

## Preparing Notes and References, ASA Format DePauw University Writing Center

When writing a documented paper, keep in mind two basic principles when citing your source:

1. Your reader must be able to find the source from the information in your citation.
2. Your reader must be able to immediately determine which information is borrowed from a source and which information is your own.

Forms for footnoting may vary depending upon the discipline or the department you are writing for. At DePauw, many professors of History, Art History, Religious Studies and others prefer the formats presented in the Chicago Manual of Style. In general, though, the humanities (English, languages, Religion, Philosophy, Art, Music) use the style recommended by the Modern Language Association (MLA) and the social sciences use the form recommended by the American Psychological Association (APA). However, within some social sciences, the documentation differs slightly; for instance, Sociology. This guide is adapted from the American Sociological Association format.

### **General Principles for Quoting and In-Text Citation**

If you quote directly, even if you use no more than a word or phrase, you must place quotation marks around the quoted material.

When writing an analytical research paper, you are expected to do more than simply string together quotes or paraphrased section of sources; a substantial portion of the paper should be your own ideas, judgments and conclusions about the subject.

ASA format requires in-text citations; this citation is a parenthetical note including the author's last name, year of publication, and page number – for example, (Stantrock 1997: 168.) The page number is only included when you quote directly from the work or refer to specific passages, otherwise the author's last name and publication date are sufficient.

*Martin's goal in designing her assessment tool was "to document criminal behavior and predict later recidivism rates" (Stantrock 1997: 168). One limitation of Martin's research is the limited number of crimes it tests; only white collar criminals are included in the assessment (Ross, 1998). Poznanski (1998) believes that if Martin would have included crimes against a person as well as white collar crimes, the results would have differed significantly.*

Notice that in the above example, the second and third sentences do not contain quoted material. However, if you paraphrase (rephrase in your own words), you must still cite your source, including a full documentation in the reference list.

**WARNING:** If your "paraphrased" material uses primarily the wording of your source, you are in danger of plagiarizing. Either use quotation marks or completely reword and restate the source.

In addition, if there are three authors, give all last names in the first citation in the text; afterwards use the first name and et al.; for more than three names, use the first author's last name and et al during all citations.

For example: (Smith, Garcia and Lee 1956: 15) (Smith et al. 1956: 17)

All references cited in the text must be listed in a reference list following the paper in a separate section headed "References."

## References

A reference list following the ASA style is arranged alphabetically by author's last name. If no author is provided, alphabetize by the title of the article or book. This list is double-spaced and includes hanging indentions; meaning that the second and subsequent lines of an individual bibliographic entry are indented or "tabbed" in five spaces. Multiple items by the same author are arranged in order by year of publication, earliest year first. After the first citation by that author, six hyphens and a period (-----.) can replace the name in repeated references.

The following examples demonstrate the standard form for providing bibliographic information in ASA style.

For books, the information appears as follows:

Author's Last name, first name and middle initial. Year of Publication. *Title of Book.*

City of Publication: Publisher.

A journal article is slightly different:

Author's last name, first name and middle initial. Year of publication. "Title of article."

*Name of Journal* volume number: page number(s).

Note that all entries appear double spaced with hanging indentation.

For further examples, please see the attached page.

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DePauw Writing Center tutors are happy to assist you with further questions. More information can also be found in:

American Sociological Association. 1997. *Style Guide (2<sup>nd</sup> ed.)*. Washington D.C.: Author.

## Sample References

### Books (One Author)

De Anda, Roberto M. 1995. *Chicanas and Chicanos in Contemporary Society*. Boston, MA: Allyn and Bacon.

### Books (Two Authors)

Herrera-Sobek, María and Helena María Viramontes. 1995. *Chicana (W)rites: On Word and Film*. Berkeley, CA: Third Woman Press.

### Chapter in Book

Nathan, Peter E. and Raymond S. Niaura. 1987. "Prevention of Alcohol Problems." Pp. 333-354 in *Treatment and Prevention of Alcohol Problems: A Resource Manual*, edited by W.M. Cox. Orlando, FL: Academic Press, Inc.

### No Author

*Manual of Style*. 1993. 14<sup>th</sup> ed. Chicago, IL: University of Chicago Press.

### Journal Articles (One Author)

Garcia, Alma M. 1998. "An Intellectual Odyssey: Chicana/Chicano Studies Moving into the Twenty-first Century." *Journal of American Ethnic History* 18:109.

### **Journal Article (Two or More Authors)**

Exum, William H., Robert J. Menges, Bari Watkins, and Patricia Berglund. 1984.

"Making it at the Top: Women and Minority Faculty in the Academic Labor Market." *American Behavioral Scientist* 27:301-324.

### **Magazine**

Jana, Reena. 2000. "Preventing Culture Clashes - As the IT Workforce Grows

More Diverse, Managers Must Improve Awareness Without Creating Inconsistency." *InfoWorld*, April 24, pp. 95.

### **Newspaper**

Rimland, Bernard. 2000. "Do Children's Shots Invite Autism?" *Los Angeles*

*Times*, April 26, A13.

### **Articles Retrieved in Electronic Format Commercial Databases**

Graham, Lorie M. 1998. "The Past Never Vanishes: A Contextual Critique of the Existing Indian Family Doctrine" *American Indian Law Review*, 23:1. Retrieved May 25, 1999 Available: LEXIS-NEXIS Academic Universe, Law Reviews.

### **Web Version of Newspapers**

Clary, Mike. 2000. "Vieques Protesters Removed Without Incident." *Los Angeles Times*, May 5. Retrieved May 5, 2000

([http://www.latimes.com/news/nation/updates/lat\\_vieques000505.htm](http://www.latimes.com/news/nation/updates/lat_vieques000505.htm)).

### **Web Base Journals**

Smith, Herman W. and Takako Nomi. 2000. "Is Amae the Key to Understanding Japanese Culture?." *Electronic Journal of Sociology* 5:1. Retrieved May 5, 2000

(<http://www.sociology.org/content/vol005.001/smith-nomi.html>).

### **Information Posted on a Web Site**

American Sociological Association. 2000. "Scholarship of Teaching and Learning Workshop." Washington, DC: American Sociological Association, Retrieved May 5, 2000

(<http://www.asanet.org/members/socwkshp.html>).

### **Government Documents**

United States. Dept. of Housing and Urban Development. 1999. *Rehab a home with HUD's 203(k) : HUD and FHA are on your side.*

Washington, DC: U.S. Dept. of Housing and Urban Development.

### **Dissertations & Theses**

Valencia, Albert. 1995. "An Examination of Selected Characteristics of Mexican-American Battered Women and Implications for Service Providers." Ph.D. dissertation, Department of Education, University of the Pacific, Stockton, CA.

