

APSU Writing Center
ASA Style 7th Edition

Formatting

- **Margins:** 1 1/4 inches on all sides of the page.
- **Font:** Times New Roman or Palatino, 12 pt.
- **Double spaced:** for the content of the paper.

ASA Style Order

- Title Page
- Abstract (if required)
- Body of Paper
- Endnotes (if required)
- References
- Appendix

Title

- Running Head (short title 60 characters or less)
- Title of paper
- Name and institution of authors
- Word Count (including footnotes and references)

Abstract (one paragraph)

- Always consult with your instructor if you need to include an Abstract in your written work.
- An abstract is a concise summary of the key points of your research and is typically no more than 200 words and not indented. It is written in a single paragraph and is double spaced.
- Include the page header and type the word "**Abstract**" at the top of the page, centered, and bold.
- Your abstract will typically include: research topics, research questions, participants, methods, results, data analysis, conclusions
- **Keywords** is a list that will be created at the end of your abstract and helps researchers find your work in databases. It is written in italics followed by a colon. Indent as you would start a new paragraph.

Title Page Example:

Running Head: SHORTENED TITLE IN ALL CAPS

Full Title of the Paper:

Capitalize Subtitle After Colon

Author Full Name

Austin Peay State University

Word Count = Text, footnotes, and references

Abstract Example:

PURDUE ONLINE WRITING LAB'S SAMPLE ABSTRACT

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Abstract

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Dolor magna eget est lorem ipsum dolor sit. Pulvinar etiam non quam lacus suspendisse. Quisque non tellus orci ac. Tellus pellentesque eu tincidunt tortor aliquam nulla facilisi cras. Orci dapibus ultrices in iaculis nunc sed augue lacus viverra. Leo duis ut diam quam. Lorem ipsum dolor sit amet. Sagittis vitae et leo duis ut diam quam nulla. Purus viverra accumsan in nisl nisi scelerisque. Risus nullam eget felis eget nunc lobortis mattis aliquam. Sodales ut etiam sit amet nisl purus in. Porta nibh venenatis cras sed felis eget. Adipiscing elit duis tristique sollicitudin nibh sit amet commodo. Diam donec adipiscing tristique risus.

Keywords: Lorem, ipsum, dolor

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Body of the Paper

- The **first paragraph** of a section should **not be indented**. The indented paragraphs would begin with the second paragraph.
- The body of the paper consists of three sections

FIRST LEVEL HEADING

- The main section of your paper and is written in all caps, formatted left justified.
- Examples: Literature Review, Methods, Discussion.

Second level heading

- The second section of your paper and is italicized, with only main words capitalized.
- Do not capitalize prepositions (ex. of, into, across, between), conjunctions (ex. and, but, or), and articles (ex. a, an, the)
- This is also left justified
- Do not indent this section
- Examples: Topic under a literature review, methods, discussion.

Third Level Sub-heading.

- The sub-heading is indented and italicized and has a period at the end.
- Capitalize only the first letter (first word) and proper nouns (names of people, cities, countries, etc.)
- Text begins right after the period

In-Text Citations

- Throughout your ASA Essay you will be asked to provide resources or references to the materials you are quoting. This is created through the use of in-text citations, footnotes, endnotes, references pages, and more.
- Any source information that you provide in-text must correspond to the source information on the References page.
- **Author's names not mentioned in the text:** author last names, date of publication, a colon, page number. No spaces between color and pages.
 - **Example:** Because publishing or even presenting research has become increasing difficult, research posters are not only “one of the most common ways of presenting research” but also one of the most important ways novice and experienced professionals in social science and science fields learn, network, and collaborate in their research communities (Silvia, Delaney, and Marcovitch 2007:117).
- **Author's names included in the text:** authors last names and year of publication
 - **Example:** Silvia, Delaney, and Marcovitch (2007) found that research posters are one of the most important ways novice and experienced professionals in social science and science fields learn, network, and collaborate in their research communities
- **Author's names are included and citing a page reference:** year of publication and page number.
 - **Example:** Silvia, Delaney, and Marcovitch found that research posters are not only “one of the most common ways of presenting research” but also one of the most important ways novice and experienced professionals in social science and science fields learn, network, and collaborate in their research communities (2007:117).

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Reference

- Your **References** is a separate page at the end of your essay. This is a full citation of the materials you are quoting throughout your essay.
- Any source information that you provide in-text must correspond to the source information on the References Page.
- **Title:** Reference or References (centered).
- **Double Spaced:** All citations.
- **Hanging Indent:** Create by indenting the second line (and more) of a citation by half an inch.
 - **Example:**

Reference

Ngai, Mae M. 2004. *Impossible Subjects: Illegal Aliens and the Making of Modern America*.

Princeton, NJ: Princeton University Press.

Page Ranges

- Use all digits for pages numbered less than 100.
 - **Examples:** 42-43, 92-98
- For page ranges starting on pages numbered 100 or multiples of 100, use all digits.
 - **Examples:** 100-108, 1300-1325
- For page ranges starting on pages numbered 110 to 199 (or 210 through 299, etc.) shorten it.
 - **Examples:** pp. 364-65, pp. 209-10
- For page ranges starting on pages numbered 110-199, 210-299, etc., use two digits unless more are needed to include all parts
 - **Examples:** pp. 421-28, pp. 596-628, pp. 1301-25, pp. 1151-59, pp. 1394-414

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Book

- **In Text:** (Author Last name (s), Year of Publication, Page Range)
 - **Example:** (Lee et al. 2004:3)
- **References:** Last Name, First Name. Year of Publication. "Title of Essays in Book Chapter."pp. page range. *Book Title*. Location: Publisher.
 - **Example:** Lee, W.O. Grossman, David L., Kerry J. Kennedy, and Gregory P. Fairbrother, eds. 2004. *Citizenship Education in Asia and the Pacific: Concepts and Issues*. New York: Springer Science+Business Media.

