



THE DOCUMENTED ESSAY

ASA Documentation Style

The following are guidelines for the documentation style recommended by the American Sociological Association (ASA). ASA style may be required for certain sociology courses. However, some instructors may require a different style. Please check with your instructor for specific instructions.

IN-TEXT CITATION

In the ASA format, the author's (or authors') name(s) and the year of publication are cited for each use of borrowed information, whether a direct quotation or a paraphrase. For direct quotation and specific claims of evidence, the page number(s) should also be cited.

If the author's name appears in your text, it should be followed by the publication date in parentheses. The page number(s), preceded by a colon, follows the date. In the case of direct quotation, the page number(s) appears following the quotation. Note that in the **in-text citation** there is no space between the colon and the page number(s).

Goffman (1981:180) disputes the notion that mentally ill patients are hospitalized primarily for treatment. Instead, he believes that they are institutionalized so that they can be controlled.

Goffman (1981) claims that the goal of hospitalization "is not to cure the patient but to contain him in a niche in free society where he can be tolerated" (p. 180).

If the author's name doesn't appear in your text, enclose the last name before the publication date and page number(s) in parentheses.

The treatment of the mentally ill in this country can give the impression that the goal of hospitalization "is not to cure the patient but to contain him in a niche in free society where he can be tolerated" (Goffman 1981:180).

For sources with more than one author, give last names of both authors if there are two; for sources with more than two authors, give the names of all authors for the first citation. In subsequent citations and for sources with three or more authors, give the last name of the primary author, followed by "et al."

Krain et al. (1977) hypothesized that "stratified prestige structures [do] exist to differentiate Greek organizations from each other" (p. 555).

For authors with more than one publication in the same year, use letter designations (e.g., 1999a, 1999b, 1999c) to differentiate each source. In the **References** section, the publications should be listed alphabetically by title.

Individuals' subjective estimates of their life expectancy influence their morale (Mirowsky 1999a).

If more than one reference is made to a particular work, the date of the work should be indicated when the work is first mentioned. The date need not be repeated for each subsequent reference, but the page number should be indicated for each quotation or specific claim of evidence.

First citation:

Durkheim (1951:42) claims that suicide is not only an individual event but also a social phenomenon.

Subsequent citation:

Durkheim (p. 44) defines suicide in such a way that leaves all animal deaths out of his study.

If you wish to cite several authors who discuss a single idea, you should enclose the full series of citations within one set of parentheses. For ASA, list the citations alphabetically by the first author and separate them with semi colons.

Family researchers have discovered that within the first year of divorce, mothers and children undergo as much as a 30 percent decrease in family income, whereas men experience up to a 10 percent increase (Bianchi and McArthur 1991; Bianchi, Subaiya, and Kahn 1999; Espenshade 1979; Hoffman and Duncan 1988; Peterson 1996).

BIBLIOGRAPHY AND REFERENCE LISTS

Some instructors may require you to provide a list of all sources consulted, whether you cite them in your text or not. Such a list is called a **bibliography**. More commonly, you will be asked to list only those sources cited in your paper. A reference list follows the text in a section headed **References**.

The heading for a bibliography or reference section appears in the upper left-hand margin and is all in caps. Skip three lines before the first listed source.

List sources alphabetically by author's last name, or, for an edited volume, by editor's last name. For authors with more than one publication, list works according to year of publication, beginning with the earliest.

If there is more than one author, all authors' names should be included, with the first author listed last name first, and the remaining authors listed first name first.

Sample Reference Listings

Citing Nonperiodical Print Publications

Include author's name inverted (for additional authors include full surname, name is not inverted). Year of publication. Name of publication (italicized). Publisher's city and state (or name of country if a foreign publisher): Publisher's name. If a work was originally published at a much earlier date, include the original year of publication in brackets before the newer publication date.

A Work by a Single Author

Nash, Roderick. 1967. *Wilderness and the American Mind*. New Haven, CT: Yale University Press.

A Work by Two or More Authors

Bursik, Robert J., Jr. and Harold G. Grasmick. 1993. *Neighborhoods and Crime: The Dimensions of Effective Community Control*. New York: Lexington Books.

A Work by a Corporate, Institutional, or Government Author

U. S. Department of Labor. 1970. *Child Care: A Workforce Issue*. Washington, DC: Government Printing Office.

Multiple Works by the Same Author(s)

Elias, Norbert. [1939] 1978a. *The Civilizing Process*. Vol. 1, *A History of Manners*. Translated by E. Jephcott. New York: Urizen.

———. 1978b. *What Is Sociology?* Translated by S. Mennell and G. Morrissey. New York: Columbia University Press.

———. [1939] 1982. *The Civilizing Process*. Vol. 2, *Power and Civility*. Translated by E. Jephcott. New York: Pantheon.

A Work by an Editor

Satow, Roberta, ed. 2001. *Gender and Social Life*. Boston, MA: Allyn and Bacon.

A Selection from a Collection or Anthology

Aureli, Filippo and Darlene Smucny. 2000. "The Role of Emotion in Conflict and Conflict Resolution." Pp. 199-244 in *Natural Conflict Resolution*, edited by F. Aureli and F. B. M. de Waal. Berkeley, CA: University of California Press.

Citing Periodical Print Publications

Include author's name inverted (for additional authors include full surname, name is not inverted). Year of publication. "Title of article." Name of publication (italicized) Volume number (Issue number): Page number(s) of article. Note there are no spaces between the volume and issue numbers and after the colon.

An Article by a Single Author from a Journal Identified by Volume

Walker, Willard. 1937. "The Rating-Dating Complex." *American Sociological Review* 2:727-35.

An Article by Two or More Authors from a Journal Identified by Volume

Krain, Mark, Drew Cannon, and Jeffery Bagford. 1977. "Rating-Dating or Simply Prestige Homogamy." *Journal of Marriage and the Family* 39:663-74.

An Article by a Single Author from a Journal Identified by Volume and Issue

Reiss, Ira L. 1965. "Social Class and Campus Dating." *Social Problems* 12(2):193-205.

Citing E-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.

Schafer, Daniel W. and Fred L. Ramsey. 2003. "Teaching the Craft of Data Analysis." *Journal of Statistics Education* (11(1). Retrieved February 21, 2015 (<http://www.amsta.org/publications/jse/v11n1/schafer.html>).

Thomas, Jan E., ed. 2005. *Incorporating the Woman Founders into Classical Theory Courses*. Washington, DC: American Sociological Association. Retrieved December 12, 2006 (<http://www.enoah.net/ASA/ASAshopOnlineService/ProductDetails.aspx?productID=ASAOE378T0SE>).

Citing Web sites

A general rule may be applied to citing Web sites: If the Web site contains data or evidence essential to a point being addressed in the manuscript, it should be formally cited with the URL and date of access.