THE ACADEMIC SUCCESS CENTER

at **Sam Houston**™
STATE UNIVERSITY

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.

• The beginning of the paper should NOT have a heading

• 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)

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.