Book with Two or More Authors

- **In Text:** (Author1's Last Name and Author2's Last Name Year)
 - **Example:** (Smith and Johnson 2018)
- **Reference:** Author1's Last Name, First Name, and Author2's First Name Last Name. Year of Publication. *Title of the Book*. Publisher.
 - **Example:** Smith, John, and Emily Johnson. 2018. *Sociological Perspectives: An Introduction*. Oxford University Press.

Chapter in an edited volume

- **In Text:** (Author Last name (s), Year of Publication, Page Range)
 - **Example:** (Brown and Getz 2011)
- **References:** Last Name, First Name. Year of Publication. "Title of Essays in Book Chapter."pp. page range. *Book Title*. Location: Publisher.
 - **Example:** Brown, Sandy, and Christy Getz. 2011. "Farmworker Food Insecurity and the Production of Hunger in California." Pp. 121-46 in *Cultivating Food Justice: Race, Class, and Sustainability*, edited by A.H. Alkon and J. Agyeman. Cambridge, MA: MIT Press.

Articles

- **In Text:** (Author Last name (s), Year of Publication:Page) or (Author Last name (s), Year of Publication, Page Range)
 - **Example:** (Kalleberg, Reskin, and Hudson 2000:158)
- **References:** Last Name, First Name. Year of Publication. "Title of Journal Article."pp. page range. Book Title. Location: Publisher.
 - **Examples:** Kalleberg, Arne L., Barbara F. Reskin, and Ken Hudson. 2000. "Bad Jobs in America: Standard and Nonstandard Employment Relations and Job Quality in the United States." *American Sociological Review* 65(2):256-78. <http://www.jstor.org/stable/2657440>.

Websites

- **In Text:** (Author's Last Name Year) or (Title of Webpage or Article Year)
 - **Examples:** (Smith 2022) or ("The Effects of Climate Change" 2022)
- **References:** Author(s) Last Name, First Name. Year of Publication. "Title of Webpage or Article." Title of Website. URL. (Accessed Month Day, Year).
 - **Example:** Smith, John. 2022. "The Effects of Climate Change on Urban Areas." Environmental Studies Blog. <http://www.example.com/climate-change-urban-areas>. (Accessed April 12, 2024).

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Dissertation or Thesis

- **In Text:** ("Title of Dissertation" Year) or (Author's Last Name Year)
 - **Example:** (King 1976)
- **References:** Author(s) Last Name, First Name. Year of Publication. "Title of Dissertation or Thesis." Degree Type, Name of Institution.
 - **Example:** King, Andrew J. 1976. "Law and Land Use in Chicago: A Pre-history of Modern Zoning." PhD dissertation, Department of Sociology, University of Wisconsin, Madison.

Unpublished Author

- **In Text:** (Author's Last Name Year)
 - **Example:** (Jones and Johnson 2020)
- **Reference:** Author(s) Last Name, First Name. Year of Creation. "Title of Material." Type of Material, Location.
 - **Example:** Jones, Emily, and David Johnson. 2020. "Analyzing Social Trends." Unpublished paper, presented at the Annual Meeting of the American Sociological Association, Chicago, IL.

Reports

- **In Text:** (Author's Last Name Year)
 - **Example:** (Smith 2020)
- **Reference:** Author(s) Last Name, First Name. Year of Publication. "Title of Report." Publisher/Institution.
 - **Example:** Smith, John. 2020. "Annual Report on Environmental Sustainability." Environmental Protection Agency.

Constitutions

- **In Text:** (Constitution Name Year)
 - **Example:** (US Constitution 1787)
- **Reference:** Name of Constitution. Year of Ratification. "Title of Article or Amendment (if applicable)."
 - **Example:** United States Constitution. 1787. "Article I: Legislative Powers."

Laws

- **In Text:** (Law Name Year)
 - **Example:** (Clean Air Act 1970)
- **Reference:** Name of Law. Year of Enactment. "Title of Law (if applicable)." Volume(Issue): Page Numbers (if applicable).
 - **Example:** Clean Air Act. 1970. Public Law 91-604.

Ordinances

- **In Text:** (Ordinance Name Year)
 - **Example:** (City Zoning Ordinance 2021)
- **Reference:** Name of Ordinance. Year of Enactment. "Title of Ordinance." Jurisdiction (if applicable).
 - **Example:** City Zoning Ordinance. 2021. "City of Springfield Zoning Ordinance." City of Springfield, Illinois.

References

American Sociological Association. n.d. "Quick Tips for ASA Style."

https://www.asanet.org/wp-content/uploads/savvy/documents/teaching/pdfs/Quick_Tips_for_ASA_Style.pdf.

California State University Channel Islands Writing & Multiliteracy Center. 2023.

"ASA Format - 7th Edition." <https://www.csuci.edu/wmc/pdf/citations/2023wmc-asa-7thed-v3.pdf>.

California State University, Los Angeles Library. 2024. "ASA Style Guide."

https://libguides.calstatela.edu/ld.php?content_id=38331138.

Purdue Online Writing Lab. n.d. "References Page Formatting."

https://owl.purdue.edu/owl/research_and_citation/asa_style/references_page_formatting.html.