



Part 1. In-Text Citations

Purpose of the in-text citation: Use whenever you summarize, paraphrase, or quote from another source. The in-text citation directs the reader to the matching citation on the References page so that the reader can examine and look up that source.

In-text citations include the author’s last name(s) and year of publication. Include page numbers when quoting directly or referring to specific passages.

Examples of In-Text Citations

Type of In-Text Citation	Sample In-Text Citation
Single Author (with author’s name in text):	Zuckerman (2012) distinguished between two forms of apostasy.
Single Author (without author’s name in text):	Two dimensions of apostasy were identified from the analysis of interviews (Zuckerman 2012).
Single Author, direct quote (without name in text):	Early apostasy vs. late apostasy is “closely linked to an individual’s general maturation process” (Zuckerman 2017:7).
Multiple Authors:	Two authors: (Martin and Bailey 1988) // Three authors: <i>First citation:</i> (Carr, Smith, and Jones 1962). <i>Later citations:</i> (Carr et. al 1962) // Four or more authors*: (Nilson et al. 1962). * <i>First author’s last name plus et al. in all citations.</i>
Group authors (corporations, associations, government agencies, etc.):	<i>Easily identified through abbreviation:</i> (ASA 2014) <i>No abbreviation:</i> (University of Pittsburgh 2005)
Unknown or anonymous author (cite the first few words of the reference list title and year):	<i>Use quotation marks for an article, chapter, or web page:</i> (“Study Finds” 2009) <i>Italicize the title of a book, periodical, or report:</i> (<i>Gun Control</i> 2016:12)

- For more in-text citation examples, see pages 45-47 in the *ASA Style Guide* (2014).

Part 2: Citations for References Page

- For every in-text citation included in your paper, you must have a corresponding **bibliographic citation** in the References page.
- Your **References** page should appear as the last page(s) of your essay or research paper.
- While the examples below are shown single-spaced, ASA reference citations are always 1) **double-spaced**, 2) in **alphabetical order**, 3) with a half-inch (5 spaces) **hanging indent format**, and 4) **one space following each period**.
- The following are the formats and examples of common ASA citations. Use these as guidelines to help cite your own sources:

1. Citing a Print Book

Basic Format:	Author(s) or Editor(s). Year published. Title of Book. (additional information specific to book, if any). Place Published: Publisher.
Example with one author:	Esquith, Rafe. 2007. <i>Teach Like Your Hair’s On Fire: The Methods and Madness Inside Room 56</i> . New York: Viking.
Example with two authors:	Portes, Alejandro, and Ruben G. Rumbaut. 2014. <i>Immigrant America: A Portrait</i> . 4 th ed., Revised, updated, and expanded. Oakland, CA: University of California Press.

Example with three or more authors:	Shaw, Kathleen M., Sara Goldrick-Rab, Christopher Mazzeo, and Jerry A. Jacobs. 2006. <i>Putting Poor People to Work: How the Work-first Idea Eroded College Access for the Poor</i> . New York: Russell Sage Foundation.
Example with group author (corporations, associations, government agencies, etc.):	American Psychiatric Association. 2013. <i>Diagnostic and Statistical Manual of Mental Disorders: DSM-V</i> . 5 th ed. Washington, DC: American Psychiatric Association.
Example of edited work or collection with author:	Twain, Mark. 1967. <i>Mark Twain's Satires & Burlesques</i> . Edited by F. R. Rogers. Berkeley: University of California Press.
Example of edited work or collection without author:	Territo, Leonard, and James D. Sewell, eds. 2007. <i>Stress Management in Law Enforcement</i> . 2 nd Ed. Durham, NC: Carolina Academic Press.
Example of book translation:	Zollter, Jurgen, and Willi Diez. 2008. <i>Smart: Small Car, Big Deal</i> . Translated by P. L. Albrecht. Minneapolis: Motorbooks.

2. Citing an eBook

Basic Format:	Author(s) or Editor(s). Year Published. Title of work. City: Publisher. Retrieved date (http://website URL).
eBook from a library database:	Eide, Marian, and Michael Gibler. 2018. <i>After Combat: True War Stories from Iraq and Afghanistan</i> . Lincoln, NE: Potomac Books. Retrieved September 25, 2018 (http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1847431&site=ehost-live).
eBook available online:	Tanielian, Terri, and Lisa H. Jaycox, eds. 2008. <i>Invisible Wounds of War: Psychological and Cognitive Injuries, Their Consequences, and Services to Assist Recovery</i> . Santa Monica, CA: RAND Corporation. Retrieved January 23, 2016 (https://www.rand.org/pubs/monographs/MG720.html)
eBook purchased online for e-Reader (such as Kindle):	Burger, Arthur Asa. 2002. <i>Video Games: A Popular Cultural Phenomenon</i> . New Brunswick, NJ: Transaction Publishers. Retrieved November 20, 2017 (https://books.google.com/books?id=JJsuDwAAQBAJ&printsec=frontcover&source=gbs_ge_summary_r&cad=0#v=onepage&q&f=false).

