

# ASA STYLE GUIDE FOR UWG SOCIOLOGY CLASSES

This style guide is a modified version of the American Sociological Association *Style Guide* (3rd ed.). It was designed to be used in undergraduate classes; however, it does not supersede specific instructions given by individual instructors.

## THE BASICS

Scholarly writing should be formal, clear and grammatically correct. Unsubstantiated assertions should be avoided. When a claim is made, it should be backed up by data and a sound argument. Claims should also be qualified and not exaggerated. The first person and the passive voice should rarely be used. Do not use the second person except to refer to the reader. Plagiarism must be avoided.

Language that infers a gender or race bias should be avoided. Unless gender is significant to the paper, gender-neutral terms should be used, such as “child” for “girl” or “boy,” “person” for “man” or “woman,” and “humanity” for “mankind.” Using plural nouns and pronouns is another way to avoid gender bias. Slashed (“he/she”) or repeated use of a conjunction (“he or she”) should be avoided. If identifying gender or sexuality adds to greater precision, then appropriate gender terms should be used. Race and ethnic stereotyping must be avoided. The terminology of classification has changed over time, and writers should be as specific as possible when using this terminology; therefore, do not write “Asian” if “Japanese” is more accurate.

### Some Terms to Use

African American (no hyphen)  
black (lower case)  
white (lower case)  
Hispanic, Chicano, Latino (or Latina for females; use Latino for males or if gender is not specified)  
American Indian, Native American  
Asian or Asian American (no hyphen)

### Some Terms to Avoid

Afro-American  
Negro  
Oriental

Verbs present problems for many writers. Selecting the proper verb tense is important. The best approach is to be consistent within the entire paper or, for long papers, within sections of the paper. The past tense works best for literature reviews and for descriptions of research methods. Presentations of results can be in the present or past tense. Subject-verb agreement is also important, and many sociology students have problems with the word “data.” “Data” is plural (the singular is “datum”) and it requires a plural verb, e.g. “The data are presented in Table 1.” Context determines whether some nouns are singular or plural. “Some,” “none,” “number,” “most,” “any,” and “part” are singular or plural depending on the noun that follows them. For example: Some of the report is missing. (singular)  
Some of the books are missing. (plural)

Unnecessary words or phrases should also be omitted. “Weber wrote . . .” is better than “It has been written by Weber that . . .”

## FORMAT

All text – including the title page, abstract, references and tables or figures – should be double-spaced and printed in Times New Roman 12. Margins should be set at 1.25-inch on all four sides. The paper should be stapled. The pages should be numbered.

The **title page** (or cover sheet) should include the title of the paper, your name, the course title, the words “University of West Georgia” and the date. This information should be arranged vertically.

An **abstract** follows the title page. It should be one paragraph and approximately 150 words in length. Some instructors may not want an abstract. The title should appear on the top of this page.

The **body** should begin on a new page, and the title should appear at the top of this page.

**References** should begin on a separate page following the body of your paper. The word “References” should be centered at the top of the page.

Each **figure** (chart, illustration, photograph) and **table** should be given a descriptive title. Tables should be numbered consecutively, as should figures. The title should be placed at the top. For the tables, headings should be written out, not abbreviated, for all columns and rows. If the figure or table is derived from a secondary source, the source should be listed at the bottom. According to the instructor’s directions, figures and tables will be included in the body of the paper or located after the references. In all cases, an indication of the figure or table should be mentioned in the text, e.g., (See Table 1). See pages 9 and 10 for examples of figures and tables.

## CITATIONS IN THE TEXT

Authors’ last names and publication dates are included in all citations. Do not put punctuation between the names and the dates. Page numbers are also used if the reference is to specific passages or if it involves a direct quote. If a citation follows a direct quote at the end of a sentence, the period follows the citation, not the quotation. URL’s are not used in citations.

1. If the author’s name is in the text, simply put the date of publication in parentheses, e.g., . . . according to Holland (2005).
2. If the author’s name is not in the text, put the name and date of publication in parentheses, e.g., . . . (Sawtell 2007).
3. If the cited text has two authors, list both authors, e.g., . . . (Arrigo and Williams 2004).
4. If the cited text has three authors, list all authors in the first citation and use the first author and “et al.” in subsequent citations, e.g., (Jenks, Carter and Jenks 2007) becomes (Jenks et al. 2007) in later citations.

