

# ASA Style Guide – Seventh Edition (2022)

for UTM Sociology and Criminology, Law & Society students

*This document is extensive but not exhaustive. The complete seventh edition style guide can be found at the library: UH Downtown/W.I. Dykes Library, UHD Writing Style Guides; STYLE GD HM569.A54 2022*

Each source requires two things: a parenthetical **citation** in the text you write, and a corresponding **reference** entry in a bibliography that appears at the end of your paper.

## 1) Citations: when you summarize, paraphrase, or quote a source.

- The format of your citation is the author(s) last name(s) and the year of publication, without any comma separating the two: **(Lastname Year)**.
- When quoting a source, include the relevant page number(s): **(Lastname Year:Page)**. Note there is no space after the colon. You may also include the page number when you wish to direct the reader to a particular page for an important passage.
- When page numbers are not available, as is the case with some electronic resources, you revert to **(Lastname Year)**.
- The citation should immediately follow the summary, paraphrase, or quote of the source. Alternatively, you may refer to the source elsewhere in the sentence. (See “Examples of citations and quotations.”)

What to do when:

- **You need to cite more than one source in your parenthesis:** Organize the sources alphabetically.
  - Same author(s), different years? List chronologically.
  - Same author(s), same year? List alphabetically according to the title of the source.
    - For example: Maroto and Pettinicchio (2014a, 2014b). The title of the 2014a source is earlier in the alphabet than the 2014b source.
- **The publication date is unknown:** the format is (Lastname, n.d.).
  - Note the comma. Not knowing a publication date is an exceedingly rare occurrence, as publication dates are usually readily available.
  - If it’s a webpage, check the bottom of the page for a “last edited” date.
- **There are multiple authors:**

- Two authors, list all last names and the year.
- Three authors, list all last names and the year in the first in-text citation in which they appear; all subsequent citations for that source should list the last name of the first author followed by “et al.” and the year.
- Four or more authors, always list the last name of only the first author followed by “et al.” and the year.

See “Examples of citations and quotations” and the quick reference table for examples.

#### Formatting quotations:

Quotations of less than 50 words are incorporated into the body of your paragraph, whereas **quotes of 50 or more words** are indented on the right and left margins by ½ inch and are not enclosed in quotation marks.

### Examples of citations and quotations

Johnston and Baumann (2015) argue that the study of food culture can bring insight to a complex part of our social world: how group boundaries become visible and part of the reproduction of social inequality.

Students continue to think it is more likely that their friends—not themselves—will be denied entry to elite law schools, shaping their decision to apply to these competitive law schools (Dinovitzer, Garth, and Sterling 2013).

Moving beyond the between institutional comparisons to within institutional comparisons reveals that field of study choices vary substantially according to social class, gender, and race in the United States (Mullen and Baker 2008; Mullen and Baker 2015).

For understanding the complexity of an issue like genocide, “the ‘cash value’ of pragmatist theory used alongside other theories is the potential for increased analytical traction in making sense of how and why genocide occurs” (Schneiderhan 2013:295).

Dinovitzer et al. (2013) argue “the main reason that students continued to apply to non-elite law schools—at least until the recent major drop-off in applications—was, according to the orthodox negative argument, ‘optimism bias’” (p. 212).

**Note:** Because this article was previously listed and has three authors, the citation here includes “et al.”

Many scholars examining the issue of recidivism and community-based, preventative solutions often focus some attention on neighbourhoods, community, and housing. Inadequate housing can be a significant problem for re-integration.

Upon release from prison, many women are unable to secure housing and live in environments that are conducive to reoffending, while being subjected to increased police surveillance. Precarious housing is clearly not conducive to post-release success. Gaining access to ongoing, affordable housing is a significant priority for paroled women, especially those with parental responsibilities. Paroled women need considerable housing support and few received adequate financial subsidies. (Hannah-Moffat and Innocente 2013:91)

Thus, it is in the best interests of communities and governments to think carefully about the links between housing and the likelihood of re-offense.

