

# American Sociological Association Style Guide

## Style Guides ASA Format

Note: The following document should only be used as a quick reference guide. For more information, see the *American Sociological Association Style Guide*, 3<sup>rd</sup> Edition.

### TITLE PAGE (PP.43, 82)

#### RUNNING HEAD

The running head is an abbreviated title on the top left header of every page. The words "Running head:" appear on the title page, but do not appear on subsequent pages. It should be no more than 50 characters.

#### AUTHOR INFORMATION

The coversheet should state your name, institution, and word count including text, footnotes, and references. Do not underline or use bold or italics. An asterisk after the title refers to the title footnote at the bottom which includes contact information of the author, such as address and e-mail address, and acknowledgements.

Running head: THE PSYCHOLOGY OF CODES 1

The Psychology of Western Military Codes\*

John Q. Cipher  
Utah Valley University  
Word Count = 6342

\*John Q. Cipher: 123 Memory Lane, Orem, UT 84057,  
cipherj@gmail.com

#### PAGE NUMBER

Page numbers should appear in the top right corner of every page.

#### FULL TITLE

A title should clearly state the main topic in 10 to 12 words. Abbreviations are not appropriate. The title should be centered. If using a subtitle, use a colon after the title.

#### STANDARD FORMAT

Double space, and use 12-point Times New Roman font on all pages of the paper.

#### MARGINS

Margins should be 1.25-inches all around and on all pages of the paper.

### ABSTRACT (P.44)

#### ABSTRACT

Begin the abstract on a new page. The abstract sums up your paper's purpose and content in 150-200 words, and it includes important information such as a preview of the thesis statement and main ideas. It should be in your own words and as brief as possible.

THE PSYCHOLOGY OF CODES 2

The Psychology of Western Military Codes

Codes have been used for thousands of years. While "codes" is a general term that is acceptable to describe all kinds of hidden meanings, really there are two important concepts to know. A cipher mixes the letters themselves, while a code mixes up the message on a word level. Although codes were originally developed for military purposes, civilians have borrowed encoding techniques for a wide variety of purposes including love letters and computer languages.

#### ABSTRACT TITLE

The title of the paper is repeated as the heading for an abstract.

American Sociological Association Style Guide is an essential resource for sociologists and researchers in the field of social sciences. This style guide provides a comprehensive framework for writing, citing, and presenting research in a manner that is clear, consistent, and academically rigorous. The guidelines outlined by the American Sociological Association (ASA) not only help ensure uniformity in scholarly communication but also facilitate the dissemination of sociological knowledge across various platforms. In this article, we will delve into the key components of the ASA style guide, covering aspects such as formatting, citations, references, and special considerations for authors.

# Understanding the ASA Style Guide

The ASA style guide is primarily designed for authors, editors, and researchers in sociology. It is based on the Publication Manual of the American Psychological Association (APA) but has adapted specific elements to fit the unique needs of sociological writing. The latest edition of the ASA style guide is crucial for submitting manuscripts to the American Sociological Review and other ASA publications.

## The Importance of the ASA Style Guide

1. **Consistency:** The ASA style guide promotes a standardized approach to writing and citation, which is vital for maintaining clarity and professionalism in academic work.
2. **Clarity:** By providing a clear set of guidelines, the ASA style guide helps authors present their research in a comprehensible manner, making it easier for readers to engage with and understand the material.
3. **Credibility:** Following the ASA style guide enhances the credibility of the author's work, as it demonstrates adherence to established academic conventions.
4. **Accessibility:** The guidelines improve accessibility for readers and researchers by ensuring that citations and references are formatted consistently, facilitating easier navigation through the literature.

## Formatting Guidelines

Proper formatting is crucial in academic writing. Adhering to the ASA style guide ensures that documents are presented in a professional manner. Below are key formatting elements to consider:

### General Formatting

- **Paper Size:** Use standard 8.5 x 11-inch paper.
- **Margins:** Set margins to 1 inch on all sides.
- **Font:** Use a standard, readable font such as Times New Roman or Arial, sized at 12 points.
- **Line Spacing:** Double-space all text, including the title page, abstract, and references.
- **Page Numbers:** Include page numbers in the upper right corner of each page.

### Title Page

The title page is the first impression of your manuscript. It should include the following elements:

- **Title:** Centered, bold, and in title case (capitalize major words).

- Author(s): Full names of all authors, centered below the title.
- Institutional Affiliation(s): Name of the institution(s) where the research was conducted, centered below the author names.
- Author Note: Optional, but can include acknowledgments or contact information.

