodicals (journals, magazines, newspapers, etc.)***Journal Article in Print***

Author(s).	date.	"Title: Subtitle."
Kalleberg, Arne L., Barbara F. Reskin, and Ken Hudson.	2000.	"Bad Jobs in America: Standard <i>Journal</i>
and Non-Standard Employment Relations and Job Quality in the United States." <i>American</i>		
Name	volume(issue): pages.	
<i>Sociological Review</i>	65(2): 256-78.	

Magazine Article

Dobson-Mitchell, Scott. 2010. "Freud was a Freak." *MacLean's*, January 25, pp. 78-79.

Newspaper Article with Author Identified

Brooymans, Hanneke. 2010. "Flames Lit for 46 Homeless who Died on the Streets Last Year."
The Edmonton Journal, January 24, p. B1.

Newspaper Article with Author Not Identified

The Vancouver Sun. 2005. "Sociology Students Excel at Critical Thinking and Writing." *The Vancouver Sun*, November 27, p. F1.

Online Newspaper Article

Zabjek, Alexandra. 2010. "Woman Forgives Long-Term Offender for Brutal Attack." *The Edmonton Journal*, January 26. Retrieved January 26, 2010 (<http://www.edmontonjournal.com/news/Woman+forgives+long+term+offender+brutal+attack/2482984/story.html>).

PDF Document on a Website of an Institution with a Known Location

Spalter-Roth, Roberta and Nicole Van Vooren. 2008. *What are they Doing with a Bachelor's Degree in Sociology? Data Brief on Current Jobs*. Washington, DC: American Sociological Association Department of Research and Development. Retrieved January 26, 2010 (<http://www.asanet.org/research/BachelorsinSociology.pdf>).

Document on a Website with an Unknown Location

Statistics Canada. 2010. "Median Total Income, by Family Type, by Census Metropolitan Area." Retrieved May 17, 2010 (<http://www40.statcan.gc.ca/l01/cst01/famil107a-eng.htm>).

A Report or Document on a University Website

Writing and Learning Services (WLS). 2010. *ASA Documentation Style*. Edmonton, AB: Grant MacEwan University. Retrieved July 29, 2010 (<http://www.macewan.ca/web/services/ims/client/upload/ASA2010.pdf>).

E-books

Haughton, Jonathan and Shahidur R. Khandker. *Handbook on Poverty and Inequality*. Washington, DC: The World Bank. Retrieved January 26, 2010 (<http://books.google.com/books?id=i1h6g4HXEBMC&lpg=PA1&pg=PA1#v=onepage&q=&f=false>).

Online Dictionary Entry

"Hermeneutic." 2007. *Merriam-Webster Online*. Springfield, MA: Merriam-Webster. Retrieved January 20, 2010 (<http://www.merriam-webster.com/dictionary/hermeneutic/>).

Weblog Entries ("Blogs")

Sternheimer, Karen. 2009. "Everyday Sociology Talk: Advice for Students Taking Sociology Exams or Writing Papers." *Everyday Sociology Blog*, October 14, 2009. Retrieved January 27, 2010 (<http://nortonbooks.typepad.com/everydaysociology/2009/10/everyday-sociology-talk-advice-for-students-taking-sociology-exams-or-writing-papers.html>).

Government Documents: Special Guidelines and Examples

Print Document with a Catalogue Number

<p>Author(s). date. Smith, Meredith. 2002.</p>	<p>Report Title: Subtitle. <i>Educational Advantages of Learning Skills Centres: Increasing the</i></p>
	<p>Catalogue or report number. Place: <i>Nation's Rate of Post-Secondary Degree Completion. DM 42-7/233-2002-04E. Ottawa,</i></p>
	<p>Publisher (exact name of department that produced the document). ON: Library of Parliament, Research Branch, Education Division, Committee on Optimal Education Outcomes.</p>

⇒ If several departments are given as the author, list them from the most general to the most specific (Department/Agency/Division/Committee/Subcommittee).

⇒ If **no publisher** is listed, use the name that follows the copyright symbol © as the publisher. If there is **no** © shown, cite the printer (for example, Queen's Printer) as the publisher.

Print Document without a Catalogue or Publication Number

Canadian Human Rights Commission. 2008. *Still a Matter of Rights: A Special Report of the Canadian Human Rights Commission on the Repeal of Section 67 of the Canadian Human Rights Act*. Ottawa, ON: Minister of Public Works and Government Services.

⇒ If the writer of the document is not listed, cite the department that issued the report as the author.

Online Reports, Bulletins, and Fact Sheets

Department of Justice Canada. Communications Branch. 2005. *Canada's Court System*. Retrieved December 12, 2006 (<http://www.justice.gc.ca/eng/dept-min/pub/ccs-ajc/pdf/courten.pdf>).

Legal Materials: Special Guidelines and Examples

The *ASA Style Guide* provides only American examples of legal materials. However, MacEwan students can find more information about citing legal materials in the *Canadian Guide to Uniform Legal Citations* located in the Library. The following examples integrate guidelines for both ASA documentation style and Canadian legal citations.

