

ASA - 4
ASA Page Formatting

Manuscript Format

- Use a word processor and a good printer.
- Choose 12-point type and print on 8½ by 11 inch white paper with 1¼-inch margins on all four sides.
- All text must be double-spaced including the references.
- Use the word processor's *italics* feature for book and periodical titles.
- Have a separate title page giving the full title of the paper, author, etc.
- If required, on another separate page provide a short (150 – 200 words) abstract headed with the title of the paper.
- Begin the text on a separate page headed with the title of the paper.
- If section headings are used in the paper, follow this sequence:

THIS IS A FIRST LEVEL HEADING
(All caps, centered or left justified)

This is a Second Level Heading
(Italics, upper and lower case, centered or left justified)

- The beginning of the paper should NOT have a heading

Reference List

- Begin the reference list on a separate page headed with the word “References” in upper and lower case (no quotation marks).
- All references cited in the text must appear in the reference list.
- All references in the reference list must be cited in the text.
- Use hanging indentation.
- Double-space the references.
- Invert the authors’ names; if there are two or more authors in a citation, invert only the first author’s name.
- The reference list should be arranged alphabetically by authors’ last names. If there is no author, arrange the first significant word in the title in the alphabetical sequence.
- 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 second and succeeding occurrences of works by the same author.
- Distinguish works by the same author in the same year by adding letters, e.g. (2003a, 2003b, 2003c).
- Use city and state (U. S. postal abbreviation) for all cities except New York. For cities outside of the U. S. provide the country.
- Use *italics* for book and periodical titles; underline if italics are not available.

The above is based on the *American Sociological Association Style Guide* (2007) and serves as a quick reference for students preparing sociology papers. Many of the examples are taken directly from the ASA student-focused website which was based on the 1997 edition but entries have been altered to show changes recommended in the 2007 edition.