
Acknowledging print and electronic sources in Sociology

ASA STYLE

Why should I reference?

References are used to record or document the source of each piece of information in your paper obtained from other researchers and writers. If you fail to document information that is not your own, you have committed plagiarism, a form of stealing.

What should I reference?

You must reference all direct quotations; paraphrases of material; and summaries of opinions, ideas and interpretations obtained from other sources. If you fail to reference your information, you will be criticized for making statements that appear to be unsupported by evidence. It is not necessary to document information that is common knowledge, but remember that it is always better to over-document than to under-document.

You may be concerned that, if you reference too much, your instructors will think the paper is not your own work. That is not so. The method of organization is yours, as well as the purpose which ties the material together, the topic sentences, concluding sentences, analytical and evaluative comments which allow the reader to make sense out of the reference material, and probably most of the introductory and concluding paragraphs.

What style should I use?

Always ask the professor which documentation style is required for the assignment. Styles can vary greatly between journals even within one field. If no specifics are given, this Fastfacts handout can serve as a guide to one of the standard formats, described in the 4th edition of the *American Sociological Association Style Guide* (known as the ASA style), used in sociology and other social sciences.

Remember to choose one style for a particular paper, and be consistent within that paper.

How do I reference?

The ASA style uses the name-year system for referencing, not footnotes or endnotes. You will include an in-text citation (also called a parenthetical

reference) in the text immediately following the information (e.g., title, word, or phrase) that is being referenced, as well as an entry in the Reference List. (Note: Footnotes/endnotes in ASA are used to supplement or amplify important information in the text or to indicate copyright permission.)

This handout provides examples of the ASA format for citations within the text (see “In-Text Citations”) as well as for your references (see “Reference List”).

A. In-Text Citations

A basic in-text citation includes the author’s last name and the year of publication.

The following section explains what citation information should be included for various situations.

Note: numbers in parentheses refer to the section in the *ASA style guide* in which each citation method is addressed.

In-text citations can be included within a sentence in various ways:

- At the end of the sentence, in parentheses:
This hypothesis was tested (Smith 2010).
- As part of the sentence, using the parentheses to include whatever reference information is not in the sentence:

Smith (2010) tested this hypothesis.

OR

Smith’s (2010) study tested this hypothesis.

OR

In 2010, Smith tested this hypothesis.

ONE AUTHOR (4.3.1)

... was tested (Smith 2010).

... Smith (2010) reported. . .

A SPECIFIC PART OF A SOURCE (4.3.1)

Page numbers appear after the year, separated by a colon **without** a space:

... (Smith 2010:198)

TWO AUTHORS

... (Smith and Jones 2009).
Smith and Jones (2009) tested. ...

THREE AUTHORS (4.3.1)

When there are three authors, use all three names in the **first** citation in the text.

... (Smith, Jones, and White 2000).

Subsequent citations from the same source in the text follow the *et al.* form below:

... (Smith et al. 2000).

MORE THAN THREE AUTHORS (4.3.1)

Use *et al.* for the first AND following citations in the text.

... (Smith et al. 2001).
Smith et al. (2001) demonstrated. ...

NO AUTHOR

ASA style assumes there is always an author. If using a public/government document, see section below. If citing from an internet source, including an online newspaper article, the website's host can be used as author (for example, *thestar.com*).

... (Statistics Canada 2010).
... (*thestar.com* 2008).

NO DATE (4.3.1)

... (Smith N.d.).
Smith (N.d.) analysed. ...

PUBLIC DOCUMENTS (GOVERNMENT OR ORGANIZATIONS) AS AUTHOR (4.4.2)

... (Statistics Canada 2004).
... as reported by Statistics Canada (2004). ...

MULTIPLE SOURCES, SAME AUTHOR (4.3.2)

Order them chronologically, **earliest to latest**.

... (Jones 1978, 1990, 2000).

Note: In the following example, an 'a' and 'b' designation distinguish two works by the same author in the same year. These are also distinguished by 'a' and 'b' in the reference list, **where they should be ordered alphabetically by title:**

... (Jones 2000a, 2000b).

MULTIPLE SOURCES, DIFFERENT AUTHORS (4.3.1)

Place them in alphabetical order by last name of primary author and date, OR by date, **separated by a semi-colon**. Whichever you choose, be consistent throughout your paper.

... (Jones 2010; Smith 1990; Thomas 2000).
OR
... (Smith 1990; Thomas 2000; Jones 2010).

