



## Quick Style Guide

### *A Quick Style Guide for Students Writing Sociology Papers*

The following is based on the *American Sociological Association Style Guide* (1997) and serves as a quick reference for students preparing papers. For information on ordering the *ASA Style Guide*, please visit the [ASA Online Bookstore](#).

#### **References in the main text:**

Include the last name of the author and the year of publication. In order to avoid plagiarism (inappropriately using another person's words without proper citation), you must directly quote verbatim, using quotation marks and the name, date, and page number in parentheses, or you must paraphrase and mention the source of the idea (name and date only).

Use page numbers only when you quote an author's words:

Sociological analysis of cities is "critical to achieving far-reaching social change in this century," according to Duncan (1959:71).

If the author's name is in the text, follow the name with the year in parentheses:

According to Duncan (1959), sociological analysis of cities is critical to creating positive social change in America.

If the author's name is *not* in the text, enclose both the last name and year in parentheses:

Sociological analysis of cities is critical to creating social change (Duncan 1959).

For joint authors, use both last names:

(Martin and Bailey 1988)

For institutional authorship, supply minimum identification in the text and the complete citation under References:

(U.S. Bureau of the Census 1963:117)

Separate a series of references with a semicolon:

(Burgess 1968; Maxwell 1971)

If there is no date for a publication, use "n.d." in place of the year.

For unpublished materials, use "forthcoming" to indicate material scheduled for publication. For dissertations and unpublished papers, cite the date:

(Smith, forthcoming)

For works with three authors, list all last names in the first citation in the text; thereafter use "et al." For more than three authors, use "et al." throughout:

(Carr, Smith, and Jones 1962), then (Carr et al. 1962)

Block quotations are presented in smaller type and are set off in a separate, indented paragraph. They are not 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 a 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).

### **Footnotes & Endnotes:**

Endnotes are used to explain or amplify text, cite materials of limited availability, or append information presented in a table or figure. Number endnotes and list them at the end of your paper. Increasingly people use endnotes rather than footnotes and use either one sparingly as they tend to disrupt the flow of the text. Use footnotes and endnotes only when necessary. Footnotes appear at the bottom of the page in which they originate.

### **Miscellaneous Style & Grammar Matters:**

Foreign words in your text should be italicized. Commonly used foreign words or terms, however, should appear in regular type. Examples are *per se*, *ad hoc*, and *et al*.

When using an acronym, spell out the complete term the first time you use it and present the acronym in parentheses:

First use: "The Current Population Survey (CPS) includes . . . ."

Later: "CPS data show that . . ."

Equations in the text should be typed or printed. Use consecutive Arabic numerals in parentheses at the right margin to identify important equations. Align all expressions and clearly mark compound subscripts and superscripts.

Do not use abbreviations such as *etc.*, *e.g.*, or *i.e.* in your text. However, you may use these abbreviations in parenthetical information:

For example, some terms used in specific areas of sociology are not readily understood by the general sociologist (*e.g.*, cultural capital, *etc.*).

### **Cited References (Reference List):**

A bibliography includes all the works you read or scanned during the writing process. List references in alphabetical order by authors' last names. References without an author name appear at the beginning of the list. For two or more references by the same author, list them in order of the year of publication. Use six hyphens and a period (-----.) in place of the name when the authorship is the same as in the preceding citation. To list two or more works by the same author from the same year, distinguish them by adding letters (a, b, c, *etc.*) to the year and list in alphabetical order by the title.

## Sample formats:

*Books:*

Berlin, Gordon and Andrew Sum. 1988. *Toward a More Perfect Union: Basic Skills, Poor Families, and Our Economic Future*. New York: Ford Foundation.

Mason, Karen O. 1974. *Women's Labor Force Participation and Fertility*. Research Triangle Park, NC: National Institutes of Health.

U.S. Bureau of the Census. 1960. *Characteristics of Population*. Vol. 1. Washington, DC: U.S. Government Printing Office.

*Journal Articles:*

Conger, Rand D. Forthcoming. "The Effects of Positive Feedback on Direction and Amount of Verbalization in a Social Setting." *Sociological Perspectives*.

Goodman, Leo A. 1947a. "Exploratory Latent Structure Analysis Using Both Identifiable and Unidentifiable Models." *Biometrika* 61:215-31.

