

FORMATTING

- All four margins should be at least 1"
- Use 12 pt. Times New Roman font.
- Double space the entire document including title page, references, and block quotes.
- A running head with a shortened title should appear left-aligned in the header. (See "Title Page" for example).
- Page numbers appear in the header and right-aligned. Use Arabic numerals, starting with the title page.
- Entries in the reference list should include a hanging indent.
- Include the title at the top of the first page of text using Heading Level 1.
- ASA Style Document Order: Title Page, Abstract (if required), Body of Paper (with footnotes, if required), Endnotes (if required), References, Appendices.

HEADINGS

HEADING LEVEL 1 (left aligned, all caps)

Heading Level 2 (left-aligned, *italicized*, title case)

Heading level 3. Text starts here. (left aligned, indented, *italicized*, sentence case, with period, and text starts after period.)

QUOTATIONS

If a direct quote runs to less than 40 words, put it in quotation marks:

Svendsen (2013:1) says that "it is important that readers know when you are borrowing someone else's exact words."

If a direct quote is 40 words or longer, format it as a block quote (new paragraph, indented 0.5" from left margin):

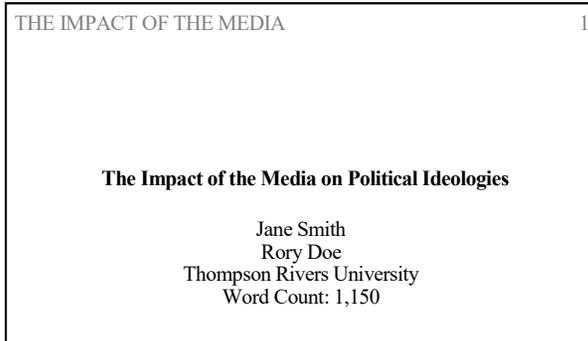
Co-curricular academic experience like research can enrich student learning outcomes. In regards to student research, Ratsoy notes:

Whether through a student undergraduate conference, a guest lecture in a class, a teaching and learning centre workshop, or a peer-reviewed conference on or off-campus, when students co-present, their belief in the significance of their research is affirmed by the audience's interest in it. (2018:52)

Communicating learned information with fellow academics allows students to reflect on their learning and invite new perspectives. Moreover, these...

TITLE PAGE

- Running head including a shortened title (up to 60 characters) left aligned and page number right aligned.
- Titles use title case and are centre aligned roughly 1/3 down the page. After one double spaced line, include:
- Author(s) first and last name.
- Affiliation (name of university attending)
- Document word count, including foot/end notes and references.



FOOT/END NOTES

Foot or endnotes are only used when necessary for the following circumstances:

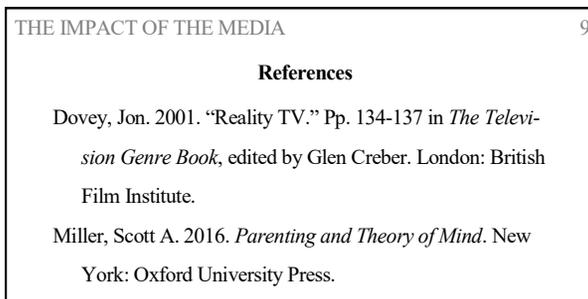
1. Explain or amplify the text.
2. Cite materials of limited availability.
3. Added to a table to present additional information.

Footnotes are located at the bottom of the page of text which contains the footnote.

Endnotes are located on a separate page before the references.

REFERENCES PAGE

The reference list begins on a separate page, with "References" centred and **bolded** at the top:



ASA IN A NUTSHELL



This guide covers only the most common situations. For more information on ASA style, check out these online sources:

Douglas College's
ASA Style Guide:



The TRU Library's
ASA Libguide:



Note: This guide is based on *American Sociological Association (ASA) Style Guide*, 7th edition. Always check with your instructors to see if their requirements differ from those described here.

 **THOMPSON RIVERS UNIVERSITY**
Library

 **THOMPSON RIVERS UNIVERSITY**
Writing Centre

IN-TEXT CITATIONS

In-text citations include the last name of the author and the date of publication:

...(Smith 2011).
Smith (2011) states...

For direct quotes or a paraphrased section of text, the page number is included:

...(Smith 2011:163).
Smith (2011:63) states, "...".

Secondary citations indicate content first reported in another source. Best practice is to locate and cite the original/primary source. If you can't, cite from the secondary source as follows:

Smith (2022, as cited in Doe, 2024) notes that...

Only the secondary source (Doe) is in the References page.

Two Authors

...(Gautreau and Cohen 1997).
Gautreau and Cohen (1997) explain...

Three or More Authors (first citation)

...(Jensen, Sanders, and Nelson 2008).
Jensen, Sanders, and Nelson (2008) argue...

Three or More Authors (subsequent citations)

...(Jensen et al. 2008).
Jensen et al. (2008) state...

Four or More Authors

...(Peters et al. 2005).
Peters et al. (2005) write...

Organization as Author

...(Statistics Canada 2016).
Statistics Canada (2016) shows that...
...(RCMP 2022).
The Royal Canadian Mounted Police (2022)...