## 2) References Page: where the reader finds more information about your sources.

The References page follows the conclusion of the paper on a new page and comes before an Appendix (if you have one). Use the heading *References* in the centre of the page, in italics. The References page (including the references themselves) are double-spaced. Format with hanging indents of ½ inch; your word-processor can be set up to do this for you automatically.

- Items are listed **alphabetically by last name**. Both the first and last name of all authors are used. If a full first name is unavailable, use an initial. Your author is typically a person but may be an organization, such as if your source is an organization.
- Titles of publications (such as books, magazines, movies, newspapers, and journal titles) are put in *italics*. Article and chapter titles are put in “quotation marks”.
- If you have **two or more sources by the same author**, list them by date (earliest to latest). Single author reference entries precede references with multiple authors, regardless of date. For example, the entry for Smith, Chris M. 2019. would come before the entry for Smith, Chris M. and Andrew V. Papachristos. 2016.
- Do not use “&” unless it is in the article or source title. Do not use “*ibid*” for repeated sources.

### What about online sources?

- Even though we access them through our online library database, most **journals** are print journals. As a result, you do not include access dates or weblinks for these sources unless you've been asked by your professor to do so.

- If a **DOI** (a type of stable link) is available, it should be included in the reference entry. A guiding principle with other types of online sources is to include as much information as possible for your reader to locate your source. This includes the **URL**. Be sure to copy the link from the source rather than your web browser, and be sure that your link does not include our library path's information (i.e. anyone off campus should be able to access the resource).
- **Access dates** for sources like webpages, e-journals, blog posts, and newspaper or magazine articles accessed online are not required in ASA style. The exception is if the item is frequently updated, such as a Wikipedia page.

What about lectures?

Check your assignment guidelines or ask your professor if they'd like for you to cite lectures or follow a particular format. For an example, see the quick reference table below.

Has your instructor asked you to use ASA style for headings and subheadings?

Note the variation in capitalization, sentence case, use of italics, and punctuation.

THIS IS A FIRST-LEVEL HEAD

(First-level headings are all in caps and left-justified. Start using headings after the introduction.)

*This is a Second-Level Head*

(Second-level headings are italicized, left-justified, and all words except prepositions and conjunctions are capitalized.)

*This is a third-level head.*

(Third-level headings are italicized, indented, end with a period, and only the first word and any proper nouns are capitalized.)

NB: Do not begin with the heading "INTRODUCTION."

## Quick reference table

Source Type	Citation	Reference entry
<b>Blog post</b>	(Richer 2017)	Richer, Zach. 2017. "Amazon puts itself on the market, but we're the ones for sale." <i>Contexts (blog)</i> , <i>Contexts.org</i> . October 16, 2017. <a href="https://contexts.org/blog/amazon-puts-itself-on-the-market-butwere-the-ones-for-sale/">https://contexts.org/blog/amazon-puts-itself-on-the-market-butwere-the-ones-for-sale/</a>
<b>Book</b>	(Cranford 2020)	Cranford, Cynthia J. 2017. <i>Home Care Fault Lines: Understanding Tensions and Creating Alliances</i> . Ithica, NY: Cornell University Press. (If the publisher location is New York City, write only "New York".)
<b>Chapter in edited book</b>	(Gray 2019)	Gray, Robin R. R. 2019. "Repatriation and Decolonization: Thoughts on Ownership, Access and Control." Pp. 723-738 in <i>Oxford Handbook of Musical Repatriation</i> , edited by F. Gunderson, R. Lancefield, and B. Woods. Oxford Academic. <a href="https://doi.org/10.1093/oxfordhb/9780190659806.013.39">https://doi.org/10.1093/oxfordhb/9780190659806.013.39</a> (DOI is provided by the publisher and is therefore included)
<b>Chapter in edited book, subsequent edition</b>	(Welsh and Baker 2011)	Welsh, Sandy, and Jayne Baker. 2011. "Sexual Harassment in the Canadian Workplace." Pp. 55-64 in <i>Society in Question</i> , edited by R. J. Brym. 6th ed. Toronto, ON: Nelson Education Ltd.
<b>Conference presentation</b>	(Richter and Poudrier 2021)	Richter, Lauren, and Grace Poudrier. 2021. "The Trouble with 'Emerging Contaminants': PFAS Ubiquity as Corporate Accomplishment." Paper presented at the annual meeting of the American Sociological Association, virtual, August 9.

