



Department of Sociology

## ASA Style Guide

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## ASA Style Guide

### Manuscript Format

- All text (with the exception of block quotes, footnotes, and references list) must be doubled spaced and in a standard 12 point type.
- Margins must be at least 1 ¼ inches on all four sides
- A separate title page including
  - title of paper,
  - name(s) & institution(s) of authors,
  - word count for the manuscript (including footnotes or endnotes and references),
  - title footnote (includes names, addresses of authors, acknowledgements, credits, and grants)
- If required, on a separate page provide a short (150-200 word) abstract headed with the title.
- Begin the text of the paper on a separate page headed with the title of the paper.
- Following the cover page, the paper begins as page 1.
- The cover and preliminary pages are noted as Roman numerals
- For Honours and Graduate theses consult “Instructions for the Preparation and Presentation of Theses”, available online at:  
<http://ace.acadiau.ca/rgs/gradstudies/docs/ThesesPreparation.pdf>

### Citations in Text

Basic form for citations in the text includes the last name of the author(s) and year of publication. Always include page number when you quote directly from the work or refer to specific passages.

- If author’s name is in the text, follow it with the publication year in parentheses  

When Bowen (2004) studied...
- If the author’s name is not in the text, enclose the last name and year in parentheses:  

When the study was completed...(Kitchin 2002)
- If the page number is to be included it follows the year of publication after a colon:  

...Rippeyoung (2007:16)

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- For multiple authors of one reference, give all last names in the first citation in the text; afterwards use the first name and et al.; for more than three names, use the first author's last name plus et al.:

(Thompson, Abramson and Powers 1999) (Sacouman et al. 1998)

- For multiple authors of differing references, authors may either be listed alphabetically or by year of their publication, separated by semicolons

(Bowen 2000; Kitchin 2003; Thomson 1998) or  
(Thomson 1998; Bowen 2000; Kitchin 2003)

- Quotations in the text must begin and end with quotation marks; the citation follows the end quote mark and precedes the period.

...The refashioning of older women in advertising is motivated by profit “rather than genuine shifts in their attitudes towards aging” (Abramson 2002: 4).

- Longer quotations are placed in a block quotation that is indented from the text (left margin only) and single-spaced. Do not use quotations marks. The citation follows the period in a block quotation.

...Brittain notes:

It is in the *Lyon Theses* that one recognizes Gramsci's clear deconstruction of any theory that announces the advanced countries as being the only (leading) regions in which revolution can successfully come into fruition. (Brittain 2008: 80)

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### Footnotes & Endnotes

- A footnote is positioned at the foot of a page; an endnote is placed at the end of a chapter or document. Consult your instructor for individual preferences on the use of footnotes and endnotes.
- As a rule, avoid footnotes and endnotes, but if necessary, use them only to provide further explanatory information that would otherwise interrupt the flow of your text, or to append information presented in a table or figure.
  - Endnotes should be numbered consecutively throughout the essay with superscript Arabic numerals, double-spaced, and included at the end of the document or in a separate section headed “Endnotes”.

### Reference List

- Begin the reference list on a separate page headers with the word **References** in upper and lower case.
- All references cited in the text must appear in the reference list.
- All references in the reference list must be cited in the text.
- Use hanging indentation (see examples below).
- Single space references; double space between each reference entry.
- Invert the authors’ names; if there are two or more authors in a citation, invert only the first author’s name.
- The reference list should be arranged alphabetically by authors’ last names. If there is no author, arrange the first significant word in the title in the alphabetical sequence.
- Arrange multiple items by the same author in order by year if publication, earliest year first.
- Use six hyphens and a period (-----.) in place of the name(s) for second and succeeding occurrences of works by the same author.
- Distinguish works by the same author in the same year by adding letters, e.g. (2008a, 2008b, 2008c).
- Use city and province (e.g. complete list at end of the document).
- Use italics for book and periodical titles; underline if italics are not available.



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### Examples of References

#### Books – One Author

Last Name, First Name. Year. *Title*. City, Province: Publisher.

Bowen, Kurt. 2004. *Christians in a Secular World: The Canadian Experience*. Montreal, QC: McGill-Queen's University Press.

#### Books – Second Book by a Cited Author (i.e., the same author as in the preceding reference)

Six hyphens. Year. *Title*. City, Province: Publisher.

Bowen, Kurt. 2004. *Christians in a Secular World: The Canadian Experience*. Montreal, QC: McGill-Queen's University Press.

-----, 1996. *Evangelism and Apostasy: The Evolution and Impact of Evangelicals in Modern Mexico*. Montreal, QC: McGill-Queen's University Press.

#### Books – Multiple Authors

Last Name, First Name, First Name Last Name and First Name Last Name. Year. *Title*. City, Province: Publisher.

Robert Lauer, Jeanette Lauer, Zelda Abramson and Jeanette A. Auger. 2006. *Social Problems and the Quality of Life*. Toronto, ON: McGraw-Hill Canada.

#### Books – Edited

Last Name, First Name, ed. Year. *Title*. City, Province: Publisher.

Eckstein, Susan E., ed. 2001. *Power and Popular Protest: Latin American Social Movements*. Berkeley, CA: University of California Press.



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### Books – Edited with Multiple Authors

Last Name, First Name, First Name Last Name, eds. Year. *Title*. City, Province: Publisher.

