

ASA DOCUMENTATION STYLE

Online: www.ufv.ca/writing_centre

(This handout is based on information from the American Sociological Association Style Guide, Third Edition, published in 2007).

ASA style documentation is used widely to document sources of research. This handout will show you how to cite your sources of research both within the document, as you summarize, paraphrase, or quote directly material from print and electronic sources, and at the end of your document when you create a list of sources that you have cited within your paper. Please note that this handout may not answer all of your questions regarding documenting and citation. More detailed information can be found in the third edition of the ASA Style Guide.

CITING PRINT SOURCE MATERIAL IN TEXT

A reference (in-text citation) is used to acknowledge the source of an idea, fact, or direct quotation (including a block quotation). It is incorporated within the text and enables your reader to find the source of information in the alphabetical reference list at the end of your paper.

Placement and Punctuation

The reference citation is placed in the text as near as possible to the information being cited. A reference forms part of the sentence containing the quotation or information being documented; end punctuation follows a citation placed at the end of your paper. Include the page number(s) when you quote directly from the work or when you refer to specific passages.

Format

The general form of the information placed in parentheses is given below. Refer to the notes that follow for specific cases.

1. **Last name(s) of author(s)**
2. **Year of publication** of the work quoted or referred to
3. **Page or pages cited** for direct quotations or when relevant (see note below)

Citing in the text:

- **parenthetical or in-text citations** follow the summarized, paraphrased, or directly quoted material from your source, and are located in parentheses at the end of the

sentence. In ASA style, these citations include an author's last name, the year the source was published, and, when quoting directly, a page number. (Please note that, at times, page numbers are also included with summaries and paraphrases when they are relevant to your reader. Ask your instructor for his or her preference.)

- **Quotations in the text** must begin and end with quotation marks; the citation follows the end quote mark and precedes the period (*Note that "p." is not used in example 1, when all information appears in one set of parentheses. When the publication year is separated from the page number, as in example 2, "p." is used*).

E.g. 1: "In 1999, however, the data were reported by more specific job types which showed that technologically oriented jobs paid better" (Hildenbrand 1999:47).

E.g. 2: Hildenbrand (1999) found that "In 1999, however, the data were reported by more specific job types which showed that technologically oriented jobs paid better" (p. 47).

- If the **author's name is in the sentence**, the publication year in parentheses usually follows:
Thomson and Biers (1995) debated the issue...
- If the **author's name is not in the sentence**, enclose the last name and year in parentheses:
Suburban growth has slowed (Paulan 1998:145-60).
- If **no publication date is indicated**, include "N.d." (no date) in parentheses:
The data shows an increase in reliance on the service (Hsu N.d.).
- **Page numbers and page ranges**, when included with paraphrases or summaries, follow the year of publication after a colon:
Braverman (1992:147) writes that...
(Neal 2005:230-34)
- If the **information is cited from more than one source by the same author**, enclose the years of publication in parentheses:
Dingwall (1951, 1958) suggests...
- When citing **multiple sources by the same author published in the same year**, differentiate between them by using letters both in text and on your reference list:
Heinemen's recent findings (2001a, 2001b, 2001c)...
- If there are **two authors of the same work**, include both names:
A contemporary study (Carr and Ventelli 1986)...

- In citations with **three authors**, *all* last names should be listed the first time the reference is cited, but for second and subsequent mentions, substitute et al. for second and third authors' names. For example,

First citation: (Smith, Garcia, and Lee 1954)

Subsequent citations: (Smith et al. 1954)

- When citing sources with **four or more authors**, the first and all subsequent mentions should include the first author's last name and the words et al. For example,

(Parker et al. 1995)

- For **institutional authorship**, provide sufficient identifying information from the institution, organization or agency responsible for the document. For example,

(Canadian Department of Fisheries and Oceans 2000:98)

(ASA 2007)

- **Personal communications** (e.g., an **interview** or **e-mail**) are cited in the text, with a footnote or endnote to indicate the type of message and date.

In text: In her recent e-mail, Smith¹ suggests...

Footnote: ¹Madeline Smith, e-mail message to the author, June 3, 2007.

- To include **more than one source in one citation**, alphabetize entries by authors' last names **OR** by year of publication (be consistent throughout your text) within parentheses and separate with semi-colons, as follows:

...to parallel the rise and fall of working class militancy (Andersen 1987; Leaky 1977; Vintner and Parks 1991).

