

SOCIOLOGY: ASA Style Guide, 6th ed.

San Jose State University Library

Manuscript Format

- All text (including footnotes, references, and endnote) must be **doubled spaced**.
- Text must be in **12-point Times New Roman** (Times is also acceptable)
- **Block quotes may be single-spaced.**
- **Margins must be at least 1.25** inches on all four sides
- A separate title page including title of paper, author(s) and institution(s) of author(s) (list vertically if more than one author).
- If required, on a separate page provide a short (200 word) abstract headed with the title.
- Begin the text of the paper on a separate page headed with the title of the paper.

Citing within your text

Basic form for citations in the text includes the last name of the author(s) and year of publication. Include page number when you quote directly from the work or refer to specific passages.

If you are including the author's name in your text, follow it with the publication year in parentheses:

Jelin (1977) indicates similar patterns for women in Argentina.

If you are referring to an idea or theory but not citing the author's name in your text, enclose the last name and year in parentheses:

Women also migrate to become involved in petty trade (Arizpe 1978)...

If citing two or more works by the same author:

According to William J. Wilson (1978, 1987) race and class play a significant role in today's society.

If citing works by several authors:

After the Civil Rights movement a growing number of racial/ethnic scholars such as Almaguer (1975), Barrera (1978), and Takaki (1979) challenged...

or

The subjects of this study seemed to perform their duties as determined by the institutional arrangements within which they worked (Watson, Kumar, and Michaelson 1993; Cox, Lobel, and McLoed 1991; Fitzgerald 1993).

If a single work has three or more authors, give all last names in the first citation in the text; afterwards use the first name and et al.:

(Holland, Holt, Levi, and Beckett 1983) *thereafter* (Holland et al. 1989)

or Holland, Holt, Levi, and Beckett (1983) stated... *thereafter* Holland et al. (1989) refer to...

Pagination follows the year of publication after a colon, with no space between the colon and the page number:

...Arizpe (1978:71)

Quotations in the text: the citation follows the end quote mark and precedes the period:

"In 1999, however, the data were reported by more specific job types which showed that technologically oriented jobs paid better" (Hildenbrand 1999:47).

or

Cox stated, "The essence of the issue is reality vs. perception" (1993:132), as noted earlier.

Machine-readable data files, cite authorship and date:

....(Pew Research Center 2011).

Quotations in Text

Always begin and end a quotation with quotations marks; the author, date, and/or page numbers follow the end-quote and precede the period:

Wright and Jacobs (1994) found that "the variation in men's earnings relative to their peers in the labor force was not reliable predictor of men's...flight from feminizing occupations" (p. 531). [Note: use "p." when presenting a page number alone.]

or

One study found that "the variation in men's earnings relative to their peers in the labor force was not reliable predictor of men's...flight from feminizing occupations" (Wright and Jacobs 1994:531).

Block Quotations

These are set off in a separate, indented paragraph and should be used for longer quotations (generally, 50 words or more). Block quotations should not be enclosed in quotation marks.

As stated by Wright and Jacobs (1994):

The variation in men's earnings relative to their peers in the labor force was not reliable predictor of men's attrition. This finding is inconsistent with the prediction that declines in earnings are responsible for male flight from feminizing occupations. (P. 531)

Note: The "P" for "page" is capitalized when the page number is cited alone ***after a block quote***.

Reference Page Format

Note from Purdue OWL: Include first names for all authors, rather than initials, but use first-name and middle-name initials if an author used initials in the original publication. List all authors for each source. It is not acceptable to use *et al.* in the References section unless the work was authored by a committee.

Articles in Print

One Author

Ngai, Mae M. 1998. "Legacies of Exclusion: Illegal Chinese Immigration during the Cold Years." *Journal of American Ethnic History* 18(1):3-35.

Two or More Authors

Exum, William H., Robert J. Menges, Bari Watkins, and Patricia Berglund. 1984. "Making it at the top: Women and minority faculty in the academic labor market." *American Behavioral Scientist* 27(3):301-324.

Books

One Author

De Anda, Roberto M. 1995. *Chicanas and Chicanos in Contemporary Society*. Boston, MA: Allyn and Bacon.

Two Authors

Herrera-Sobek, María and Helena María Viramontes. 1995. *Chicana (W)rites: On Word and Film*. Berkeley, CA: Third Woman Press.

