

ASA Style Guide

Durham Technical Community College

This guide is intended for Durham Tech students required to format assignments using the ASA (American Sociological Association) style. Within this guide are general assignment requirements, instructions for formatting a reference page, instructions for formatting in-text citations, and examples of common in-text citations. Please consult the official *ASA Style Guide* or *The Sociology Student Writer's Manual* for a comprehensive list of ASA formatting requirements. Following are the references for these two sources:

American Sociological Association. 2014. *ASA Style Guide 5th ed.* Washington, DC: ASA.

Johnson Jr., William A., Richard P. Retting, Gregory M. Scott, and Stephan M. Garrison. 2010. *The Sociology Student Writer's Manual 6th ed.* Upper Saddle River, NJ: Prentice Hall.

The format of this document was modeled, in part, based on an ASA Style Guide created for the E.H. Butler Library at Buffalo State and the ASA Style Cite Source guide published by the Trinity College Library at Trinity College. Following are the references for the documents consulted:

Richard, Carol J. 2005. "ASA Style." Buffalo, NY: Buffalo State (SUNY). Retrieved December 29, 2009 (<http://www.buffalostate.edu/library/docs/asa.pdf>).

Trinity College 2014. "ASA Style Cite Source." Hartford, CT: Trinity College Library. Retrieved August 11, 2014 (<http://citesource.trincoll.edu/asa/asa.html>).

Please see your instructor's specific document formatting instructions.

If none are provided, follow these formatting guidelines: double-spaced; typed in 12-point Times New Roman font; 1.25 inch margins on all four sides (this document is formatted with 1.25" margins on all four sides); page numbers in the footer right-adjusted, and include a separate reference page for any sources consulted (see below).

When a **title page is required**, on a separate page, centered in the middle, provide: your first and last name, course-section number, the semester, and your instructor's last name.

When a **title page is not required**, provide: your first and last name, course-section number, the semester, and your instructor's last name all single-spaced at the top of the document left-adjusted (not in the header or footer).

REFERENCE PAGE

Work that will be graded should include a separate page to reference all in-text citations (paraphrases and quotes) and outside sources used to develop an assignment. List references in alphabetical order (based on the authors' last names) on a separate page.

Following are some examples of references for common sources.

BOOK:

The general format is:

Author's Last Name, First Name, Middle Initial (if available). year of publication. *Title of Book*. edition (if applicable). City of Publication, State of Publication: Publication Company.

Books with one author

Blumer, Herbert. 1969. *Symbolic Interactionism*. Englewood Cliffs, NJ: Prentice-Hall.

Books with two authors

Ollenburger, Jane C. and Helen A. Moore. 1998. *A Sociology of Women: The Intersection of Patriarchy, Capitalism, and Colonization*. 2nd ed. Upper Saddle River, NJ: Prentice-Hall.

Books with three or more authors (include all authors' names)

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. 2003. *The Craft of Research*. 2nd ed. Chicago, IL: The University of Chicago Press.

Edited books

Runciman, W.G. ed. 1998. *Max Weber: Selections in Translation*. New York, NY: Cambridge University Press.

Chapters in books

Mead, George Herbert. 1934. "Society." Pp. 227-336 in *Mind, Self, and Society from the Standpoint of a Social Behaviorist*. Chicago, IL: The University of Chicago Press.

Articles or chapters in books of collected works

Foucault, Michael. 2004. "Power as Knowledge." Pp. 465-471 in *Social Theory: The Multicultural and Classic Readings*. 3rd ed. edited by Charles Lemert. Boulder, CO: Westview Press.

JOURNAL ARTICLE

The general format is (see below for specific requirements of electronic sources):

Author's Last Name, First Name, Middle Initial (if available). year of publication. "Title of Article." *Title of Journal* volume number(issue number): page number(s).

Articles with one author

Roxburgh, Susan. 2009. "Untangling Inequalities: Gender, Race, and Socioeconomic Differences in Depression." *Sociological Forum* 24(2):357-381.

Articles with two authors

Ainsworth, James W. and Vincent J. Roscigno. 2005. "Stratification, School-Work Linkages and Vocational Education." *Social Forces* 84(1):257-284.

Articles with three or more authors (include all authors' names)

Giordano, Peggy C., Ryan D. Schroeder, and Stephen A. Cernkovich. 2007. "Emotions and Crime over the Life Course: A Neo-Meadian Perspective on Criminal Continuity and Change." *The American Journal of Sociology* 112(6):1603-1661.

Articles from a public database

Berger, Peter L. [1983] 1999. "Secularity: West and East." Lecture, Institute for Japanese Culture and Classics, Kokugakuin University. Retrieved December 29, 2009 (<http://www2.kokugakuin.ac.jp/ijcc/wp/cimac/berger.html>).

