
**General Notes:** Notes and examples include the applicable section numbers of the ASA Style Guide (e.g., 5.2 = Chapter 5, section 2)

- The American Sociological Association format may be required by your Sociology instructor. This handout covers only the formats for the References section of your research paper.
- List all the resources you cited in your paper in a separate page titled *References*. Conversely, all citations in the References page must have also appeared in the body of your paper. 4.3.2
- Double-space all citations; the examples below are single-spaced only to conserve space. 4.3.2, 6.6.1
- The first line of each citation begins flush left; if a citation runs more than one line, indent the following line(s) at least three but not more than five spaces. This is called a “hanging indent.”
- Times New Roman 12-pt. font size is the preferred typeface for ASA publications. 6.6.1. Consult your assignment guidelines for your instructor’s specifications.
- Arrange the list of all the references you used (books, articles, URLs, and so on) in alphabetical order by the first authors’ last names. 4.3.2.1
- The books in print (paper) format listed below can be found in the College Library; you may want to compare the actual book with its citation for clarity.

**Specific Notes on the Format of:**

**Author:** List *all* authors. 4.3.2 pp. 49-50.

First author: Last Name, First Name Middle Initial. 4.3.2.1

Second and subsequent authors: First Name Middle Initial. Last Name.

When there are only two authors or editors, do not use a comma after the name of the first author or editor. However, place commas between three or more authors’ names.

**Editor:**

If your book has no author but instead lists only the editor(s)’s name(s), use the same author format above. Add a comma after the name of the last editor and then ed. or eds. Appendix 1

**Translator of a Book: Two Options** 4.3.2.1, Appendix 1

1. The translator(s)’s name(s) appears after the complete title in the following format: Translated by Translator1, Translator2, and Translator3 (names not inverted, translators’ initials only for first/middle names).

2. If the title is a well-known work or contains the name of the author, you can place the translator’s name where the author’s name would normally appear in the citation.
Title: Complete Title and Subtitle in Italic s 4.3.2.1
Capitalize the first word in the title and subtitle, proper nouns, and all words except prepositions, articles, and coordinating conjunctions. 2.3

Place Published: City p. xiii
Use the state abbreviation only if the location of the city is not clear; well-known locations (e.g., New York, Chicago, Los Angeles) do not require the state name. If the publisher name includes the state name, you do not need to add the state abbreviation to the city of publication (e.g., Champaign: University of Illinois Press).

Use City, Country if published outside the U.S, e.g., Oxford.

DOI: Digital Object Identifier pp. 48-49, 60, 101
- A typical journal article nowadays is assigned a DOI upon publication. It is a unique identifier (like a person’s Social Security Number) and provides a persistent link to its location on the Internet if the journal is part of an electronic database or digital network. ASA recommends that you supply an article’s DOI, when available, for online articles or chapters.
- The DOI is usually found at the very top of the first page of an online scholarly article or book chapter that’s in .pdf format. It is formatted as: doi:10.xxxx/xxxx-xxxx.
- Copy the DOI from the online article and paste it at the end of the citation.

If You Used the Entire Book for Your Research

Author(s) or Editor(s). Year published. Title of Book. (Additional information specific to the book, if any). Place Published: Publisher. 4.3.2.1

No Author:


Single Author:
Note that works by the same author are listed in chronological order of publication. pp. 49-50


Multiple Authors:


**Corporate Author:**


**Edited Collections, Compilations, Translations:** 4.3.2.1 (p. 47), Appendix 1

*Note:* If the editor’s or translator’s name appears in the middle rather than in the beginning of the citation, do not invert that person’s name. Use only the initials for that person’s first and middle names.


**E-Books:** 5.3.1

*Use the same citation format as that used for the print edition of the book. Add the date of access and the URL.*


Unsigned article:  

One or more authors:  p. 47


Chapter or Article in an E-book Retrieved from an Online Database:
Use the chapter/article citation format above. Add the date you retrieved the chapter or article and the database’s URL.


Chapter or Article in an E-book Retrieved from the Web
Use the same chapter/article citation format above. Add the date you retrieved the chapter or article and its full URL.


If You Used Articles or Web Sites

Magazine and Newspaper Articles in Print (Paper) Format: Appendix 4
Author or Institution, if known. Year published. “Title of Article.” Title of Periodical, date, all page numbers.


Magazine or Newspaper Articles from an Online Database:
Use the article citation format above. Add the date retrieved and the URL for the online database.


Articles from the Web Version of a Magazine or Newspaper: Appendix 12
Author, if known. Year published. “Title of Article.” Title of Periodical, Date published. Date retrieved (complete URL).


Journal Article in Print (Paper) Format: 4.3.2
Author or Institution. Year published. “Title of Article.” Title of Journal Volume number (issue number):start page-end page.


Journal Article Retrieved from an Online Database:
Use the citation format for a journal article. Add the date retrieved and, in parentheses, the URL of the online database. If a DOI is available (see p. 2), use the DOI instead of the database’s URL.


Journal Article Retrieved from an Online-Only Journal: 5.3.3
Use the citation format for a journal article. Add date retrieved and, in parentheses, the complete URL for the journal article. If a DOI is available (see p. 2), use the DOI instead of the article’s URL.


**Web Sites: Acceptable Formats  5.3.4**

Individual or Corporate Author(s). Year published or last updated/revised. “Title of Document or Web Page.” Place Published, if known: Publisher. Date Retrieved (complete URL).

Individual or Corporate Author(s). Year published or last updated/revised. “Title of Document or Web Page.” Title of Report or Web Site. Place Published, if known: Publisher. Date Retrieved (complete URL).


**Blog Entries 5.3.5**

Author. Year Published. “Name of Post.” Blog Publisher. *Name of Blog*, Date Posted. Date Retrieved (complete URL).


Government Publications in Paper Format: 4.4.2
Author, Editor, Compiler or Issuing Government Agency. Year published. Title of Publication. Name of Series or Collection. Volume or Report number. Place of Publication: Government Agency Publishing the Work


Government Publications on the Web: p. 58
Author, Editor, Compiler or Issuing Government Agency. Year published. “Title of Article, if available.” Title of Publication. Other publication information as needed. Date Retrieved (complete URL).


Acceptable Alternatives for an Agency Name: p. 58

Video Recordings: 5.4.1
Director, if available, or Publisher. Year Released. *Title of Video*. Format. Place of Publication: Publisher.


Recordings Obtained from the Web: 5.4.2, 5.4.4
Director, if available, or Publisher. Year Released or Uploaded. “Title of Recording.” Name of Web site, if available. Date Retrieved (complete URL).


Interviews and Personal Communications

Acceptable Formats: 5.3.6

Interviews, e-mail messages, conversations and other personal communications are generally cited only in the text or notes, not in the References list. You may choose to include in the References page those specific communications that are critical to your argument or are frequently cited in the text of your paper.

The following format is suggested by *The Chicago Manual of Style* 15th edition (2003), on which the *ASA Style Guide* (2010) is based.

Name of Interviewee or Respondent. Year Communicated. Form of your (author’s) communication with the interviewee, place (if applicable), Date Interviewed or Communicated.

Bennett, Carla. 2009. E-mail message to author, June 1.