Edition of Book

Acuña, Rodolfo F. 2011. *Occupied America: a history of Chicanos*. 7th ed. Boston, MA: Longman.

Edited Book

Jelin, Elizabeth, ed. 1991. *Family, household, and gender relations in Latin America*. NY: Routledge, Chapman and Hall. [Note: When two or more editors, use "eds".]

Chapter in Book or Anthology

Ruiz, Vicki L. 1987. "Star struck: Acculturation, adolescence, and Mexican American women, 1920-1950." Pp. 333-354 in *Small worlds: Children and adolescents in American, 1850-1950*, edited by E. West and P. Petrik. Lawrence, KS: University Press of Kansas.

No Author

Manual of Style. 1993. 14th ed. Chicago, IL: University of Chicago Press.

Note: List books with no author alphabetically by the first significant word in the title.

Ebook

Gilman, Charlotte Perkins. 2002. *The Dress of women: a critical introduction to the symbolism and sociology of clothing*. Westport, CN: Greenwood Press. Retrieved September 18, 2013 (<http://site.ebrary.com/lib/sjsu/docDetail.action?docID=10005606>).

E-Resources: Articles, Newspapers, and Web

Article from online library database

Knoll, Benjamin R. 2009. "Amigo De La Raza? Reexamining Determinants of Latino Support in the U.S. Congress." *Social Science Quarterly* 90(1):179-195 Retrieved September 18, 2013 (<http://search.proquest.com.libaccess.sjlibrary.org/docview/59986606?accountid=10361>).

Articles with Digital Object Identifier (DOI)

Bryant, A. N., & Kim, G. 2013. The relation between acculturation and alcohol consumption patterns among older Asian and Hispanic immigrants. *Aging & Mental Health* 17(2):147-156.
doi:10.1080/13607863.2012.727382.

Web Version of Newspapers

Clary, Mike. 2000. "Vieques Protesters Removed Without Incident." *Los Angeles Times*, May 5. Retrieved May 5, 2000 (http://www.latimes.com/news/nation/updates/lat_vieques000505.htm).

Web-Based Journals

Smith, Herman W. and Takako Nomi. 2000. "Is Amae the Key to Understanding Japanese Culture?" *Journal of Sociology* 5(1). Retrieved May 5, 2000 (<http://www.sociology.org/content/vol005.001/smith-nomi.html>).

Information or Article Posted on a Web Site

Paino, Maria, Chastity Blankenship, Liz Graverholz, and Jeffrey Chin. 2012. "The Scholarship of Teaching and Learning in Teaching Sociology." Washington, DC: American Sociological Association. Retrieved September 17, 2013 (<http://www.asanet.org/documents/journals/pdfs/ts/Apr12TSFeature.pdf>).

Newspapers and Magazines Articles in Print

Magazine

Jana, Reena. 2000. "Preventing culture clashes - As the IT workforce grows more diverse, managers must improve awareness without creating inconsistency." *InfoWorld*, April 24, pp. 95.

Newspaper

Rimland, Bernard. 2000. "Do children's shots invite autism?" *Los Angeles Times*, April 26, pp. A13, A18.

Other

Government Documents

Since the nature of public documents is so varied, the form of entry for documents cannot be standardized. The essential rule is to provide sufficient information so that the reader can locate the reference easily. For example see the following:

United States. Dept. of Housing and Urban Development. 1999. *Rehab a home with HUD's 203(k): HUD and FHA are on your side*. Washington, DC: U.S. Dept. of Housing and Urban Development.

Dissertations and Theses

Valencia, Albert. 1995. "An examination of selected characteristics of Mexican-American battered women and implications for service providers." Ph.D. dissertation, Department of Education, University of the Pacific, Stockton, CA.

Thiele, Megan. 2011. "Class, Cultural Capital and the Elite University: A Look at Academic and Social Adjustment and Relations with Authority." University of California, Irvine. Retrieved from ProQuest Dissertations & Theses Database, 874157583.

Note: The number listed at the end of the citation is the ProQuest document ID.

Footnotes and Endnotes

Try to avoid footnotes, but if necessary, use footnotes to cite material of limited availability or to add information presented in a table. Footnotes should be numbered consecutively throughout the essay with superscript Arabic numerals and included at the bottom of the paper or in a separate section headed "Endnotes."