Source Type	Citation	Reference entry
<b>Court decisions</b>	For court decisions and laws, reference the case or law in the body of your paper. E.g.: “The Firearms Act is a federal law controlling the licensing, possession, manufacturing, and importation and exportation of firearm in Canada.”	<p><i>Catholic Children’s Aid Society of Toronto v. K.S.</i>, ONCJ 316 (2020).  <a href="https://www.canlii.org/en/on/oncj/doc/2020/2020oncj316/2020oncj316.html">https://www.canlii.org/en/on/oncj/doc/2020/2020oncj316/2020oncj316.html</a></p> <p>(When court decisions are retrieved online, as is the case here, include the access information.)</p>
<b>Dissertation</b>	(Baumann 2001)	Baumann, Shyon. 2001. “From Entertainment to Art: The Social History of Film in the United States.” Ph.D. dissertation, Department of Sociology, Harvard University, Cambridge, MA.
<b>Film</b>	(Peele 2019)	Peele, Jordan. 2019. <i>Us</i> . Los Angeles, CA: Monkeypaw Productions.
<b>Forthcoming</b> (“Forthcoming” refers to a source that has not yet been published.)	(Sherwood and Jacob forthcoming)	Sherwood, Yvonne P., and Michelle Jacob. Forthcoming. “Native American Feminist Theory and Praxis.” In <i>Oxford Handbook of Indigenous Sociology</i> . New York: Oxford University Press.

Source Type	Citation	Reference entry
<b>Government publication</b>	(Greenlee and Reid 2020)	Greenlee, Edith, and Alana Reid. 2020. "Parents Supporting Learning at Home During the COVID-19 Pandemic." StatCan COVID-19: Data to Insights for a Better Canada. <i>Statistics Canada</i> . <a href="https://www150.statcan.gc.ca/n1/pub/45-28-0001/2020001/article/00040-eng.htm">https://www150.statcan.gc.ca/n1/pub/45-28-0001/2020001/article/00040-eng.htm</a>
<b>Government publication – no author</b>	(Statistics Canada 2020)	Statistics Canada. 2020. "Canadians' Perceptions of Personal Safety Since COVID-19." <i>The Daily</i> , June 9. <i>Statistics Canada</i> . <a href="https://www150.statcan.gc.ca/n1/dailyquotidien/200609/dq200609a-eng.htm">https://www150.statcan.gc.ca/n1/dailyquotidien/200609/dq200609a-eng.htm</a>
<b>Interview</b>	None, because the paper should already reference the particulars of the interview. E.g.: "In his interview with Steve Paiken in 2020, Akwasi Owusu-Bempah discussed defunding the police."	Owusu-Bempah, Akwasi. 2020. Interview by Steve Paiken. <i>The Agenda with Steve Paiken</i> . TVO, June 17.
<b>Journal article</b>	(Hoffman 2015)	Hoffman, Steve G. 2015. "Thinking Science with Thinking Machines: The Multiple Realities of Basic and Applied Knowledge in a Research Border Zone." <i>Social Studies of Science</i> 45(2):242-269.

