**I. Writing Effectively**

Attention to correct syntax, grammar, punctuation, spelling and word usage will certainly enhance writing style, but it is important to note that communicating effectively in writing depends on the more fundamental thinking-and-planning stage. This stage involves conceptualizing ideas; conducting solid, objective, accurate analysis; developing a strong thesis or point of view; organizing materials and citing them in a systematic way; “mapping” the ideas in a logical and coherent manner; and developing a design or outline for presentation in the final manuscript, which evolves over a series of edits.

**II. ASA Style Rules**

Double-space all text in the abstract, text, references, footnotes, and acknowledgements. (Appendices’ spacing is not specified.) Block quotations may be single spaced. All text must be in 12-point Arial type. Create margins of 1.25 inches on all four sides. (Note: Your professors’ requirements may vary.)

The title page should include the full title of the paper, the name and institution of the author, a running head, and the word count for the manuscript (including footnotes and references). Put Running Head = SHORTENED TITLE in the header. The running head can be 60 characters or less. The title is centered, bolded, and in title case. Capitalize the subtitle in title case. (Title case capitalizes all words except articles, conjunctions, and prepositions.) How to number pages is not specified in the *ASA Style Guide*.

• Use the active voice whenever possible, since it is more precise and less wordy: *“This study examines . . .”*

• Avoid racial and ethnic stereotyping of groups. Capitalize the names of racial and ethnic groups that represent geographical locations or linguistic populations (For example: *African American, Appalachian, Asian, Hispanic*). Do not capitalize black and white when designating racial groups. Use nongendered terms unless gendered terms are specific to analysis of data or demographics. Be as specific & precise as possible.

• Spell out *percent, versus,* and *chi-square*; use Latin abbreviations—e.g., etc., i.e.—only in parentheses.

• Different sections of a paper can use different verb tenses, but within each section, the tense should be the same. For Literature Review and Method sections, use the past tense. In the Results section, use either the past or present tense. The *ASA Style Guide* does not specify a tense for the Conclusion/Discussion sections.

• Use only one space between sentences. Periods and colons should be followed by only one space.

• When listing three or more words, phrases, or clauses in a series, use a comma before the conjunction joining the last two: *He gathered data on their cultural, educational, and socioeconomic backgrounds.*

• ASA style discourages the use of the personal pronoun in formal writing; that is, avoid “I” statements.

• Begin the text of the manuscript on a new page with the manuscript title as the first line. The first section of a manuscript should not have a heading (i.e., do not begin the text with the heading *Introduction*, which is assumed to be the first section).

Headings

Your paper will use headings to identify the beginning of sections, to show the organization of your paper, and to aid the reader. There are three levels of headings. The top level is Level 1; papers usually have only 3-6 Level 1 headings. Commonly used Level 1 headings include: Literature Review, Method, Results, and Discussion. Headings nest; for example, Level 2 headings appear only within Level 1 sections; Level 3 headings appear only within Level 2 sections. The headings reflect the outline and structure of your paper.

Level Format

1 All caps, left-justified.

 2 Italics, left-justified. Capitalize all words except prepositions, articles, and conjunctions.

 3 Run-in headings, in italics, indented at the beginning of the paragraph, with a period. The paragraph continues immediately after the period. Capitalize only the first letter and proper nouns.

**III. In-Text and Reference Citations**

In-Text Citations

Citations in the body of your paper include the last name of the author(s) and year of publication: For example: *. . . for validity and authenticity (Davis 2005)*. Identify subsequent citations of the same source in the same way as the first. Give both last names for joint authors: *. . . (Danzinger and Ratner 2010)*. If a work has three authors, cite all three last names in the first in-text citation; thereafter, use *et al.* For example:

First occurence: . . . (Flopsy, Mopsy, and Cottontale 1902).

Second occurence: . . . (Flopsy et al. 1902).

Include page numbers when quoting directly from a work or referring to specific passages. Use a colon before page numbers in both in-text and reference citations. There is no space after the colon. Examples:

In-text citation: . . . “gender is a social construct” (Hill 2002:496).

In-text citation: . . . Hill says, “gender is a social construct” (2002:496).

Article reference: . . . *Sex Roles* 47(11-12):493-506.