SOURCE REPRINTED FROM EARLIER VERSION (4.3.1)

Provide earliest date in [brackets] and then list the publication date of the more recent version:

... Smith ([1890] 2000) noted. ...
... (Smith [1890] 2000).

ANOTHER CITATION WITHIN YOUR SOURCE

Avoid using 'secondary' sources by finding and using the original source (e.g. Smith) whenever possible. If you can't find the original, list only your 'secondary' source (e.g. Jones) in the reference list.

... Smith's study (as cited in Jones 2010:39).

WEBSITE AND ELECTRONIC SOURCES (5.3.1-5.3.7)

E-Books

Use the same format as for printed material:
... (Jones 2009).

Online articles also available in print

Use the same format as for printed material:
... (Smith 2004).

Online articles only available online

Use the same format as for printed material:
... (Thomas 2011).

Websites

Use the same format as for printed material:
... (Statistics Canada 2011).

However, if the website provides a report (or similar document) which was originally published on a date other than the date retrieved, use the **original** publication date for the in-text citation.

UNPUBLISHED MATERIAL (4.3.1)

Material pending publication should be cited as *forthcoming*:

- . . . Smith (forthcoming) stated. . .
- . . . (Smith forthcoming).

For unpublished papers, include the year; if there is no year, follow the no date (N.d.) format.

A study by Leyden (forthcoming) suggests that Douglas (N.d.)...

COURSE AND LECTURE MATERIALS

Course Readers: Treat articles in course readers in the same way as chapters in part of a collection. For in-text citations, follow standard author/date format.

Course Manuals: Treat these as books or non-periodicals with the instructor as author or editor (unless another author is indicated).

Lecture Notes: Treat these as books or non-periodicals if they are published, but as unpublished information if they are your own notes. Lecture notes are considered published if they have been copied and distributed in print or on the Web or Desire2Learn (courselink) *with the instructor's permission*.

B. Reference List

The reference list comes at the end of your paper, on a separate page, entitled *References*. Put the list in alphabetical order by author (Last name) and use a hanging indent to format all entries (as shown). The reference list should be double-spaced, unless otherwise indicated by your instructor.

The list below shows you how to format various kinds of reference list entries. Titles of books and periodicals should always be in *italics*; article titles should be in regular type **within** quotation marks.

All in-text citations must be reported in your Reference list.

1. Books

ONE AUTHOR (4.3.2)

Author Last name, First name. Year. Title (Edition if it has one). Location of publisher, state or province or country: Publisher's name.

McDonald, Lynn. 1994. *Women Founders of the Social Sciences*. Montreal: McGill-Queen's University Press.

TWO OR MORE AUTHORS (4.3.2)

List all authors; however, only the primary author's name is inverted as last name, first name. For two authors, do not separate the first and second author by a comma, instead use *and*. For more than two authors, separate author names with a comma and include *and* before the final author name.

Author1 Last name, First name, Author2 First name Last name, and Author3 First name Last name. Year. Title. Edition if it has one. Location of publisher, state or province or country: Publisher's name.

TWO AUTHORS

Winson, Anthony and Belinda Leach. 2002. *Contingent Work, Disrupted Lives: Labour and Community in the New Rural Economy*. Toronto: University of Toronto Press.

MORE THAN TWO AUTHORS

Krahn, Harvey, Graham Lowe, and Karen Hughes. 2007. *Work, Industry & Canadian Society*. 5th ed. Toronto: Thomson Nelson.

2. Journal Articles

ONE AUTHOR (4.3.2)

Author Last name, First name. Year. "Title of Article." Name of Publication Volume Number(Issue Number):page numbers of article.

Shalla, Vivian. 2004. "Time Warped: The Flexibilization and Maximization of Flight Attendant Working Time." *Canadian Review of Sociology and Anthropology* 41(3):345-68.

TWO OR MORE AUTHORS (4.3.2)

Author1 Last name, First name, Author2 First name Last name, Author3 First name Last name, and Author4 First name Last name. Year. "Title of Article." Name of

**Publication Volume
Number(Issue Number):page
numbers of article.**

TWO AUTHORS

Parnaby, Patrick and Vincent Sacco. 2004. "Fame and Strain: The Contributions of Mertonian Deviance Theory to an Understanding of the Relationship between Celebrity and Deviant Behavior." *Deviant Behavior* 25(1):1-26.

MORE THAN TWO AUTHORS

McLaughlin, Neil, Lisa Kowalchuk, and Kerry Turcotte. 2005. "Why Sociology Does Not Need to Be Saved: Analytic Reflections on Public Sociologies." *The American Sociologist* 36(3-4):133-51.

