

## WRITING CENTER

### Documentation: ASA Style

**Note:** This tip sheet is based on the 5<sup>th</sup> edition of the ASA handbook.

All college-level students will need to use documentation when writing papers for university classes. There are several styles of documentation; the most common are APA and MLA.

This handout will briefly describe some basic ASA documentation procedures. It is not intended to be inclusive, nor is it intended to replace the handbook.

- ASA (American Sociological Association) style is most often used in sociology courses, such as social theory, methods for social research, law and society, and history of social movements. It is always best to consult your professor for his or her preference before using any specific type of documentation.
- If you are required to use ASA style, you may want to purchase *The ASA Style Guide*.
- The URL for the ASA website is <http://www.asanet.org>.

#### How to create citations within the text:

**If you've used the author's name in your sentence**, put the year of publication in parentheses after the author's name.

**Example:** Johnson (1989) argues for the continuation of . . . .

**If you have not named the author in your sentence**, put both the name and year of publication in parentheses after the relevant cited idea.

**Example:** Tess' character is often described (Johnson 1989) as....

**Quoted material in your text:** Enclose quotations of fewer than four lines in double quotation marks.

**Example:** Johnson describes Tess (1989:294) as "a wonder of the real world."

#### Guidelines for writing a References section:

- Place the words **REFERENCES** in the center of the first page of this section, an inch from the top.
- Double-space all lines. (*N.B.: all citations in this sheet are single-spaced to save space.*)
- Begin the first line of all entries at the left margin and indent all subsequent lines ½ inch.
- Alphabetize the list by the last names of authors. If no author is given, alphabetize by title. Ignore articles (*A*, *An*, and *The*).
- Include the author's name as it appears in the publication you are citing. For example, while you would probably list the author of *The Waste Land* as Eliot, T.S., you would list the author of *Beloved* as Morrison, Toni.

## Examples of how to list selected materials:

### Books

Typically include the relevant information in this order: Author. Year. "Article Title." *Book Title*. Editor. Edition. City: Publisher. Page numbers.

#### Book with one author:

Clark, Irene. L. 1998. *Writing in the Center: Teaching in a Writing Center Setting*. Dubuque, IA: Kendall/Hunt.

Moncrieff, A.R. 1995. *Myths and Legends of Ancient Greece*. New York: Gramercy.

#### Book with two or three authors:

Broadhead, Glenn J., and Richard C. Freed. 1986. *The Variables of Composition: Process and Product in a Business Setting*. Carbondale: Southern Illinois University Press.

#### Article or chapter in a book:

Hartwell, Patrick. 1987. "Grammar, Grammars, and the Teaching of Grammar." Pp. 348-372 in *A Sourcebook for Basic Writing Teachers*, edited by T. Enos. 3<sup>rd</sup> Ed. New York: McGraw-Hill.

### Periodicals

Typically include the relevant / available information in this order: Author. Year. "Article Title." *Periodical Title* Volume Number (Issue Number): pages. (For daily or weekly publications, use exact dates instead of volume/issue/year.)

#### Journal article, with continuous pagination:

Elbow, Peter. 1993. "Ranking, Evaluating, and Liking: Sorting out Three Forms of Judgment." *College English* 55: 187-206.

#### Journal article, paginated by issue (i.e. includes both volume and issue numbers):

White, John R. 1999. "The Way to Use APA: Insider's Guide." *Writing Center Market* 12 (3): 21-23.

#### Magazine article:

Himes, Geoffrey. 1996. "Back in the Saddle." *Rolling Stone* April 18, pp. 34-36.

#### Newspaper article (author unknown):

*Chronicle of Higher Education*. 2005. "The APA Recovery Guide." March 10, p. B2.

### Web sites:

Typically include as much of the following information as possible in this order: Author (may be an organization). Year. "Article Title." *Title of Journal*. Names of any editors. Volume Number (Issue Number). Date of retrieval. URL or doi

#### Website:

Purdue University. 2012. "Purdue University's Foundations of Excellence Final Report: A Roadmap for Excellent Beginnings." Retrieved Nov. 21, 2014 ([http://docs.lib.purdue.edu/provost\\_pubs/1/](http://docs.lib.purdue.edu/provost_pubs/1/)).