Quick Guide for American Sociological Association (ASA) Format

General Formatting

Font

- Size 12
- Times New Roman

Spacing and Margins

- Double-spaced
- 1 inch by 1 inch margins

Heading

- Running head should include the shortened title (60 characters or less)
- All pages should be numbered on the right

Title Page

Separate title page should include the following (centered):

- Full title of paper
- Your name
- Institution name (Ex. Millsaps College)

Sections

Title Page
- Abstract: brief summary of paper that immediately follows the title page. This section may not be required. (150-200 words)
- Introduction: presents the problem the paper addresses or the thesis.
- Literature Review: explores the work of scholarly authors.
- Methods: considers how data was gathered and analyzed.
- Results: reports the product of data acquisition. What did you find from your methodology?
- Discussion: considers the meaning of the findings/results.
- Conclusion: restates the thesis and can offer areas for further research.
- Section and Subsection Title Format:

Paragraphs

- Do not leave an extra space (do not hit “Enter” twice)

Quotations

- Any time you use quotations, which should be very rarely*, if at all, you must use an in-text citation following the direct quote

Citations

In-Text Citations

*Only include the page number(s) if you directly quote specific information from the text. To include page number, place colon and page number(s) after the publication year. (Example: Kuhn 1970:71)

One author

(Kuhn 1970) or

Erickson (1970) found…

Two authors

(Martin and Bailey 1988) or

Martin and Bailey (1988) consider…

Three or more authors

First Citation (Carr, Smith, and Jones 1962)

Later (Carr et al. 1962)

No author

If a source does not list an author, use the first few words of the title in place of the author. Use double quotation marks around the title of an article or chapter and italics for the title of a periodical, book, brochure, or report.

“What is Sociology?” (2010) defines sociology as “quote” (pp. 23).
End-Text Citations

Place at the end of your paper in alphabetical order under the title, References (centered). This should be on a separate page.

- **Books**
  
  Author1 (last name first), Author2 (including full surname, last name is not first), and Author3. Year of publication. Name of Publication (italicized). Publisher’s city and state: Publisher’s Name.

  (Example)


- **Journal Articles**
  
  Author1 (Last name first), Author2 (including full surname, last name is not first), and Author3. Year of publication. “Title of Article.” Name of Publication (italicized) Volume Number (Issue Number):Page numbers of article.

  (Example)

  Aseltine, Robert H., Jr. and Ronald C. Kessler. 1993. “Marital Disruption and Depression in a Community Sample.”


- **Electronic Resources**
  
  Articles and books obtained from the Internet follow the same pattern as those cited above, with the exception that page numbers are omitted and the URL and date of access are included.

  (Example)


For works with no date, put n.d. in place of the date.

For works with no author, use the title of the book, article, or chapter in place of the author’s name.

**Helpful Resource:** [http://libguides.usc.edu/writingguide/annotatedbibliography](http://libguides.usc.edu/writingguide/annotatedbibliography)