Constitutions

Reference Entry: *Canadian Charter of Rights and Freedoms*, 1982, s. 8. Part I of the the *Constitution Act*, 1982, being Schedule B to the *Canada Act 1982 (UK)*, 1982, c. 11.

In-Text Citation: The *Canadian Charter of Rights and Freedoms* (1982) guarantees that all Canadians are protected against unreasonable search or seizure (s. 8).

⇒ In this example, the *Canadian Charter of Rights and Freedoms* is part of the larger *Canadian Constitution Act*, which is part of the UK's *Canada Act*. Thus, the *Charter* is cited in the in-text citation, and its location in the *Constitution Act* is specified in the reference entry.

Laws

Reference Entry: *Canada Wildlife Act*, RSC 1985, c. W-9, s. 13-3.

In-Text Citation: The *Canada Wildlife Act* (RSC 1985) states, “A person who commits or continues an offence on more than one day is liable to be convicted for a separate offence for each day on which the offence is committed or continued” (c. W-9, s. 13-3).

⇒ In this example, the *Canada Wildlife Act* is located in section 13-3 (s. 13-3) of chapter W-9 (c. W-9) in the *Revised Statutes of Canada (RSC)*.

Court Decisions

Reference Entry: *Arsenault-Cameron v. Prince Edward Island* [2000] 1 S.C.R. 3 at para. 26, 2000 SCC 1.

In-Text Citation: The judge's decision in the *Arsenault-Cameron v. Prince Edward Island* (2000) case resulted in a precedent that would affect cases for many years (para. 26).

⇒ References to court decisions include as much of the following information as is possible:

First citation	pinpoint,	parallel citation.
<i>Arsenault-Cameron v. Prince Edward Island</i> [2000] 1 S.C.R. 3	at para. 26,	2000 SCC 1.

Sample References Page

References

- Canadian Human Rights Commission. 2008. *Still a Matter of Rights: A Special Report of the Canadian Human Rights Commission on the Repeal of Section 67 of the Canadian Human Rights Act*. Ottawa, ON: Minister of Public Works and Government Services.
- Canada Wildlife Act, RSC 1985, c. W-9, s. 13-3.*
- “Hermeneutic.” 2007. *Merriam-Webster Online*. Springfield, MA: Merriam-Webster. Retrieved January 20, 2010 (<http://www.merriam-webster.com/dictionary/hermeneutic/>).
- Riley, Matilda W. 1985. “Women, Men, and the Lengthening Life Course.” Pp. 333-47 in *Gender and the Life Course*, edited by A. S. Rossi. New York: Aldine.
- 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>).
- The Vancouver Sun*. 2005. “Sociology Students Excel at Critical Thinking and Writing.” *The Vancouver Sun*, November 27, p. F1.
- Sternheimer, Karen. 2009. “Everyday Sociology Talk: Advice for Students Taking Sociology Exams or Writing Papers.” *Everyday Sociology Blog*, October 14, 2009. Retrieved January 27, 2010 (<http://nortonbooks.typepad.com/everydaysociology/2009/10/everyday-sociology-talk-advice-for-students-taking-sociology-exams-or-writing-papers.html>).
- Writing and Learning Services (WLS). 2010a. *APA Documentation Style*. Edmonton, AB: Grant MacEwan University. Retrieved April 13, 2010 (<http://www.macewan.ca/web/services/ims/client/upload/APAjan10.pdf>).
- . 2010b. *ASA Documentation Style*. Edmonton, AB: Grant MacEwan University. Retrieved February 29, 2010 (<http://www.macewan.ca/web/services/ims/client/upload/ASA2010.pdf>).

Words for Introducing Quotations in ASA Format

The word *said* has many alternatives that indicate the context of a quotation or paraphrase, the attitude of the source, and your own point of view. **These words, however, cannot be used interchangeably.** Consult a **dictionary** to ensure you have used the appropriate word.

Please note that the words listed are in simple past tense.

acknowledged	demanded	proposed
acquiesced	denounced	protested
added	described	proved
addressed	dictated	queried
admitted	directed	questioned
advised	disclosed	quoted
advocated	divulged	read
affirmed	elaborated	reasoned
agreed	exclaimed	rebutted
announced	explained	recognized
answered	granted	recounted
argued	held	refuted
articulated	hinted	regretted
asked	imparted	reiterated
assented	implored	rejoined
asserted	indicated	related
assured	inferred	remarked
attested	informed	reminded
called	inquired	remonstrated
charged	insinuated	repeated
claimed	insisted	replied
commanded	interrogated	reported
commented	intimated	reprimanded
complained	lamented	requested
conceded	lectured	responded
concluded	maintained	revealed
concurred	mentioned	ruled
confessed	narrated	stated
confided	noted	stipulated
contended	objected	suggested
contested	observed	supposed
continued	ordered	talked
contradicted	petitioned	testified
counseled	pleaded	thought
countered	pointed out	told
debated	preached	translated
decided	proclaimed	urged
declared	pronounced	