Articles from a paid electronic resource/database (JSTOR, ProQuest, etc.)

Cohen, Philip. 2004. "The Gender Division of Labor: "Keeping House" and Occupational Segregation in the United States." *Gender & Society* 18(2):239-252. Retrieved March 13, 2014 <http://www.jstor.org.durhamtech.idm.oclc.org/stable/4149435>.

BLOG

The general format is:

Author's Last Name, First Name, Middle Initial (if available). year of publication. "Title of Post." *Title of Blog*. Retrieval date and source/URL.

Blog with one author

Purgus, Claire P. 2014. "Lighting the Dark & Crooked Road: Tools for Youth Who Want to Stop Slavery." *Fem 2.0* Blog Retrieved August 11, 2014 (<http://www.fem2pt0.com/blog/>).

FILM/VIDEO (DVD)

The general format is:

Director's Last Name, First Name, Middle Initial (if available), year of publication or release, *Title of Film*. Medium. Location of Publication or Production: Publication or Production Company.

Film on DVD

Newsom, Jennifer S. 2011. *Miss Representation*. DVD. CA: Girls' Club Entertainment.

FILM/VIDEO ON WEB (with and without specific named authors)

The general format is:

Director's Last Name, First Name, Middle Initial (if available), year of publication or release, "Title of Film." Website. Retrieval date and source/URL.

Video on Web (with named author)

Strickland, Ron. 2007. "Cultural Theory: Commodity Fetishism." YouTube Website. Retrieved August 11, 2014 (<https://www.youtube.com/watch?v=t1PCXuBfEB0>).

Video on Web (without specific named author)

Presentation Choices. 2011. "Word 2010: Setting Margins and Paragraph Alignment." YouTube Website. Retrieved August 11, 2014 (<https://www.youtube.com/watch?v=86LpuRagCKc>).

LECTURE or PRESENTATION (class notes, power point presentations, etc.)

The general format is:

Speaker/Author's Last Name, First Name, and Middle Initial (if available). year of lecture or presentation. "Title of Lecture or Presentation." Physical Location where Lecture or Presentation delivered (if applicable), date of lecture or presentation or date of access, City and State of Lecture or Presentation.

Class Lecture

Gladman, Michelle. 2014. "Deviance." Presented at Durham Technical Community College, June 13, Durham, NC.

Power Point Presentation

Casey, Michelle. 2016. "Theoretical and Methodological Frameworks." Durham Technical Community College.

NEWSPAPER ARTICLE (including electronic version)

The general format is:

Author's Last Name, First Name, and Middle Initial (if available). year of publication. "Title of Article." *Title of Publication*. date of publication, Retrieval date and source/URL (for electronic versions).

Newspaper article (electronic version)

Kaufman, Marc. 2014. "A Celestial Traveler Closes on Mars." *The New York Times*, August 4. Retrieved August 11, 2014.
(<http://www.nytimes.com/2014/08/05/science/space/celestial-traveler-closing-on-mars.html?rref=science&module=ArrowsNav&contentCollection=Science&action=click®ion=FixedLeft&pgtype=article>).

SOUND RECORDING (CD, album, etc.)

The general format is:

Artist's Last Name, First Name, Middle Initial (if available). year of publication. "Title of Recording." *Title of CD, Album, etc.* medium. City of Production: Production Company.

Song

Wonder, Stevie. 1996. "Living for the City." *Stevie Wonder-A Song Review: A Greatest Hits Collection*. CD. Los Angeles: Motown.

WEB SITE (with and without named authors)

The general format is:

Author's Last Name., First Name, and Middle Initial (if available) or Organization. year of publication or access, "Title of Content." *Website Name*. Retrieval date and source/URL.

Website with named author

Tiwari, Tamanna et al. 2014. "Recruitment for Health Disparities Preventive Intervention Trials: The Early Childhood Caries Collaborating Centers." *Center for Disease Control*, August 7. Retrieved August 11, 2014
(http://www.cdc.gov/pcd/issues/2014/14_0140.htm).

Website without named authors

Durham Technical Community College. 2014. "Academic Honesty Policy." Retrieved August 11, 2014
(<http://www.durhamtech.edu/html/prospective/academicinfob.htm#honesty>).

IN-TEXT CITATIONS

When paraphrasing or quoting directly from a source, provide in-text citations to credit the author's contribution. In-text citations **MUST** be provided for every sentence that is copied verbatim, paraphrased, and/or reworked from any other source other than the student's imagination. As mentioned above, if in-text citations are used, there should be a corresponding reference to that source on the Reference page.

What to include when citing a paraphrase:

Author's last name and year of publication. E.g., (Casey 2016).