Sacouman, James and Henry Veltmeyer, eds. 2005. *From the net to the Net: Atlantic Canada and the Global Economy*. Aurora, ON: Garamond Press.

### Books – Edition Other Than First

Last Name, First Name, ed. Year. *Title*. Edition number. City, Province: Publisher.

Auger, Jeanette. 2007. *Social Perspectives on Death and Dying*. 2<sup>nd</sup> ed. Halifax, NS: Fernwood Publishing.

### Books – No Author

*Title*. Year. *Title*. Edition number. City, Province: Publisher.

*The Chicago Manual of Style*. 2003. *The Chicago Manual of Style*. 15<sup>th</sup> ed. Chicago, IL: University of Chicago Press.

### Books – Chapters - One Author

Last Name, First Name. Year. "Title of chapter." Page numbers in *Title*, editor(s). City, Province: Publisher.

Kitchin, Heather A. 2002. "The Tri-Council on Cyberspace: Insights, Oversights, and extrapolations." Pp.160-174 in *Walking the Tightrope: Ethical Issues for Qualitative Researchers*, edited by W. van den Hoonaard. Toronto, ON: University of Toronto Press.

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### Books – Chapters - Multiple Authors

Last Name, First Name and First Name Last Name. Year. “Title of chapter.” Page numbers in *Title*, editor(s). City, Province: Publisher.

Moore, Barbara and James Sacouman. 2005. “Policy Issues in the Trade Union Movement: Two Views from Labour.” Pp. 169-188 in *From the net to the Net: Atlantic Canada and the Global Economy*, edited by J. Sacouman and H. Veltmeyer. Aurora, ON: Garamond Press.

### Electronic Books

Last Name, First Name. Year. *Title*. City, Province. Date retrieved (website address).

Leech, Garry. 2004. *The War on Terror in Colombia*. New York, NY: Colombia Journal. Retrieved January 3, 2005 ([http://www.colombiajournal.org/War\\_on\\_Terror.pdf](http://www.colombiajournal.org/War_on_Terror.pdf)).

### Articles from Journals – One Author

Last Name, First Name. Year. “Article Title.” *Journal Name* Volume(Number):page numbers.

Rippeyoung, Phyllis L. F. 2007. “When Women are Right: The Influence of Gender, Work, and Values on European Far-Right Party Support.” *International Feminist Journal of Politics* 9(3):379-397.

### Articles from Journals – Multiple Authors

Last Name, First Name, First Name Last Name, and First Name Last Name. Year. “Article Title.” *Journal Name* Volume(Number):page numbers.

Brittain, James J. and R. James Sacouman. 2008. “Resistance in the Colombian Countryside.” *Labour, Capital and Society* 41(1):25-39.



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### Articles from Magazines and Newspapers

Last Name, First Name. Year. "Article Title." *Publication Name*, Month Day, Page.

Lewis, Katie. 2007. "Conflicted over Colombia." *Ottawa Citizen*, April 8, A6.

### Articles from E-Resources

Last Name, First Name. Year. "Article Title." *Name of Source*. Date retrieved (website address).

Brittain, James J. 2006. "Abandoning a Negotiated Prisoner Exchange for a Military Rescue Attempt? Uribe's Failure to Learn from Colombia's Past" *Counter Punch*. Retrieved October 25, 2006 (<http://www.counterpunch.org/brittain10252006.html>).

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*All information related to this document is based upon excerpts or style platforms as stated in;*

American Sociological Association. 2007. *American Sociological Association Style Guide*. 3<sup>rd</sup> ed. Washington, DC: American Sociological Association.

Richards, Carol J. 2005. *ASA Style Guide*. Buffalo, NY: Buffalo State University.

## ASA Style Guide

### Provincial and State abbreviations

<b>Canada</b>					
Alberta	AB	Newfoundland	NF	Prince Edward Island	PE I
British Columbia	BC	Northwest Territories	NT	Québec	QC
Labrador	LB	Nova Scotia	NS	Saskatchewan	SK
Manitoba	MB	Nunavut	NV	Yukon	YK
New Brunswick	NB	Ontario	ON		

<b>United States</b>					
Alaska	AK	Kentucky	KY	Ohio	OH
Alabama	AL	Louisiana	LA	Oklahoma	OK
Arizona	AZ	Maine	ME	Oregon	OR
Arkansas	AR	Maryland	MR	Pennsylvania	PA
California	CA	Massachusetts	MA	Puerto Rico	PR
Canal Zone	CZ	Michigan	MI	Rhode Island	RI
Colorado	CO	Minnesota	MN	South Carolina	SC
Connecticut	CT	Mississippi	MS	South Dakota	SD
Delaware	DE	Missouri	MO	Tennessee	TN
Dist. of Columbia	DC	Montana	MT	Texas	TX
Florida	FL	Nebraska	NE	Utah	UT
Georgia	GA	Nevada	NV	Vermont	VT
Hawaii	HI	New Hampshire	NH	Virginia	VA
Idaho	ID	New Jersey	NJ	Virgin Islands	VI
Illinois	IL	New Mexico	NM	Washington	WA
Indiana	IN	New York	NY	West Virginia	WV
Iowa	IA	North Carolina	NC	Wisconsin	WI
Kansas	KS	North Dakota	ND	Wyoming	WY