5. If the text being cited has more than three authors, use “et al.” in all citations, e.g., in a study of short term treatment (Stone et al. 2004).
6. Page numbers go after the publication date. A colon separates the date and the pages. Omit the space between the colon and the pages, e.g., “. . . issues that arise in most courts” (Fuller 2006:284).
7. Use block quotation style for quotes of 50 words or more. This style is indented, and quotation marks are not used. If a page number follows the block quote a capital “P.” is used, e.g., (P.57).
8. A series of references should be alphabetized or put in chronological order (consistently throughout the paper) and separated by semicolons, e.g., . . . (Johnson 2007; Luken and Vaughan 2003a; Noori 2006).
9. For works with organizational authorship or without an author, provide minimum identification, e.g., . . . (U.S. Bureau of the Census 2004).
10. For citation of a reprint of an earlier version, include the earlier publication date in brackets prior to the recent version, e.g., . . . ([1899] 2003).
11. If an organizational author or title is lengthy, use an abbreviated form in the citation, e.g. if the author is the American Sociological Association use ASA in the text citation.

## **REFERENCES**

- References are arranged in alphabetical order by authors’ last names.
- Double-space all references.
- Use hanging indentations of .5 inch.
- Use authors’ first names and middle names or initials if they are provided. If the author uses initials instead of the surname, use initials also.
- If the date of publication is unknown, use “N.d.”
- If the publication has yet to appear, use “Forthcoming.”
- If an author has two or more publications, list them in the order in which they appeared, i.e., the earliest year first. Place the author’s name in the first listing and use three em dashes and a period (———.) instead of the name in subsequent listings. If the publications are in the same year, the articles are listed alphabetically by title of article, and the letters “a,” “b,” “c,” and so on are attached to the date. Do not consider the words “a,” “an,” or “the” when alphabetizing.
- Use an en dash to indicate a range of pages.

## **BOOKS**

Omit the state of publication if the city is New York.  
Put a colon between the title and subtitle.

**Book – single author**

Last name, First name, Initials. Date of publication. *Title of the Book in Italics*. City of publication, postal initials for state of publication: Publisher. (For foreign publications use city and country instead of city and state.)

Fuller, John Randolph. 2006. *Criminal Justice: Mainstream and Crosscurrents*. Upper Saddle River, NJ: Pearson Prentice-Hall.

**Book—two or more authors**

Last name, First name, Initial “and” First name Initials Last name. Date of publication. *Title of the Book in Italics*. City of publication, postal initials for state of publication: Publisher.

Arrigo, Bruce A. and Christopher R. Williams. 2004. *Theory, Justice and Social Change: Theoretical Implications and Critical Applications*. New York: Kluwer Academic Publishers.

Note: If there are more than two authors, do not put a comma between the names of the next-to-last and the last author.

**Anonymous source**

1. Do not use the word “Anonymous” to designate the author.
2. If the author’s name can be discerned from the work itself, put it in brackets.
3. If the author’s name cannot be determined, begin with the title. Put a leading article at the end of the title.

*Title of the Book, Article*. Publication date. City, ST: Publisher.

*Worst Way to Learn: The Government’s War on Education, The*. 1997. San Luis Obispo, CA: Blakeside.

**Editions of Books**

Indicate the edition after the title.

Schwalbe, Michael. 2005. *The Sociologically Examined Life: Pieces of the Conversation*. 3<sup>rd</sup> ed. New York: McGraw-Hill.

**Volumes of Books**

As is the case for editions of books above, indicate the volume number after the title, e.g., “Vol. 5.” If you are citing all volumes of a book, indicate the number of volumes after the title, e.g., “3 vols.”

**Translations**

As is the case for editions of books above, indicate the translator after the title, e.g., “Translated by Geraldine McIntosh.”

## **Republished Books**

These are books that have gone out of print and were reissued later. Do not use this style for more recent editions or publication in paperback.

Note the original publication date in brackets and then the current publication date, e.g., “[1899] 2003.”

## **ARTICLES AND BOOK CHAPTERS**

### **Chapters and Articles from Collected Works**

Last name, First name, Initial. Date. “Chapter Title in Quotes.” Pp. pages in *Book Title in Italics*, edited by Editor’s initials Last name. Place of publication: Publisher.