Reference Citations

A reference list follows the text and footnotes in a separate section headed **References** (bold, flush left). References are listed before appendices in a hanging indent style (indent all but the first line). List all references in alphabetic order by first authors' last names. List all authors. Place a comma between two or more names. References are double-spaced.

Most page numbers should be elided (for example: *pp. 132-48, pp. 1002-11, pp. 1054-82*). Some page number ranges are not abbreviated, for example: *pp. 102-106* or *pp. 1101-1108.*

The following examples can serve as templates on which you can base your reference citations.

*Books, E-Books and Online Books*

Edin, Kathryn, and Maria Kefalas. 2005. *Promises I Can Keep: Why Poor Women Put Motherhood Before Marriage.* Berkeley: University of California Press.

Cite e-books the same way print books are cited, with the addition of information about the medium consulted. If an e-book was consulted online, include the URL and the date of access.

Gupta, Ravi, and Hugh Brooks. 2013. *Using Social Media for Global Security*. Somerset, NJ: John Wiley & Sons. Retrieved July 25, 2014 (http://site.ebrary.com/lib/anth-soctitles/action?docID=10653846).

Young, T. R. 1989. *Crime and Social Justice: Theory and Policy for the 21st Century.* Red Feather Institute. Retrieved June 22, 2010 (http://uwacadweb.uwyo.edu/RED\_FEATHER/crime/001contents.html).

*Book Chapters*

Zatz, Marjorie S., and Richard P. Krecker Jr. 2003. “Anti-gang Initiatives as Racialized Policy.” Pp. 173-96 in *Crime Control and Social Justice: The Delicate Balance,* edited by D. F. Hawkins, S. L. Myers, Jr., and R. N. Stone. Westport, CT: Greenwood Press.

*Book Chapters with Digital Object Identifier (DOI)*

Thomas, Yonette F. 2007. “Behavioral and Economic Perspectives in Drug Abuse Research.” Pp. S1-S3 in *Drugs & Alcohol Dependence,* Supplement 1, Vol. 90, edited by P. Schnur, and M. Y. Iguchi. doi:10.1016/j.drugalcdep.2007.05.002; (AN 25329802).

*Articles from Magazines and Newspapers*

Anderson, Elijah. 1994. “The Code of the Streets.” *Atlantic Monthly,* May 1994, pp. 81-94.

Guiles, Melinda, and Krystal Miller. 1990. “Mazda and Mitsubishi-Chrysler Venture Cut Output, Following Big Three's Lead.” *Wall Street Journal,* January 12, pp. A2, A12.

Reference Citations (continued)

*Journal Articles*

Sources on the Internet that are not likely to change (e.g., PDFs) should be cited in print-form only instead of HTML or other Web-based format versions. The general form of online periodicals (including online journals, magazines, and newspapers) follows the pattern for all periodicals. Do not type URL addresses: Use the copy function on a browser to transfer URL addresses to a manuscript.

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.

*Social Media Sources*

When referring to a particular social media (e.g., Facebook, Twitter) posting within the text, it should be accompanied by a note rather than included in the reference list. For example:

*Text:* The American Sociological Association mentioned the meeting directly on its Facebook page.1

*Footnote:* 1American Sociological Association's Facebook page, accessed June 6, 2014, https://www.facebook.com/AmericanSociologicalAssociation/posts/10154176262000165.

*Websites (No Author)*

American Anthropological Association. 2006. “Race.” Retrieved July 10, 2010 (http://www.aaanet.org/\_cs\_upload\_resources/14737\_1.pdf/).

*Podcasts*

National Academies. 2010. “National Getting Better Health Care for Your Buck.” Audio Podcast. Retrieved June 4, 2010 (http://media.nap.edu/podcasts/).

**IV. Footnotes and Endnotes**

Use footnotes and endnotes only when necessary. Indicate footnotes in the text by consecutive, superscripted Arabic numbers.2 For example: “2After 1981 there was . . . .” To refer to a footnote again later in the text, use a parenthetical note, such as *(see note 2)*.

Type footnotes in numerical order, double-spaced at the bottom of the manuscript page or in a separate section—titled *Notes* or *Endnotes*—that comes after the Reference list. Footnotes and endnotes should be limited to 100 words per entry.

*This document consists mostly of quotations from the ASA Style Guide, 5th edition. Quotation marks are not used only for reasons of style. Never do that yourself! Please consider the American Sociological Association the original source of this information.*