

Quick Style Guide

American Sociological Association (ASA)

This guide serves as a quick reference for students writing Sociology papers. It comprises of two components, namely (1) in-text citation and (2) reference list.

Part 1: In-Text Citation

Guidelines	Examples
If the author's last name/surname is part of an essay sentence, include only the publication year of the source.	According to Saw (2005) , suicide is linked to social isolation...
If the author's name is not in the essay sentence, include the last name/surname and the year of publication.	Suicide has been linked to social isolation (Saw 2005). <i>Saw is the surname, and 2005 the publication year.</i>
For sources with two authors, list all of their names.	(Saw and Wang 2005) <i>Include both author surnames.</i>
For sources with exactly three authors, list all the names for the first reference. Subsequently include the name of the first author and use et al. for the rest.	First reference (Saw, Wang and Lee 2001) Second reference (Saw et al. 2001) <i>Et al. means "and others".</i>
For sources with <u>more</u> than three authors, always include the name of the first author and use "et al." for the rest.	(Saw et al. 1995)
If you use material from more than 1 source in a sentence, cite both sources and separate them with a semicolon.	(Saw 2005 ; Wang 2000)
For institutional authorship (like ministry publications), provide minimum identification.	(Singapore Ministry of Defence 2000)
Provide references to a chapter/table if you refer to it specifically.	(Smith 2000, chap. 3) (Dawson 2002, table 4.1)

If you quoted text from your source but incorporated the text into your own sentence, just include the page number where the quotation is taken from.	The phenomenon of suicide has "been positively shown to be linked to isolation" according to Saw (2005: 104) . <i>In the above example, 104 refers to the page number.</i>
If the author and year does not accompany the page number of citation, use the format (p.)	Wheeler (1995) stated that "school survey data must be interpreted carefully" (p. 58). <i>Note the p. in this case is in lower case.</i>
If you quoted whole sentences from a source (block quotations), you need to present them in a smaller font, in a separate indented paragraph. <u>Do not</u> use inverted commas.	As written by Smith (1990): The reasons for suicide are complex and varied. (P. 143) <i>The P. in this case is in upper case.</i> OR The reasons for suicide are complex and varied. (Smith 1990: 143)

More Tips

Acronyms	First usage (must be in full form): American Sociological Association (ASA)... Second usage: According to the ASA...
Abbreviations	Do not use abbreviations such as e.g. etc. in your main text. They can be used in parentheses if needed.
Non-English words	Should be italicized (except foreign words in common usage): the Japanese policy of <i>Fukoku Kyohei</i> had consequences...

Part 2: Reference List / Bibliography

Guidelines	Examples
For books with one author	Macionis, John J. 2005. <i>Sociology: a global introduction</i> . Harlow, England: Pearson Prentice Hall.
For books with two or more authors	Macionis, John J. and Vincent N. Parrillo. 2007. <i>Cities and urban life</i> . Upper Saddle River, NJ: Pearson Prentice Hall.
For books with an editor instead of a main author	Reid, Anthony., ed. 2001. <i>Sojourners and settlers: histories of Southeast Asia and the Chinese</i> . Honolulu, HI: University of Hawaii Press.
For book chapters	Wang, Gungwu. 2005. "Sojourning: the Chinese experience in Southeast Asia." Pp. 1-20 in <i>Sojourners and settlers: histories of Southeast Asia and the Chinese</i> , edited by Anthony Reid. Honolulu, HI: University of Hawaii Press.
For journal articles with one author	Pekerti, Andre A. 2008. "The interdependent Family-Centric Career: Career Perspective of the Overseas Chinese in Indonesia." <i>Career development quarterly</i> 56(4): 362-377.
For journal articles with two or more authors	Voss, Barbara L. and Rebecca Allen. 2008. "Overseas Chinese Archaeology: Historical Foundations, Current Reflections, and New Directions." <i>Historical Archaeology</i> 42(3): 5-28.
For articles from newspapers or magazines	Salzman, Marian. 2008. "From the sub-prime crisis to the ridiculous." <i>Marketing Week</i> , May 22, 21:18. 21 is the issue number and 18 is the page number.
For information from webpages	"Ministry of Manpower: Home." 2008. Ministry of Manpower. Retrieved September 05, 2008. (http://www.mom.gov.sg/publish/momportal/en/home.html).

The reference list includes all sources which you have read/ scanned/ referenced/ quoted for writing your essay. All in-text citations must have a corresponding entry in the list.

More Tips

1.	List the sources in alphabetical order, according to the last name/surname of the first author of the source.
2.	Enter the author's name in reverse order, with the last name/surname first
3.	If there are two or more authors that contributed to a source, only list the first author's name in reverse order. List the second author's name in direct order.
4.	If there is no author for a source, arrange that source according to the first significant word in the title.
5.	If you cite more than 1 source from the same author, arrange these sources from the same author chronologically according to their publication year.
6.	Use 6 hyphens and a full stop (-----.) to replace the author name of the subsequent entries.
7.	If the same author wrote 2 or more books in one year, differentiate them by adding letters to the publication year (2000a) (2000b).
8.	Use hanging indentation for the reference list. (indent 3 spaces)
9.	Use italics to enter book/journal titles.

Useful Resources

1.	ASA style guide - American Sociological Association. Call No.: HM586.A512 @HSSLibrary
2.	American Sociological Association: Quick Style Guide http://www.asanet.org/page.wv?name=Quick+Style+Guide&section=Sociology+Depts

Need Research Assistance? Contact Your Subject Librarian.

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