

REFERENCE PAGE

A Reference list follows the text and footnotes in a separate section headed *References*. All references cited in the text must be listed in the reference section, and vice versa. The list is alphabetized and double-spaced. Be sure to include all authors in the citation, avoid using 'et al.' in the reference page. All citations longer than one line have a .5 inch hanging indent:

References

Bursik, Robert J., and Harold G. Grasmick. 1993.

Neighborhoods and Crime: The Dimensions of Effective Community Control. New York: Lexington Books.

REFERENCE EXAMPLES

BOOKS

Author1 (last name inverted), Author2 (including full surname, last name is not inverted), and Author3. Year of publication. *Name of publication*. Location of publisher, state, or province postal code (or name of country if a foreign publisher): Publisher's Name.

Bursik, Robert J., and Harold G. Grasmick. 1993.

Neighborhoods and Crime: The Dimensions of Effective Community Control. New York: Lexington Books.

➤ **Note:** For all types of references, when there are only two authors or editors, there is a comma after the name of the first author or editor.

CHAPTERS IN BOOKS OR OTHER COLLECTED WORKS

Author1 last name, Author1 first name, Author2 first and last name, and Author3 first and last name. Year of publication. "Title of Article." Pp.# in *Name of Publication*, edited by Editor 1 first initials and last name, Location of publisher, state, or province postal code: Publisher's Name.

McAdam, Doug, and Kelly Moore. 1989. "The Politics of Black Insurgency, 1930-1975." Pp.255-85 in *Violence in America*. Vol. 2, *Protests, Rebellion, Reform*, edited by T.R. Gurr. Newberry Park, CA: Sage Publications.

JOURNAL ARTICLES

Author1 last name, Author1 first name, Author2 first and last name, and Author3 first and last name. Year of publication. "Title of Article." *Name of publication* Volume Number (Issue Number): Page numbers of article. DOI (for online journal articles).

Coe, Deborah L., and James D. Davidson. 2011. "The Origins of Legacy Admissions: A Sociological Explanation." *Review of Religious Research* 52(3):233-47.

Persell, Caroline Hodges, Kathryn M. Pfeiffer, and Ali Syed. 2008. "How Sociological Leaders Teach: Some Key Principles." *Teaching Sociology* 36(2):108-24. doi: 10.1177/0092055X0803600202

Note: When a DOI is included, it should be copied and pasted from the article. If DOI is not included, copy and paste URL.

ONLINE SUPPLEMENTAL MATERIALS TO JOURNAL ARTICLES

Occasionally, supplemental information is published online in conjunction with a journal article. For ASA journals, these are not documents of record. They should be cited as follows:

Author1 last name, Author 1 first name, Author2 first and last name, and Author3 first and last name. Year of publication. "Title of Article." *Name of publication* Volume Number (Issue Number): Page numbers of article. Retrieved from (URL).

Tofason, Magnus Thor and Paul Ingram. 2010. "The Global Rise of Democracy: A Network Account." Online supplement to Article in *American Sociological Review* 75(3):355-77. Retrieved July 12, 2010 (<http://www2.asanet.org/journals/asr/2010/torfasonjune10.pdf>).

ARTICLES FROM E-RESOURCES

Articles and books obtained from the Internet follow the same pattern as those cited above, with the exception that page numbers are omitted, and the URL and date of access are included.

Schafer, Daniel W., and Fred L. Ramsey. 2003. "Teaching the Craft of Data Analysis." *Journal of Statistics Education* 11(1). Retrieved July 11, 2010 (<http://www.amstat.org/publications/jse/v11n1/schafer.html>).

LEGAL AND GOVERNMENT DOCUMENTS

Legal citations may be included in text citations and reference lists, especially for court decisions, statutes, and certain types of legislative materials.

Reference to constitutions, laws, ordinances

U.S. Constitution: U.S Constitution, Article 1, Section 4.

Reference to court decisions

U.S. Supreme Court: *Brown v. Board of Education*, 347 U.S. 483 (1954).

Reference to legal periodicals and treaties

Butler, Paul. 1996. "Affirmative Action and the Criminal Law." *University of Colorado Law Review* 68(4): 841-89.

If cases are retrieved from an online database, access information should be included.

Butler, Paul. 1996. "Affirmative Action and the Criminal Law." *University of Colorado Law Review* 68(4): 841-89. Retrieved July 11, 2017 (<http://thomas.loc.gov>).