Bartkowski, John P. and Todd L. Matthews. 2005. “Religion and Race in America.” Pp. 163–183 in *Handbook on Religion and Social Institutions*, edited by H. R. Ebaugh. New York: Springer.

### **Articles from Journals**

Previously ASA style did not require issue numbers in most cases. Now they are recommended and should be in parentheses after the volume number. Do not put a punctuation mark after the journal title.

Holland, Laurel. 2005. “Publishing, Protesting and Professing: Reflections on What It Means to Be a Sociologist.” *Humanity & Society* 29(4):260–269.

### **Articles with Multiple Authors**

Jenks, David, Scott Carter and Catherine Jenks. 2007. “Command Staff Leadership Training and Job Commitment in the LAPD.” *Southwest Journal of Criminal Justice* 4(2):106–119.

### **Two or More Articles in One Year by the Same Author(s)**

Luken, Paul and Suzanne Vaughan. 2003a. “‘Active Living’: Transforming the Organization of Retirement and Housing in the U.S.” *Journal of Sociology and Social Welfare* 30(1):145–169.

———. 2003b. “Living Alone in Old Age: Institutionalized Discourse and Women’s Knowledge.” *Sociological Quarterly* 44(1):109–131.

### **Articles or Chapters Not Yet Published**

Hunt, Pamela. Forthcoming. “Not Fade Away: The Jamband Subculture as Temporary Community.” In *Same Time Next Year: Recurrent Temporary Communities*, edited by R. Gardner.

### **Articles from Newspapers and Magazines**

Toner, Robin and David E. Rosenbaum. 2005. “Senate Takes Up Bid to Overhaul Social Security.” *The New York Times*, April 26, pp. A1, A16.

## **UNPUBLISHED PAPERS AND REPORTS**

Stone, Sandra S., N. Jane McCandless, Michelle Lague, Sharise Thurman and Donald Wilkinson. 2004. "Program Evaluation of the 90-Day, or Short Term Treatment Program Operated by the Georgia Department of Juvenile Justice." Final Report Submitted to the Children and Youth Coordinating Council. Unpublished Report.

## **PRESENTED PAPERS**

Sawtell, Carolyn Sloan. 2007. "Physical and Psychological Abuse among Women: Race Differences and Subsequent Consequences." Presented at the annual meeting of the Society for the Study of Social Problems, August, New York.

## **DISSERTATIONS AND THESES**

Noori, Neema. 2006. "Delegating Coercion: Linking Decentralization to State Formation in Uzbekistan." Ph.D. dissertation. Department of Sociology. Columbia University, New York.

## **ELECTRONIC SOURCES**

### **Newspaper Article**

Camper, Laura. 2007. "UWG Opens Survey Research Lab." *Times-Georgian Online*, December 12. Retrieved August 16, 2008 ([http://www.times-georgian.com/articles/2007/12/12/local\\_news/doc475f5adbc89e8513767894.txt](http://www.times-georgian.com/articles/2007/12/12/local_news/doc475f5adbc89e8513767894.txt))

### **Journal Article**

Johnson, Lee M. 2007. "Jail Wall Drawings and the Role of Artistic Creativity in Community Reintegration." *Justice Policy Journal* 4(2). Retrieved August 16, 2008 ([http://www.cjcj.org/pdf/jail\\_wall.pdf](http://www.cjcj.org/pdf/jail_wall.pdf)).

### **Print Journal Article Viewed Through an Online Database**

McCandless, N. Jane, Lloyd B. Lueptow and McKee McClendon. 1989. "Family Socioeconomic Status and Adolescent Sex-Typing." *Journal of Marriage and the Family* 51(3):62—635. Retrieved from JSTOR on August 16, 2008.

### **Web Page**

White House. 2004. "Fact Sheet: Expanding Homeownership for All Americans." Retrieved March 26, 2004 (<http://www.whitehouse.gov/news/releases/2004/03/print/20040315-3.html>).