Source Type	Citation	Reference entry
<b>Journal article – two authors</b>	(Innocente and Baker 2018)	Innocente, Nathan, and Jayne Baker. 2018. "The Sociology Teaching Fellowship: A Mentorship Model for Graduate Student Teacher Training." <i>Teaching Sociology</i> 46(4):335-345. <a href="https://doi.org/10.1177%2F0092055X18791686">https://doi.org/10.1177%2F0092055X18791686</a>
<b>Journal article – three authors</b>	(Bateman, Baumann, and Johnston 2019) (then: Bateman et al. 2019)	Bateman, Tyler, Shyon Baumann, and Josée Johnston. 2019. "Meat as Benign, Meat as Risk: Mapping News Discourse of an Ambiguous Issue." <i>Poetics</i> 76:101356. <a href="https://doi.org/10.1016/j.poetic.2019.03.001">https://doi.org/10.1016/j.poetic.2019.03.001</a>  (This is an online journal article, which is why page numbers are absent.)
<b>Journal article – four or more authors</b>	(Bianchi et al. 2012)	Bianchi, Suzanne M., Liana C. Sayer, Melissa A. Milkie, and John P. Robinson. 2012. "Housework: Who Did, Does, or Will Do It and How Much Does It Matter?" <i>Social Forces</i> 91:55-63.
<b>Law</b>	See above, under "Court case."	<i>Firearms Act</i> , S.C. 1995, c. 39 (1995).
<b>Lecture</b>	(Miles 2019)	Miles, Andrew. 2019. "Regression models for categorical data." SOC222 Measuring the Social World. October 7.
<b>Newspaper or magazine article – accessed online</b>	(Pettinicchio 2018)	Pettinicchio, David. 2018. "Why Disabled Americans Remain Second-Class Citizens." <i>Washington Post.com</i> , August 28. <a href="https://www.washingtonpost.com/outlook/2019/07/23/whydisabled-americans-remain-second-classcitizens/?utm_term=.4d99254de495">https://www.washingtonpost.com/outlook/2019/07/23/whydisabled-americans-remain-second-classcitizens/?utm_term=.4d99254de495</a>
<b>Newspaper or magazine article – print</b>	(Maher 2020)	Maher, Stephen. 2020. "The End of the RCMP?" <i>Maclean's</i> , August, 24-31.

Source Type	Citation	Reference entry
<b>Podcast</b>	(Weinberg 2017)	Weinberg, Jill. 2017. "Jill Weinberg on Post-It Notes as a Visual Method." March 18 in <i>Give Methods a Chance</i> , produced by Kyle Green and Sarah Lageson, podcast, 30:39. <a href="https://thesocietypages.org/methods/2017/03/18/jill-weinberg-onpost-it-notes-as-a-visual-method/">https://thesocietypages.org/methods/2017/03/18/jill-weinberg-onpost-it-notes-as-a-visual-method/</a>
<b>Source described in a secondary source</b>	(McMillan Cottom as cited in kehal, Hirschman, and Berrey 2018)	In this example, the source you have read, kehal et al 2018, refers to work that you have not read, McMillan Cottom, but is important for you to refer to. You might format it according to this example:  McMillan Cottom (as cited in kehal, Hirschman, and Berrey 2018) and others note that open enrolment higher education institutions tend to be lower status.  Your reference entry would be for only the kehal et al. source.
<b>Source without a date</b>	(United Nations, n.d.)	United Nations. n.d. "What is Climate Change?" <a href="https://www.un.org/sites/un2.un.org/files/fastfacts-what-isclimate-change.pdf">https://www.un.org/sites/un2.un.org/files/fastfacts-what-isclimate-change.pdf</a>
<b>Tweet</b>	(Haag 2020)	Haag, Julius (@HaagJulius). 2020. "Consultation, consultation, consultation...there comes a point where this becomes an empty gesture." Twitter, June 29, 2:47 p.m. <a href="https://twitter.com/HaagJulius/status/1277675055611330566">https://twitter.com/HaagJulius/status/1277675055611330566</a>
<b>Website</b>	(JHSO 2023)	JHSO (John Howard Society of Ontario). 2023. "Our Mission & History." <a href="https://johnhoward.on.ca/jhs-ontario/about-jhs-ontariomission-history/">https://johnhoward.on.ca/jhs-ontario/about-jhs-ontariomission-history/</a>