Research papers generally build on the work of previous writers and researchers. Whenever you write a paper and use the material of another author, you must document that source. Documentation credits the author and publisher of the original work and provides the necessary information for readers to consult the same sources. Documentation is generally in the form of a bibliography that is a list of works cited at the end of the paper. This guide is based on the style rules outlined in the American Sociological Association (ASA) Style Guide (4th edition, 2010). For additional information or more detailed explanations, please refer to this manual located at the Mansfield Library Information Center Reference Desk, 808.027 A51286s 2010. The following examples are for commonly used sources using the ASA Citation Guide.


**Online Guides:**

**BOOKS: print format**

<table>
<thead>
<tr>
<th>One Author (Sect. 4.3.2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author (last name inverted). Year of publication. <em>Name of publication (italicized)</em>. Location of publisher, state, or province postal code (or name of country if a foreign publisher): Publisher's Name.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Two Authors (Sect. 4.3.2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author1 (last name inverted) and Author2 (including full surname, last name is not inverted). Year of publication. <em>Name of Publication (italicized)</em>. Location of publisher, state, or province postal code (or name of country if a foreign publisher): Publisher’s Name.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Multiple Authors (Sect. 4.3.2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author1 (last name inverted), Author2 (including full surname, last name is not inverted), and Author3. Year of publication. <em>Name of Publication (italicized)</em>. Location of publisher, state, or province postal code (or name of country if a foreign publisher): Publisher’s Name.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Editors (Sect. 4.3.2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author1 (last name inverted) and Author2 (including full surname, last name is not inverted), eds (or ed. for single editor). Year of publication. <em>Name of Publication (italicized)</em>. Location of publisher, state, or province postal code (or name of country if a foreign publisher): Publisher’s Name.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Editions of Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author1 (last name inverted) and Author2 (including full surname, last name is not inverted), eds (or ed. for single editor). Year of publication. <em>Name of Publication (italicized)</em>. Location of publisher, state, or province postal code (or name of country if a foreign publisher): Publisher’s Name.</td>
</tr>
</tbody>
</table>
**EXAMPLE:**

### Volumes of Books

**EXAMPLE:**

### Translations

**EXAMPLE:**

### Compilations

**EXAMPLE:**

### Edited Volumes

**EXAMPLE:**

### Republished Works

**EXAMPLE:**

## Chapter from a book or anthology (Sect. 4.3.2)

Author1 (last name inverted), Author2 (including full surname, last name is not inverted), and Author3. Year of publication. “Title of Article.” Pp. (with page numbers, elided) in *Name of Publication* (italicized), edited by Editor1, Editor2, Editor3 (editors’ initials only for first/middle names, names not inverted). Location of publisher, state, or province postal code (or name of country if a foreign publisher): Publisher’s Name.

**EXAMPLE:**

## BOOKS: electronic format

### Print edition of a book accessed through and online library  (Sect. 5.3.1)

**EXAMPLE:**

### Online Books (Sect. 5.3.1)

**EXAMPLE:**

## ARTICLES: print format

### One Author (Sect. 4.3.2)

Author 1 (last name inverted). Year of publication. “Title of Article.” *Name of Publication* (italicized) Vol Number (Issue Number):page number of article.

**EXAMPLE:**

### Two Authors (Sect. 4.3.2)


Author1 (last name inverted) and Author2 (including full surname, last name is not inverted). Year of publication. “Title of Article.” Name of Publication (italicized) Vol Number (Issue Number):page number of article.

**EXAMPLE:**

**Multiple Authors (Sect. 4.3.2)**
Author1 (last name inverted), Author2 (including full surname, last name is not inverted), and Author3. Year of publication. “Title of Article.” Name of Publication (italicized) Vol Number (Issue Number):page number of article.

**EXAMPLE:**

**Newspapers**

**EXAMPLE:**

**Magazines**

**EXAMPLE:**

**ARTICLES: electronic format**

**Articles available in print and online form (Sect. 5.3.2)**

**EXAMPLE:**

**Articles with URL available in online form only (Sect. 5.3.3)**

**EXAMPLE:**

**Articles with Digital Object Identifier (DOI) available in online form only (Sect. 5.3.3)**

**EXAMPLE:**

**Articles retrieved from an online database (Sect. 5.3.7)**

**EXAMPLE:**

**Articles retrieved from a web site with a known location (Sect. 5.3.4)**

**EXAMPLE:**

**Articles retrieved from a web site with an unknown location-corporate website (Sect. 5.3.4)**

**EXAMPLE:**

**OTHER RESOURCES: print and electronic**

**Blog Entries (Sect. 5.3.5)**
### EXAMPLE:

### Podcasts (Sect. 5.4.2)

EXAMPLE:

### DVDs/VHS Tapes (Sect 5.4.4)

EXAMPLE:

### PowerPoint Presentations (Sect 5.4.3)

EXAMPLE:

### Dissertations and Thesis in print (Sect. 4.3.2.2)

EXAMPLE:

### Dissertations and Thesis retrieved from database (Sect. 4.3.2.2)

EXAMPLE:

### Abstracts

EXAMPLE:

### IN TEXT CITATIONS

#### Author’s name is in text

EXAMPLE:
Author’s last name (publication year)
…in another study by Duncan (1959).