3. Chapters in Books or Part of a Collection (4.3.2)

Author Last name, First name. Year. "Title of Article." Pp. (page numbers) in *Name of Publication*, edited by Editor1 Initial. Last name, Editor2 Initial. Last name, and Editor3 Initial. Last name. Location of publisher, state or province or country: Publisher's name.

Duxbury, Linda, Sean Lyons, and Christopher Higgins. 2008. "Too Much to Do and Not Enough Time: An Examination of Role Overload." Pp. 125-40 in *Handbook of Work-Family Integration: Research, Theory and Best Practices*, edited by K. Korabik, D. Lero, and D. Whitehead. London: Academic Press.

If the chapter or part is considered a "reprint" (as it would be in a course reader, for example), add the original publication information in parentheses at the end.

4. E-Resources and E-Articles (4.3.2)

Format in the same manner as references above and include the e-resource URL and date of access.

Author Last name, First name. Year. "Title of Article." *Publication Name* Volume number(issue number). Retrieved Month day, Year (<http://address>).

Kushner, Joseph. 2010. "Cholera Outbreak in Haiti Slows." *The Globe and Mail* October 25. Retrieved December 25, 2010 (<http://www.theglobeandmail.com/news/world/americas/cholera-outbreak-in-haiti-slows/article1771726>).

Include the DOI (Digital Object Identifier) number at the end of a reference, if an e-journal article has one.

Note that the DOI replaces the retrieval date.

Persell, Caroline Hodges, Kathryn M. Pfeiffer, and Ali Syed. 2008. "How Sociological Leaders Teach: Some Key Principles." *Teaching Sociology* 36(2):108-24. doi:10.1177/0092055X0803600202.

Additional Guidelines (4.3.2)

▪ Direct quotations

Be sparing with direct quotations, using them only when paraphrasing would be inappropriate or not adequately convey the meaning intended by the author.

Direct quotes are surrounded by double quotation marks:

Jones (2010) understood that "upon their arrival, trouble would follow" (p. 23).
... "upon their arrival, trouble would follow" (Jones 2010:23).

When quoting a block of text (more than 50 words), quotation marks are **not** used but rather, the entire block is single spaced and indented on both sides:

As Zweig (2000) defines it:
When I talk about the working class, on the other hand, I am talking about people who share a common situation in these social structures, but one without much power. To be in the working class is to be in a place of relative vulnerability—on the job, in the market, in politics and culture. (P. 13)

Note: "P" for "page" is capitalized here when

the page number is cited without author and date information.

- **List authors A-Z**

All references are listed in alphabetical order, by last name of primary author.

- **Include the full first name and last name of authors**

Authors' first names and surnames are used, unless the author has used initials in the original work. If initials are used, follow each letter with a period and space.

- **Use and not & for authors**

Use *and* instead of & when listing authors:

Smith, Alison, Joseph Brown, and Mel Blanc.

- **List multiple works by same author(s) or editor(s)**

When you reference more than one work by an author (or editor) in your paper, list them in order by date, beginning with their earliest work. For each subsequent reference, use the author's full name, not a series of dashes (this is a change from the previous edition of ASA).

Smith, Malcolm. 2004. "Title of article."

Journal name 1(1):1-10.

Smith, Malcolm. 2005. "Title of next article."

Journal name 5(2):1-10.

If an author (or authors) has more than one work published in the same year, assign letters to the publication dates to differentiate them (Smith 2010a, 2010b, 2010c).

About this handout

Information in this Fastfacts is based on the 4th edition of the *American Sociological Association Style Guide*. If you can't find what you are looking for here, the official ASA sources have more complete information:

American Sociological Association. 2010. *American Sociological Association Style Guide*. 4th ed. Washington, DC: American Sociological Association.

Academic Integrity

An Academic Integrity short tutorial is available online at: www.academicintegrity.uoguelph.ca where you will find valuable information on what constitutes plagiarism and how to avoid it.

Need Advice or More Information?

The [Learning Commons](#), located on the 1st floor of the Library, is the best source on campus and online for advice and information about academic writing projects.

- Writing Peer Helpers from a variety of disciplines offer individual writing assistance to first-year students. All other students can make appointments for consultations with professional staff members. Go to the [Writing Services website](#) for online booking.
- Drop-in assistance with Graduate Writing Advisors is also available in the afternoons and some evenings. Check the Learning Commons Resource Area or the [Writing Services website](#) for drop-in hours.

The [Writing Services website](#) has the complete range of [Fastfacts handouts](#) available for students to download.



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