PUBLIC DOCUMENTS

For institutional or government authorship, supply minimum identification from the beginning of the complex citation.

Reference

Bonczar, Thomas P., and Allen J. Beck. 1997. *Lifetime Likelihood of Going of State or Federal Prison*. Bureau of Justice Statistics Special Report. NCJ 160092. Washington, DC: U.S. Department of Justice.

* If names of author(s), editor(s), or compiler(s) are not provided, include some or all of the following in references to printed public documents:

- Country, state, city or other government agency that issued the document
- Legislative body, executive department, court bureau, committee, etc.
- Divisions, regional offices, etc.
- Date, title of document & name of series or collection

WEBSITE

If the Website contains data or evidence essential to a point being addresses in the manuscript, it should be formally cited with the URL and date accessed.

Website title. Year Published. "Article Title." Date Accessed (URL).

American Sociological Association. 2019. "Status Committees." Accessed July 8, 2019 (<https://www.asanet.org/about-asa/governance/asa-committees>).

YOUTUBE VIDEO

Publisher. Year video was uploaded. "Video Title." YouTube Website. Date Retrieved (URL).

JackDanyells. 2007. "The YouTube Guided Tour." YouTube Website. Retrieved July 12, 2010 (<http://www.youtube.com/watch?v=dcZ-bAZtC34>).

Note: If video has no publisher replace with the username of YouTube channel that posted the video.

FILM OR TV SHOW

FILM

[Producer(s)]. Year released. *Film's Name*. Website. Date Accessed (URL).

Pulse Films and Scythia Films [Producers]. 2015. *The Witch*. Netflix. Retrieved July 9, 2019 (<https://www.netflix.com/title/80037280>).

TV Show Episode

Director(s), Dir. Show's Name. Season, episode, "Episode title." Date Aired, on Network. URL.

Bright, Kevin, Dir. Friends. Season 6, episode 14, "The One Where Chandler Can't Cry." Aired February 10, 2000, on NBC. <https://www.hulu.com/friends-the-one-where-chandler-cant-cry>.

FOOTNOTES AND ENDNOTES

Footnotes should be indicated in the text by consecutive superscripted Arabic Numerals.

Footnotes and endnotes can explain or amplify text, cite materials of limited availability, or be added to a table to present additional information.

Use a parenthetical note to refer to a footnote again later in the text.

*Type footnotes in numerical order, double-spaced at the bottom of the manuscript page.

⁹After 1981 there was a rise in the number of appeals filed for that given crime.

SOCIAL MEDIA

Reference to social media should not appear in the Reference page. Rather, it should be footnoted in the body text where referenced, this footnote should include the page's title and URL.

²CSUSM Writing Center's Instagram page. Retrieved July 8, 2019, <https://www.instagram.com/csusmwc/?hl=en>.

APPENDICES

If only one appendix is included, refer to it as Appendix. Appendix. Variable Names and Definitions

If more than one appendix is included, each should be lettered.

Appendix A. Variable Names and Definitions

Appendix B. Questions Included in the Survey

The information used to compile this manual comes from the ASA Style Guide (5th edition). For more extensive information regarding ASA format, check out this guide in our library or visit the Writing Center.

ASA

Citing sources requires two forms of citation:

(1) a brief **in-text citation** next to any material you have summarized, paraphrased, or quoted.

(2) a corresponding citation with more detail within a list of all your sources on a **Reference** page.

IN-TEXT CITATIONS

Citations in the text include the last name of the author(s) and the year of publication in parenthesis. Include page numbers when quoting directly from a work or paraphrasing specific passages.

Quoting or Paraphrasing

-She asserts that "even those who work the hardest may be disadvantaged because of institutional policies" (Rancon 1999:85)

One Author

-In the work of Diaz (1972), we see a shift in the field's concerns toward accessibility.

-We see a shift in the field's concerns toward accessibility (Diaz 1972).

Two Authors

-The history of privilege is one of systematic and social oppression (Watson and Shelby 2004).

Three or More Authors

Provide the last names of all authors in the first citation, then replace all but the first author's name with "et al."

-Library resources can have a positive impact on small community building (Carr, Smith, and Jones 1982:14).

-Librarians themselves play tremendous roles in directing and informing such communities. (Carr et al. 1982:16).

Citing or Writing Questions?

THE WRITING CENTER

ELB 273

csusm.edu/writingcenter

Research process questions?

THE LIBRARY

KEL 3rd Floor

biblio.csusm.edu