#### Author’s name is not in text

EXAMPLE:
(Author Year)
…whenever it occurred (Gouldner 1963).

#### Pagination

EXAMPLE:
Author (Year:Page)

#### Two Authors

EXAMPLE:
(Author1 and Author2 Year)
…(Martin and Bailey 1988).

#### Three Authors
# Example:
Cite all three authors in the first citation of the text; thereafter, use *et al.*
1st instance: (Author1, Author2, and Author3 Year)
...(Carr, Smith, and Jones 1962).
Subsequent: (Author1 et al. Year)
...(Carr et al. 1962).

### More than three authors

**Example:**
Cite only the first author and use *et al.*
(Author1 et al. Year)

### Series of References

**Example:**
List in alphabetical order or date order, but be consistent throughout.
(Author1 Year; Author2 Year; Author4 and Author5 Year).
...(Green 1995; Mundi 1987; Smith and Wallop 1989).

### Unpublished Material

**Example:**
Use *forthcoming* to indicate material scheduled for publication. For dissertations and unpublished papers, cite and date. If no date is available, use N.d. (no date) in place of date.
Previous studies by Smith (forthcoming) and Jones (N.d.) concluded…

### Quotations in Text

#### Short Quotations

**Example:**
Wright and Jacobs (1994) found that “the variation in men’s earrings relative to their peers in the labor force was not a reliable predictor of men’s…flight from feminizing occupations” (p.531).

**OR**
One study found that “the variation in men’s earrings relative to their peers in the labor force was not a reliable predictor of men’s…flight from feminizing occupations” (Wright and Jacobs 1994:531).

#### Long Quotations – generally, 50 words or more (no quotes, single spaced)

**Example:**
As stated by Wright and Jacobs (1994):

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

Note: “P” for “page” is capitalized when the page number is cited alone without author and date information.
# ELEMENTS OF STYLE

## Capitalizations (Sect 2.3)

- **Titles of books and articles**, capitalize the first word in the title or subtitle and all words except prepositions regardless of length (*of, onto, between, through*), articles (*a, an, the*), and coordinating conjunctions (*and, but, or*)
- Capitalize the **names of racial and ethnic groups** that represent geographical locations or linguistic populations (*Hispanic, Asian, African American, Appalachian*)
- Do not capitalize **black and white** when designating racial groups
- Capitalize references to **regions of the United States**, such as the *South*, the *North*, the *Midwest*, when referring to places
- Capitalize *Southerners and Northerners* only when referring to the Civil War
- Do not capitalize *north, south, east, or west* when referring to **directions**
- In titles, capitalize only the first element of a hyphenated word, unless the second element is a proper noun or adjective. **EXAMPLE:** *The Dynamic Self-concept*, but *Post-Vietnam War Reconstruction*
- Do not capitalize the word *the* in running text for institutional titles such as *the University of Chicago*

## Italics (Sect 2.4)

Use italics:
- for emphasis
- to highlight terms in specific context
- to identify foreign words
- for titles of books, periodicals, movies, the names of radio and TV shows

## Numbers (Sect 2.5)

- Spell out numbers one through nine
- Use numerals for numbers 10 or greater
- Spell out ordinal numbers one through nine (*first, second, third*), but use numerals for numbers greater than 10 (*10th, 11th, 12th*)
- Always spell out numbers at the beginning of a sentence
- Use numerals for reference to tables, figures, etc (*Figure 1, Table 2*)
- Spell out centuries: *nineteenth century, twenty-first century*
- Spell out common fractions (*two-thirds, reduced by one half*)
- Be consistent in the presentation when numbers are part of a pair or series of comparable quantities (*There were 3 children in the car and 10 in the van. We received 8 of 50 responses.*)
- Always use numerals with percent
- Express numbers less than 1 million in numerals (*599,000*), but write a numeral followed by *million, billion*, etc for numbers greater than 1 million (*4.2 million*)
- Express numbers that represent exact time, sample sizes, and sums of money as numerals (*9:00a.m., $5 bill, N=2,064*)

## Dates (Sect 2.6)

- Nineteenth century
- Twentieth-century poet [include a hyphen when used as an adjective]
- 1930s; mid-1980s
- January 19, 1968
- April 1989
- 1928 to 1931 [in text, use to instead of dash]