- To cite **a source found within another source** (sometimes referred to as a **secondary source reference**), identify the original author and date in the text, then identify both sources on the reference list as follows:

In text: (Boyd 1989)

Reference list:

Boyd, Monica. 1989. "Family and Personal Networks in International Migration: Recent Developments and New Agendas." *International Migration Review* 23(3):638-71. Quoted in Richard Staring.

2004. "Facilitating the Arrival of Illegal Immigrants in the Netherlands: Irregular Chain Migration versus Smuggling Chains." *Journal of International Migration and Integration* 5(3):273-94.

- If you are citing **electronic sources that do not have page numbers** (this is usually the case if the electronic file is in HTML format), provide a description of the location of the material (by naming a subheading, for example) that you are citing, as in (Smith 2002, under "Media Mavericks").
- In accordance with ASA style guidelines, an **ampersand (&)** is not used as a substitute for "and" in citations and references.

THE REFERENCE LIST

Your final list of sources (titled References) is a list of **EVERY** source referred to or quoted in your paper: information you gathered but did not refer to is typically excluded. If in doubt about what to include, consult with your instructor.

- Your reference list is on a separate page at the end of your paper. The page is numbered sequentially with the rest of your paper. The word References should be centred at the top of this page (quotation marks, underlining and/or bold text not required).
- Entries are listed in **alphabetical order** by authors' last name. When no author is given, list the work alphabetically by title, disregarding "A," "An" or "The."
NOTE: The author is not necessarily an individual, but may be an institution or a committee.
- Type the first line of each reference entry flush to the left margin. Indent all subsequent lines at least three spaces.
- Double space your references. **NOTE:** In many cases, double-spacing between each reference entry is all that is required. Consult with your instructor on his/her preference.
- **Name every author of each source;** on the reference list, "et al." should not be used.
- Unless the original source uses first initials, **include authors' first names.** If the original sources uses multiple first initials, leave spaces between them (e.g., H. E. Singh)
- Invert the author's name; if there are two or more authors, invert only the first author's name.

- Arrange multiple items by the same author in order by year of publication, earliest year first.
- Use six hyphens and a period (-----.) in place of the name(s) for repeated authorship.
- Use **italics for books and periodical titles** (underline if italics are not available).
- Include both city and state/province for place of publication, using U.S. Postal Code abbreviations (New York is the only exception). For foreign cities, provide the name of the country.

EXAMPLES

BOOKS:

One Author

Laurence, Margaret. 1964. *The Stone Angel*. New York: Knopf.

Two Authors

M'Gonigle, Michael and Wendy Wickwire. 1988. *Stein: The Way of the River*. Vancouver, BC: Talonbooks.

Three or More Authors

Becker, Howard S., Blanche Geer, Everett C. Hughes, and Anselm Strauss. 1961. *Boys in White: Student Culture in Medical School*. Chicago, IL: University of Chicago Press.

No Author

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

Group or Corporate Author

Western Canada Wilderness Committee. 1989. *Carmanah: Artistic Visions of an Ancient Rainforest*. Vancouver, BC: The Committee.

Editor

Fox, B., ed. 1980. *Hidden in the Household*. Toronto: Women's Press.

Translation

Tremblay, Michel. 1981. *The Fat Woman Next Door is Pregnant*. Translated by Sheila Fischman. Vancouver, BC: Talonbooks.

Multiple References by One Author

Berton, Pierre. 1974a. *The National Dream: The Last Spike*. Toronto, ON: McClelland and Stewart.

----- . 1974b. *The Promised Land: Settling the West, 1896-1914*. Toronto, ON: McClelland and Stewart.

One Volume

Vaidya, Ashish K. 2006. *Globalization: Encyclopedia of Trade, Labor, and Politics*. Vol. 2. Santa Barbara, CA: Abc-Clio.

Several Volumes

Barman, Jean, Yvonne Herbert, and Don McAskill, eds. 1986. *Indian Education in Canada*, 2 vols. Vancouver, BC: University of British Columbia Press.

Chapter in an Edited Book

Lemert, E. M. 1982. "Issues in the Study of Deviance." Pp. 233-257 in *The Sociology of Deviance*, eds., M.M.Rosenberg, R.A. Stebbins, and A. Turowetz. New York: St Martins Press.

Second or Other Editions

Smiley, Donald. 1980. *Canada in Question*. 3rd ed. Toronto, ON: McGraw-Hill Ryerson.