----- . 1947b. "Systems in Qualitative Variables When Some of the Variables Are Unobservable, Part I – A Modified Latent Structure Approach." *American Journal of Sociology* 79:1179-1259.

In most cases, journal pages are numbered consecutively within a volume year. Therefore you can often omit the issue number. Include the issue number or month only when it is needed to distinguish one issue from another within a volume year.

*Articles from Collected Works/Chapters in Books:*

Clausen, John A. 1972. "The Life Course of Individuals." Pp. 457-514 in *Aging and Society*, vol. 3, *A Sociology of Age Stratification*, edited by M. W. Riley, M. Johnson, and A. Foner. New York: Russell Sage.

*Unpublished Manuscripts:*

Osterman, Paul. 1990. "Welfare Participation in a Full Employment Economy: The Impact of Family Structure and Neighborhood." Massachusetts Institute of Technology, Cambridge, MA. Unpublished manuscript.

## Mechanics:

*Page Numbering:* Although you count pages from the first page of the text, page numbering starts to appear on the second page (as page 2). Carry the numbers system through endnotes and references.

*Tables:* Number consecutively throughout the text. Place tables at the end of the paper, but refer to them in the text by number. Each table includes a descriptive title and headings for both columns and rows.

*Figures and Other Artwork:* Number consecutively throughout the text. Place figures at the end of the paper, but refer to them in the text by number. Each figure must have a

descriptive title and appropriate headings.

**For more information . . . check out these references:**

American Sociological Association. 1997. *American Sociological Association Style Guide*. 2nd ed. Washington, DC: American Sociological Association.

Becker, Howard S. 1986. *Writing for the Social Sciences*. Chicago, IL: University of Chicago Press.

Krenzin, Joan and James Kanan. 1997. *Handbook of the Mechanics of Paper, Thesis, and Dissertation Preparation*. 2nd ed. Washington, DC: American Sociological Association.

The Sociology Writing Group. 1998. *A Guide to Writing Sociology Papers*. 4th ed. New York: St. Martin's Press.

*Don't forget to check your spelling!*

## 5.3 Forms of Electronic References

### 5.3.1 E-Books

The form for citing e-books is the same as that used for citing print edition volumes, with the addition of information about the medium consulted. If an e-book was consulted online, the URL and date of access should also be cited (CMOS 2003:684–86):

Spalter-Roth, Roberta, Norman Fortenberry, and Barbara Lovitts. 2007. *The Acceptance and Diffusion of Innovation: A Cross-Disciplinary Approach to Instructional and Curricular Change in Engineering*. Washington, DC: American Sociological Association. (Available on CD-ROM only.)

If a book is available in more than one format, other formats may be listed as well:

Snyder, Howard N. and Melissa Sickmund. 2006. *Juvenile Offenders and Victims: 2006 National Report*. Pittsburgh, PA: National Center for Juvenile Justice. (Also available at <http://ojjdp.ncjrs.gov/ojstatbb/nr2006/downloads/NR2006.pdf>.)

### 5.3.2 Online Periodicals Available in Print and Online Form

The general form of online periodicals (including online journals, magazines, and newspapers) follows the pattern for all periodicals (see Section 4.3.2). If a print journal article is viewed in an online aggregate database such as JSTOR, indicate the database source and retrieval date as follows:

Scott, Lionel D., Jr. and Laura E. House. 2005. "Relationship of Distress and Perceived Control to Coping with Perceived Racial Discrimination among Black Youth." *Journal of Black Psychology* 31(3):254–72. (Retrieved from JSTOR on December 16, 2006.)

### 5.3.3 Online Periodicals Available in Online Form Only

Schafer, Daniel W. and Fred L. Ramsey. 2003. "Teaching the Craft of Data Analysis." *Journal of Statistics Education* 11(1). Retrieved December 12, 2006 (<http://www.amstat.org/publications/jse/v11n1/schafer.html>).

### 5.3.4 Web Sites

A general rule may be applied to the citing of Web sites: If the Web site contains data or evidence essential to a point being addressed in the manuscript, it should be formally cited with the URL and date of access.

- **Example 1:** A document retrieved from an institution with a known location:

*Text:* (ASA 2006)

*Reference:*

American Sociological Association. 2006. "Status Committees." Washington, DC: American Sociological Association. Retrieved December 12, 2006 (<http://www.asanet.org/cs/root/leftnav/committees/committees>).