No Author

Use the first few words of the title:
...(Oxford English Dictionary 2011).

No Date

...(Wilson n.d.).

Personal Communication

...(N. Smith, personal communication, April 8, 2020).

Personal communications are not included in the references.

Artificial Intelligence or GenerativeAI (such as ChatGPT)

ASA does not have formal guidelines for citing GenAI. Currently, we recommend citing it as a personal communication.

...(ChatGPT, response to "Write a poem in the style of Edgar Allan Poe", March 7, 2023).

REFERENCES

Journal Article in Print

Cooke, Martin, and Amber Gazso. 2009. "Taking a Life Course perspective on Social Assistance Use in Canada: A Different Approach." *Canadian Journal of Sociology* 34(2): 349–72.

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Yavaş, Mustafa. 2024. "White-Collar Opt-Out: How 'Good Jobs' Fail Elite Workers." *American Sociological Review* 89(4): 761–88. doi:10.1177/00031224241263497

Sidani, Souraya and Dana R. Epstein. 2003. Enhancing the evaluation of nursing care effectiveness. *Canadian Journal of Nursing Research*, 35(3):26-38. <https://pubmed.ncbi.nlm.nih.gov/14603567>

Newspaper/Magazine Article (Print and Online)

Varalli, Stephania. 2021. Why Gender Equality Is About More Than Gender. *Maclean's*, April, 55.

Gao, Rebecca. 2023. "Janine Rogan believes in the radical power of personal finance education." *Macleans*. <https://macleans.ca/economy/janine-rogan-pink-tax>

Book

Klosterman, Chuck. 2022. *The Nineties*. New York: Penguin.

eBook (DOI and Academic Database URL)

Andrew, Dudley. 2023. *French Cinema: A Very Short Introduction*. Oxford, UK: Oxford University Press. <https://doi.org/10.1093/actrade/9780198718611.001.0001>

Price, Jammie, Roger A. Straus, and Jeffrey R. Breese. 2009. *Doing Sociology: Case Studies in Sociological Practice*. Lanham, MD: Lexington Books. <https://search.ebscohost.com/login.aspx?direct=true&AuthType=ip,sso&db=cab08661a&AN=dcc.EB C467309&site=eds-live&scope=site>.

Chapter in an Edited Book

Campbell, Patricia S., and J. Christopher Roberts. 2019. "Teachers as Agents of the Repatriation of Music and Cultural Heritage." Pp. 283-302 in *The Oxford Handbook of Musical Repatriation*, edited by F. Gunderson, R.C. Lancefield, and B. Woods. Oxford, UK: Oxford University Press. <https://doi.org/10.1093/oxfordhb/9780190659803.001.0001>

Laws and Court Decisions

Youth Criminal Justice Act, S.C. 2002, c.1 (2002)

R. v. Latimer, SCC 1 (2001). <https://decisions.scc-csc.ca/scc-csc/scc-csc/en/item/1836/index.do>

Government Report Online (Individual and Organization)

Choi, Rebecca. 2024. "Child Care Arrangements for Children Aged 0 to 5 With Long-Term Conditions or Disabilities, 2023." The Daily, April 22. *Statistics Canada*. <https://www150.statcan.gc.ca/n1/pub/11-627-m/11-627-m2024022-eng.html>

Treasury Board of Canada Secretariat. 2019. "Sources and Uses of Budget 2019 Measures by Organization for April 2019." *Government of Canada*, April 26, <https://www.canada.ca/en/treasury-board-secretariat/services/planned-government-spending/sources-uses-budget-measures-organization/sources-uses-budget-2019-measures-organization-04-april.html>

Website (Individual and Organizational Author)

Lockett, Eleesha. 2024. "If My Adult Child has Depression, Is There Anything I Can Do?" Healthline. May 29, 2024. <https://www.healthline.com/health/depression/how-to-help-an-adult-child-with-depression>

TRU (Thompson Rivers University). 2023. "Indigenous Languages." <https://libguides.tru.ca/indigenoulanguages>

PowerPoint Slides from a Lecture (Moodle)

St. John-Stark, A. 2023. "HIST 2260 Final Exam Preparation." PowerPoint presentation. Moodle. <https://moodle.tru.ca/login/index.php>

Video

Welldoing: Psychotherapy & Counselling. 2023. "Matrescence: Author Lucy Jones on the Impact of Becoming a Mother." June 28. YouTube Video. <https://www.youtube.com/watch?v=q56oGQQU2Jl>

Podcast

Parker, Claire and Ashley Hamilton. 2024. "Diane Keaton Remembers Then Again." May 7 on *Celebrity Memoir Book Club*, podcast. <https://podcasts.apple.com/ca/podcast/diane-keaton-remembers-then-again/id1533533467?i=1000654811380>

Wikipedia Entry

Wikipedia, s.v. "Family," last edited August 21, 2024 at 17:42, <https://en.wikipedia.org/wiki/Family#Size>

"s.v." is "sub verbo" or "under the word" in Latin.

Blog Entry

Garcia, Mark. 2024. "Astronauts Work Final Spacewalk Preps and Genetic Sequencing." *NASA Space Station (blog)*. June 12, 2024. <https://blogs.nasa.gov/spacestation/>