What to include when citing an indirect paraphrase/secondary source:

Author's last name of indirect paraphrase, year of publication of indirect paraphrase, the phrase "as cited in," author's last name of source, and year of publication of source. E.g., (Bretns 2015 as cited in Casey 2016).

What to include when citing a direct quote (copying verbatim):

Author's last name, year of publication, AND page number(s) where the direct quote is located. E.g., (Casey 2016: 16).

What to include when citing an indirect quote/secondary source (a direct quote from an author found in the source you're reading):

Author's last name of indirect quote, year of publication of indirect quote, the phrase "as cited in," author's last name, year of publication, AND page number(s) where the indirect quote is located. E.g., (Bretns 2015 as cited in Casey 2016: 16).

NOTES:

- Never include the author's first name in the of the assignment (it should only be on the reference page).
- The position of the author's name and year of publication may vary depending on sentence construction.
- Page numbers should only be in the parenthetical citation after the quoted sentence.
- When adding sources to the reference page for an indirect paraphrase/quote, reference the source from the indirect paraphrase/quote was retrieved **NOT** the author of the indirect paraphrase/quote.

Following are some examples of in-text citation formatting options.

In-text citations with one author (with style variations)

Paraphrase:

Empirical science values theory when it relates back to empiricism (Blumer 1969).

For Blumer, empirical science values theory only when it relates directly back to empiricism (1969).

For Blumer (1969), empirical science values theory only when it relates directly back to empiricism.

Direct Quote:

“Theory is of value in empirical science only to the extent to which it connects fruitfully with the empirical world” (Blumer 1969:143).

According to Blumer, “Theory is of value in empirical science only to the extent to which it connects fruitfully with the empirical world” (1969:143).

“Theory,” according to Blumer (1969), “is of value in empirical science only to the extent to which it connects fruitfully with the empirical world” (P. 143).

In-text citations with two authors (with style variations)

Paraphrase:

Studies about women, up until contemporary scholarship was published, were framed within the patriarchal institutions of the time (Ollenburger and Moore 1998).

Ollenburger and Moore argue that studies about women, up until contemporary scholarship, were framed within the patriarchal institutions of the time (1998).

According to Ollenburger and Moore (1998) studies about women, up until contemporary scholarship, were framed within the patriarchal institutions of the time.

Direct Quote:

“Until very recently, almost all studies of women reflected the nature of the patriarchal structures of the society in which they took place” (Ollenburger and Moore 1998:57).

According to Ollenburger and Moore, “Until very recently, almost all studies of women reflected the nature of the patriarchal structures of the society in which they took place” (1998:57).

“Until very recently,” according to Ollenburger and Moore (1998), “almost all studies of women reflected the nature of the patriarchal structures of the society in which they took place” (P. 57).

In-text citations with three authors (cite all three names in the first citation, then cite the first author’s name and use *et al.* in subsequent citations)

Paraphrase:

We all have plenty of interesting pursuits, which when starting research, might be hard (Booth, Colomb, and Williams 2003). This is so because narrowing interests to a specific topic requires focus that many beginners might lack (Booth et al. 2003). Therefore, according to Booth et al. (2003), focusing on a specific research project might be hard for beginners.

Direct Quote

“Most of us have more than enough interests to pursue, but beginners often find it hard to locate among theirs a topic focused enough to support a research project” (Booth, Colomb, and Williams 2003:41). It seems clear enough then. “If your assignment leaves you free to explore any topic within reason, we can offer only a cliché: Start with what interests you most deeply” (Booth et al. 2003: 41).

According to Booth, Colomb, and Williams, “Most of us have more than enough interests to pursue, but beginners often find it hard to locate among theirs a topic focused enough to support a research project” (2003:41). It seems clear enough then. According to Booth et al., “If your assignment leaves you free to explore any topic within reason, we can offer only a cliché: Start with what interests you most deeply” (2003: 41).

According to Booth Colomb, and Williams (2003), “Most of us have more than enough interests to pursue, but beginners often find it hard to locate among theirs a topic focused enough to support a research project” (P. 41). It seems clear enough then. According to Booth et al. (2003), ““If your assignment leaves you free to explore any topic within reason, we can offer only a cliché: Start with what interests you most deeply” (P. 41).

In-text citations with more than three authors (cite the first author’s last name and *et al.* in all citations, including the first one)

Paraphrase:

The best time to use direct quotes is when the originating language is distinctive (Johnson et al. 2010). In this, when using verbatim quotes, it’s best to rely on them only when your argument will be enhanced, not replaced or lessened (Johnson et al. 2010).

Direct Quote:

According to Johnson et al. (2010), “[y]ou should quote directly from a source when the original language is distinctive enough to enhance your argument” (P. 110). Further, it also makes sense “when rewording the passage would lessen the impact” (Johnson et al. 2010: 110).