- **Example 2:** A report published in 2003 retrieved in January 2007 from a university Web site:

*Text:* (Johns Hopkins University 2003)

*Reference:*

Johns Hopkins University. 2003. *Economic Impact of the Johns Hopkins Institutions in Maryland*. Silver Spring, MD: Johns Hopkins University and Johns Hopkins Medicine. Retrieved January 26, 2007 ([http://www.jhu.edu/news\\_info/reports/impact/2003/impact2003.pdf](http://www.jhu.edu/news_info/reports/impact/2003/impact2003.pdf)).

- **Example 3:** A document retrieved from a corporate Web site (unknown location):

*Text:* (IBM 2007)

*Reference:*

IBM. 2007. "Education: Solutions and Open Technologies for K-12 Schools, Higher Education and Lifelong Learning." Retrieved January 30, 2007 (<http://www-3.ibm.com/industries/education/index.jsp?re=ibmhpdd>).

### 5.3.5 Web Log Entries or Comments

The *ASA Style Guide* recommends the formal version of citing Web log (also known as "blogs") entries. If references to Web logs are included in a manuscript, they should be cited as follows:

*Text:* (DeLong 2007)

*Reference:*

DeLong, Brad. 2007. "Thomas Piketty and Emmanuel Saez Give Their Current View on American Income Inequality." The Brad DeLong Blog, January 7, 2007. Retrieved January 9, 2007 ([http://econ161.berkeley.edu/movable\\_type](http://econ161.berkeley.edu/movable_type)).

### 5.3.6 E-Mail Messages

If e-mails are referred to in a manuscript, they (like other personal communications) should be entered as part of the text and referenced in a footnote or endnote. E-mails are rarely cited in a reference list. When referring to communication by e-mail, obtain the permission of the owner before using it; do not cite the e-mail address.

*Text:* In an e-mail message to the author, Jones indicated that was leaving the university.

*Footnote:*<sup>8</sup> John Jones, e-mail message to author, May 23, 1999.

### 5.3.7 Items in Online Database

Journal articles published in online databases should be cited as shown in Section 5.3.2.

For references obtained from an online database, include the URL and an access date:

*Text:* (National Center for Health Statistics 2007)

*Reference:*

National Center for Health Statistics. 2007. "Faststats, A to Z." Retrieved February 2, 2007 ([http://www.cdc.gov/nchs/fastats/map\\_page.htm](http://www.cdc.gov/nchs/fastats/map_page.htm)).

### 5.3.8 Data and Supporting Materials: Machine Readable Data Files (MRDF)

Researchers frequently cite data and related information (codekeys, statistical program information, variable lists) available in various Machine Readable Data Files (MRDF). These sources may be in either electronic media (CD-ROM, DVD, Magnetic tape) or downloaded from an online source. Examples of how to cite MRDF are included in Sections 11 and 12 (for online sources) of the Appendix.

## 5.4 Audiovisual Materials

### 5.4.1 CD-ROM or DVD-ROM

References to materials on CD-ROM are treated similarly to printed works (*CMOS* 2003:726). Place of publication may be omitted unless relevant.

### 5.4.2 Other Audiovisual Materials

For general guidelines for citations and references for other types of audiovisual media (film, sound recordings, slides, filmstrips, and videos), see *CMOS* 2003:724-27.

Papademas, Dianne, ed. 2002. *Visual Sociology: Teaching with Film/Video, Photography, and Visual Media*. 5th

- ed. VHS. Washington, DC: American Sociological Association.
- JackDanyells. 2007. "TheYouTube Guided Tour." YouTube Web site. Retrieved February 2, 2007 (<http://www.youtube.com>).
- Public Broadcasting Corporation (PBS). 2004. "Bill Moyers Talks with Ethicist Peter Singer." May 14, 2004. PBS Web site: NOW with Bill Moyers. This Week. Retrieved January 31, 2007 ([http://www.pbs.org/now/thisweek/index\\_051404.html](http://www.pbs.org/now/thisweek/index_051404.html)).
- Library of Congress. 2007. "Addams, Jane. Photograph." Image (TIFF). Famous People: Selected Portraits from the Collections of the Library of Congress. Retrieved February 28, 2007 (<http://lcweb2.loc.gov/master/pnp/cph/3a10000/3a13000/3a13000/3a13016u.tif>).

Additional examples of preceding forms of e-resources are included in Sections 11 and 12 of the Appendix.