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## How to Prepare Bibliographic Citations: American Sociological Association (ASA)

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### RefWorks

For information on how to use **RefWorks** to format your bibliography in ASA style automatically online, see:

<http://refworks.uconn.edu>

**Source:** American Sociological Association. 1997. *American Sociological Association Style Guide*. 2<sup>nd</sup> ed.  
Washington, DC: American Sociological Association.

Located at **Ref. HM 73 A54 1997** / Babbidge Reference Collection / Level 1. Consult for more examples and information.

### 1. Reference List

The reference list is a list of the sources cited in the text of the research paper. All references cited in the text must be listed and vice-versa. References follow the text and footnotes at the end of the paper in a separate section headed **References**. References are double-spaced and are arranged alphabetically by author's last name. List books without an author alphabetically by first significant word in the title. Put book and periodical titles in italics (underline if italics are not available). If a date is unavailable use "N.d." in place of the date. Include both city and state for place of publication (except for New York) using U.S. Postal Code abbreviations. The first line of each source is flush with the left margin; second and succeeding lines are indented ½ inch (or five typewriter spaces) from the left margin.

### References

#### References to Books

Basic form for a book entry is author's last name, followed by a comma and the first name and middle initial, ending with a period. Year of publication followed by a period. Title of the book italicized ending with a period. Place of publication, followed by a colon and name of publisher ending with a period.

#### **Book: Single Author**

Banks, Marcus. 2001. *Visual Methods in Social Research*.

Thousand Oaks, CA: Sage.

#### **Book: Two or More Authors**

Adler, Patricia A and Peter Adler. 1998. *PeerPower : Preadolescent Culture and Identity*.

New Brunswick, NJ: Rutgers University Press.

#### **Book: Chapter in Book**

Williams, Susan L. 2001. "City Kids and Country Cousins: Rural and Urban Youths, Deviance, and Labor Market Ties."

Pp. 379-441 in *Social Awakening: Adolescent Behavior as Adulthood Approaches*, edited by Robert T. Michael.

New York: Russell Sage Foundation.

#### **Book: No Author**

*Essays on the History of British Sociological Research*. 1985. New York: Cambridge University Press.

### **Book: Editions of Books**

Gmelch, George and Walter P. Zenner. 2002. *Urban Life: Readings in the Anthropology of the City*. 4<sup>th</sup> ed.  
Prospect Heights, IL: Waveland Press.

## **References to Periodicals**

### **Journal Articles**

Basic form for a journal article is author's last name, followed by a comma and the first name and middle initial ending with a period. Year of publication followed by a period. Title of article in quotations and ending with a period inside the closing quotation mark. Name of journal in italics. Volume number followed by colon, page number(s) and period. For journals that do not number pages consecutively within a volume, use the issue number following the volume number in parenthesis or exact date for journal article prior to the volume number.

### **Journal Article, One Author**

Vironoche, Mary E. 2001. "Pink Collars on the Internet: Roadblocks to the Information Superhighway."  
*Women's Studies Quarterly* 29:80-102.

### **Journal Article, Two or More Authors**

Murrell, Audrey J., Erika Hayes James. 2001. "Gender and Diversity in Organization: Past, Present and Future Directions."  
*Sex Roles* 45:243-257.

### **Newspaper and Magazine Articles in Print:**

Basic form for a newspaper or magazine entry is author's last name, followed by a comma and the first name and middle initial, ending with a period. Year of publication followed by a period. Title of article in quotations and ending with a period inside the closing quotation mark. Name of newspaper/magazine in italics. Date of publication followed by a comma. Page number of article within the publication ending with a period.

### **Magazine Article**

Samuelson, Robert J. 2001. "Can America Assimilate?" *Newsweek*, April 9, p42.

### **Newspaper Article**

Schulte, Brigid. 2002. "Trapped Between 2 Languages; Poor and Isolated, Many Immigrants' Children Lack English."  
*The Washington Post*, June 9, pA1.

## **References to Electronic Publications**

### **Journal Articles from Full Text Databases**

Thomas, Stephen. 2002. "The Comparative Method in Sociology." *Sociology*, 11:25-28. Retrieved July 10, 2001  
([http://web1.infotrac.galegroup.com/itw/infomark/0/1/1/purl=rc6\\_ITOF?sw\\_aep=22516](http://web1.infotrac.galegroup.com/itw/infomark/0/1/1/purl=rc6_ITOF?sw_aep=22516)).

### **Journal Articles from Electronic Journals**

Weinberg, Adam S. 2002. "The University : an Agent of Social Change?." *Qualitative Sociology*, 25:263-272.  
Retrieved August 1, 2001 (<http://www.kluweronline.com/issn/0162-0436/contents>).

### **Information Posted on a Web Site**

American Sociological Association. 2000. "Scholarship of Teaching and Learning Workshop."  
Washington, DC: American Sociological Association, Retrieved May 5, 2000

(<http://www.asanet.org/members/socwkshp.html>).

## **References to Government Documents**

United States. Dept. of Housing and Urban Development. 2000. *Moving to Opportunity for Fair Housing Demonstration Program*. Washington, DC: U.S. Dept of Housing and Urban Development.

## **References to Dissertations and Theses**

Vail, Donald Angus. 2000. "The Tattoos We Deserve : Producing Culture and Constructing Elitism." Ph.D. dissertation, Department of Sociology, University of Connecticut, Storrs, CT.

## **2. Citations in Text**

Basic Form for citations in the text include the last name of the author(s) and year of publication. Include page numbers when you quote directly from a work or refer to specific passages.

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

...in another study by Duncan (1999).

- If the author's name is not in the text, enclose the last name and year in parentheses:

When the study was completed (Palmer 2000).

- Pagination follows year of publication after a colon, omitting the space between the colon and the page number:

...Banks (2001:22).

- Give both last names for joint authors.

...(Adler and Adler 1998).

- For three authors of the same work, give all last names in the first citation in the text; afterwards use the first author's last name plus "et al.":

First citation: ...pioneered the sociological study (Smith, Garcia, and Lee 1989).

Later: ...(Smith et al. 1989).

- For more than three authors, use the first author's last name and "et al" in the first and subsequent citations.:

(Snow et al. 2001).

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

Visual research "has to be seen as only one technique to be employed by social researchers" (Banks 2001:177).

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

...(Green 1995; Mundi 1987; Smith and Wallop 1989).

## **3. Footnotes & Endnotes:**

Use footnotes/endnotes **only when necessary**: to explain or amplify text, cite materials of limited availability, or be added to a table to present additional information.

Type footnotes in numerical order, double spaced, at the bottom of the manuscript page or in separate section headed "Endnotes." Begin each footnote with the superscript Arabic numeral to which it is keyed in the text.

<sup>9</sup>After 2001 there was...