## REFERENCE LIST EXAMPLE

### References

- Arrigo, Bruce A. and Christopher R. Williams. 2004. *Theory, Justice and Social Change: Theoretical Implications and Critical Applications*. New York: Kluwer Academic Publishers.
- Bartkowski, John P. and Todd L. Matthews. 2005. "Religion and Race in America." Pp. 163–183 in *Handbook on Religion and Social Institutions*, edited by H. R. Ebaugh. New York: Springer.
- Camper, Laura. 2007. "UWG Opens Survey Research Lab." *Times-Georgian Online*, December 12. Retrieved August 16, 2008 ([http://www.times-georgian.com/articles/2007/12/12/local\\_news/doc475f5adbc89e8513767894.txt](http://www.times-georgian.com/articles/2007/12/12/local_news/doc475f5adbc89e8513767894.txt))
- Fuller, John Randolph. 2006. *Criminal Justice: Mainstream and Crosscurrents*. Upper Saddle River, NJ: Pearson Prentice-Hall.
- Holland, Laurel. 2005. "Publishing, Protesting and Professing: Reflections on What It Means to Be a Sociologist." *Humanity & Society* 29(4):260–269.
- Hunt, Pamela. Forthcoming. "Not Fade Away: The Jamband Subculture as Temporary Community." In *Same Time Next Year: Recurrent Temporary Communities*, edited by R. Gardner.
- Johnson, Lee M. 2007. "Jail Wall Drawings and the Role of Artistic Creativity in Community Reintegration." *Justice Policy Journal* 4(2). Retrieved August 16, 2008 ([http://www.cjcrj.org/pdf/jail\\_wall.pdf](http://www.cjcrj.org/pdf/jail_wall.pdf)).

- Luken, Paul and Suzanne Vaughan. 2003a. "'Active Living': Transforming the Organization of Retirement and Housing in the U.S." *Journal of Sociology and Social Welfare* 30(1):145–169.
- . 2003b. "Living Alone in Old Age: Institutionalized Discourse and Women's Knowledge." *Sociological Quarterly* 44(1):109–131.
- McCandless, N. Jane, Lloyd B. Lueptow and McKee McClendon. 1989. "Family Socioeconomic Status and Adolescent Sex-Typing." *Journal of Marriage and the Family* 51(3):627–635. Retrieved from JSTOR on August 16, 2008.
- Noori, Neema. 2006. "Delegating Coercion: Linking Decentralization to State Formation in Uzbekistan." PhD dissertation. Department of Sociology. Columbia University, New York.
- Sawtell, Carolyn Sloan. 2007. "Physical and Psychological Abuse among Women: Race Differences and Subsequent Consequences." Presented at the annual meeting of the Society for the Study of Social Problems, August, New York.
- Schwalbe, Michael. 2005. *The Sociologically Examined Life: Pieces of the Conversation*. 3<sup>rd</sup> ed. New York: McGraw-Hill.
- Stone, Sandra S., N. Jane McCandless, Michelle Lague, Sharise Thurman and Donald Wilkinson. 2004. "Program Evaluation of the 90-Day, or Short Term Treatment Program Operated by the Georgia Department of Juvenile Justice." Final Report Submitted to the Children and Youth Coordinating Council. Unpublished Report.
- Toner, Robin and David E. Rosenbaum. 2005. "Senate Takes Up Bid to Overhaul Social Security." *The New York Times*, April 26, pp. A1, A16.



White House. 2004. "Fact Sheet: Expanding Homeownership for All Americans." Retrieved March 26, 2004 (<http://www.whitehouse.gov/news/releases/2004/03/print/20040315-3.html>).

*Worst Way to Learn: The Government's War on Education, The*. 1997. San Luis Obispo, CA: Blakeside.

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## TITLE PAGE EXAMPLE

Poverty in the United States: 1950-2000

Jane Addams

Social Inequality

University of West Georgia

April 2, 2005

## TABLE EXAMPLE

Table 1: 2005 HHS Poverty Guidelines

Persons in Family Unit	48 Contiguous States and D.C.	Alaska	Hawaii
1	\$ 9,570	\$11,950	\$11,010
2	12,830	16,030	14,760
3	16,090	20,110	18,510
4	19,350	24,190	22,260
5	22,610	28,270	26,010
6	25,870	32,350	29,760
7	29,130	36,430	33,510
8	32,390	40,510	37,260
For each additional person, add	3,260	4,080	3,750

SOURCE: *Federal Register*, Vol. 70, No. 33, February 18, 2005, pp. 8373-8375.

## FIGURE EXAMPLE

Figure 1: Suffragists picketing in front of the White House, 1917.



SOURCE: Records of the National Woman's Party, Library of Congress.