Signed Article in a Reference Book

Brink, Jack. 1985. "Head-Smashed-in Buffalo Jump." P. 971 in *The Canadian Encyclopedia*, edited by James H. Marsh. Edmonton, AB: Hurtig.

Unsigned Article in a Reference Book

"Salishan Indians." 1967. In *The Oxford Companion to Canadian History and Literature*. Toronto, ON: Oxford University Press.

Government Publication – Individual Author(s)

Romaniuc, Anatol. 1984. *Fertility in Canada: From Baby-Boom to Baby Bust*. Cat. no. 91-524E. Ottawa, ON: Statistics Canada.

Government Publication – Group or Organization as Author

Canada. Department of Indian and Northern Affairs. 1982. *Outstanding Business: A Native Claims Policy*. Ottawa, ON: Ministry of Supply and Services.

Unpublished Manuscript

Hill, Mary. 1981. *Old Women: The Invisible Majority*. Burnaby, BC: Simon Fraser University. Unpublished manuscript.

MAGAZINE OR NEWSPAPER ARTICLES:

Newspaper Article – with Author(s)

Hutchinson, Allan. 1990. "A Case of Private Rights and Public Wrong." *Globe and Mail*, December 10, pp. A21, A23.

Newspaper Article – No Author(s)

"Crisis in the Valley." 1990. *Chilliwack Progress*, November 14, p. 1.

Magazine Article Signed

Zuehlke, Mark. 1990. "The Pitfalls of Freeing Enterprise." *Canada and the World*, April 1990, pp. 24-27.

Magazine Article Unsigned

"Other Museums in the Province." 1982. *Datum*, Spring, pp. 15-21.

JOURNAL ARTICLES:

The basic format for citing journal articles is as follows: 1) Author(s) 2) Year of publication 3) Article title, in quotation marks 4) Journal title, italicized 5) Volume number 6) Issue number, if available 7) Page range of article.

Scholarly Journal Article

Rowland, Donald T. 2007. "Historical Trends in Childlessness." *Journal of Family Issues* 28(10):1311-37.

Two or More Authors

Exum, William H., Robert J. Menges, Bari Watkins, and Patricia Berglund. 1984. "Making It at the Top: Women and Minority Faculty in the Academic Labor Market." *American Behavioral Scientist* 27:301-24.

AUDIO-VISUAL SOURCES:

Film or Videotape

Papademas, Dianne, ed. 2002. *Visual Sociology: Teaching with Film/Video, Photography, and Visual Media*. 5th ed. VHS. Washington, DC: American Sociological Association.

Video Online

Public Broadcasting Corporation (PBS). 2004. "Bill Moyers Talks with Ethicist Peter Singer." May 14, 2004. PBS Web site: NOW with Bill Moyers. This Week. Retrieved January 31, 2007 (http://www.pbs.org/now/thisweek/index_051404.html).

ELECTRONIC SOURCES:

Article from an Internet-only Journal or Webzine

Cavanagh, Allison. 1999. "Behaviour in Public?: Ethics in Online Ethnography." *Cybersociology Magazine* 6. Retrieved August 23, 2007 (http://www.cybersociology.com/issue_6_research_methodology_online/index.html).

Journal Article from a Full Text Database

Terranova, Tiziana. 2007. "Futurepublic: On Information Warfare, Bio-racism and Hegemony as Noopolitics." *Theory, Culture & Society* 24(3):125-45. (Retrieved from Sociology: A SAGE Full-Text Collection on September 5, 2007.)

E-Book

Ellwood, Charles A. N.d. *Sociology and Modern Social Problems*. Retrieved May 23, 2007 (<http://www.gutenberg.org/dirs/etext04/sclgm10.txt>).

Article from a Website

American Anthropological Association. 2006. "Race." Retrieved December 12, 2006 (<http://raceproject.aaanet.org>).

Web Log (Blog)

Morozowich, Jennifer. 2007. "Technology = happiness." The Canadian Marketing Blog, September 14, 2007 (<http://www.canadianmarketingblog.com/>).

The Writing Centre at the University of the Fraser Valley

- promotes and researches writing as a foundational activity connected to critical thinking and learning in a post-secondary setting,
- provides a confidential service offering writing instruction to students who wish to become effective writers in their fields of study, and
- engages in dialogue with UFV's community of learners about the teaching of writing in discipline areas.