## **Abstract**

An abstract is a concise summary of your research, typically ranging from 150 to 250 words. It should:

- Be placed on a new page immediately following the title page.
- Summarize the main objectives, methods, results, and conclusions of the study.
- Avoid citations and references.

## **Citation Guidelines**

Citations are an essential part of academic writing, allowing authors to give credit to original sources and supporting their arguments. The ASA style guide has specific rules for in-text citations and reference lists.

### **In-Text Citations**

When referencing sources within the text, use the author-date citation format. Here are the general rules:

- Single Author: (Author Last Name Year) — Example: (Smith 2020).
- Two Authors: (First Author Last Name and Second Author Last Name Year) — Example: (Smith and Jones 2020).
- Three or More Authors: (First Author Last Name et al. Year) — Example: (Smith et al. 2020).

### **Reference List**

The reference list should be placed on a new page at the end of your manuscript. Key points include:

- Heading: Title the page "References," centered and bold.
- Format: List references alphabetically by the last name of the first author.
- Hanging Indent: Use a hanging indent of 0.5 inches for each reference entry.
- Format Examples:
  - Books: Author Last Name, First Initial. Year. Title of the Book. Publisher.
  - Example: Smith, J. 2020. Understanding Sociology. Academic Press.
  - Journal Articles: Author Last Name, First Initial. Year. "Title of the Article." Title of the Journal Volume(Issue): Page Range.
  - Example: Jones, A. 2020. "Social Theories in Practice." American Sociological Review 85(3):

345-378.

- Websites: Author Last Name, First Initial. Year. "Title of the Webpage." Website Name. URL.
- Example: Brown, L. 2021. "Sociological Perspectives." Sociological Insights.  
www.sociologicalinsights.com.

## Special Considerations

While the ASA style guide covers a wide range of topics, there are specific considerations that authors should keep in mind when preparing their manuscripts.

## Quotations

Quotations must be formatted appropriately, depending on their length:

- Short Quotations: Fewer than 40 words should be incorporated into the text and enclosed in quotation marks.
- Long Quotations: 40 words or more should be formatted as a block quote, indented 0.5 inches from the left margin, and double-spaced without quotation marks.

## Tables and Figures

Tables and figures are valuable tools for presenting data and enhancing understanding. The ASA style guide offers guidelines for their presentation:

- Numbering: Number tables and figures consecutively (Table 1, Table 2, Figure 1, etc.).
- Titles: Provide a concise title for each table and figure, placed above the table or figure.
- Captions: Include a caption below figures, describing the content and context.

## Conclusion

The American Sociological Association Style Guide is an invaluable tool for sociologists and researchers, providing crucial guidelines for writing, citing, and presenting research. By adhering to the formatting, citation, and special considerations outlined in the guide, authors can ensure clarity, consistency, and professionalism in their work. This not only enhances the credibility of their research but also contributes to the larger academic community by facilitating the dissemination of sociological knowledge. Whether you are a seasoned researcher or a novice author, familiarizing yourself with the ASA style guide is a critical step toward successful scholarly communication in sociology.

# **Frequently Asked Questions**

## **What is the purpose of the American Sociological Association (ASA) style guide?**

The ASA style guide provides a standardized format for writing and citing sources in sociological research, ensuring clarity and consistency in scholarly communication.

## **How does ASA style differ from APA style?**

While both ASA and APA styles focus on author-date citation formats, ASA emphasizes the use of sociological terminology and specific formatting guidelines tailored for sociological research.

## **What is the recommended font and size for ASA style papers?**

ASA style recommends using a standard font like Times New Roman in 12-point size for the body text of papers.

## **How should in-text citations be formatted in ASA style?**

In ASA style, in-text citations should include the author's last name and the year of publication, formatted as (Author Year). For example: (Smith 2020).

## **What is the format for creating a reference list in ASA style?**

The reference list in ASA style should be titled 'References' and formatted with hanging indents. Entries should include the author's name, year of publication, title, publisher, and other relevant details.

## **Are there specific guidelines for citing online sources in ASA style?**

Yes, ASA style requires including the author, date, title of the webpage, the website name, and the URL in the reference list, ensuring that all online sources are properly credited.

## **What is the recommended structure for an ASA style research paper?**

An ASA style research paper typically includes the following sections: title page, abstract, introduction, literature review, methodology, results, discussion, conclusion, and references.

## **How should figures and tables be formatted in ASA style?**

Figures and tables in ASA style should be labeled clearly and numbered consecutively. Each should have a title and be referenced in the text, with proper formatting for clarity and readability.

## **Where can I access the official ASA style guide?**

The official ASA style guide can be accessed through the American Sociological Association's



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Explore the American Sociological Association style guide for accurate citations and formatting. Discover how to enhance your research and writing today!

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