3. Citing a chapter or entry from a Print Book or eBook

Basic Format*:	Author(s). Year Published. "Title of Article or Entry." Pp. start page-end page in Title of Book. Volume number, Title of Volume (if applicable), edited by Editor(s). Edition (if applicable). City: Publisher. *For eBook articles or entries, follow the above format, adding the date retrieved and URL.
Chapter in a print book/anthology:	Chesney-Lind, Meda. 1995. "Girls, Delinquency, and Juvenile Justice: Toward a Feminist Theory of Young Women's Crime." Pp. 71-88 in <i>The Criminal Justice System and Women: Offenders, Victims, and Workers</i> , edited and compiled by B. R. Price and N. J. Sokoloff. 2 nd ed. New York: McGraw-Hill.
Entry in a print reference book with no author:	"Swastika." 1997. P. 2517 in <i>Man, Myth and Magic: The Illustrated Encyclopedia of Mythology, Religion, and The Unknown</i> . Vol. 18, edited by R. Cavendish, C. A. Burland, and B. Innes. New York: Marshall Cavendish.
Entry in a reference eBook (available online) with author:	Graham, George. 2017. "Behaviorism." In <i>The Stanford Encyclopedia of Philosophy</i> , edited by E. N. Zalta. Spring 2017 edition. Stanford, CA: Stanford University. Retrieved September 25, 2018 (https://plato.stanford.edu/entries/behaviorism/).
Entry in a reference eBook (from a library database) with author:	Noyes-Grosser, Donna M. 2002. "Mainstreaming." P. 245 in <i>Child Development</i> , edited by N. J. Salkind. New York: Macmillan Reference USA. Retrieved July 4, 2017 (http://link.galegroup.com/apps/doc/CX3401000170/GVRL?u=cclc_rio&sid=GVRL&xid=68dd6f1f).
Dictionary entry:	Thackrah, John Richard. 2004. "Sept. 11, 2001." <i>Dictionary of Terrorism</i> . London: Routledge.

4. Citing an Article from a Print Periodical (Magazine, Newspaper, or Scholarly Journal)

Basic Formats:	Print Magazines and Newspapers: Author(s). Year. "Title of Article." Title of Periodical, date, all page numbers. Print Scholarly Journals: Author(s). Year. "Title of Article." Title of Journal Volume(Issue):Start page-end page.
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Monthly print magazine article:	Flanagan, Caitlin. 2010. "Love, Actually: How Girls Reluctantly Endure the Hookup Culture." <i>The Atlantic</i> , June, pp. 90-100.
Daily print newspaper article:	Guynn, Jessica. 2011. "Where Money Is No Object." <i>Los Angeles Times</i> , June 18, pp. A1, A13
Print scholarly journal article:	Krumrei, Elizabeth J., Annette Mahoney, and Kenneth I. Pargament. 2009. "Divorce and the Divine: The Role of Spirituality in Adjustment to Divorce." <i>Journal of Marriage and Family</i> 71(2):373-383.

5. Citing an Article from a Library Database or Website

Basic Format:	Online/Database Magazine or Newspaper Articles: Use above citation format for print periodicals, with date retrieved and URL. Online/Database Scholarly Journal Articles: Use above citation format for scholarly journals, with date retrieved and URL – if available, use DOI number instead.
Magazine article from source's website:	Magnuson, Danielle. 2011. "Making Peace with Barbie." <i>Utne Reader</i> , September 23. Retrieved November 6, 2015 (http://www.utne.com/Mind-Body/Making-Peace-With-Barbie.aspx).
Magazine article from library database:	Jacobs, Bradley. 2012. "Katy's Confessions." <i>Us Weekly</i> , July 9. Retrieved October 1, 2018 (https://search.proquest.com/docview/1025753625/C553FC824CED4640PQ/1?accountid=28502).
Newspaper article from source's website:	Cave, Damien. 2011. "Crossing Over, and Over." <i>New York Times</i> , October 2. Retrieved October 29, 2016 (https://www.nytimes.com/2011/10/03/world/americas/mexican-immigrants-repeatedly-brave-risks-to-resume-lives-in-united-states.html).
Newspaper article for library database:	Santich, Kate. 2014. "When Grandkids Move In: Grandparents Find It's Challenging, Rewarding." <i>Orlando Sentinel</i> , October 12, P. A1. Retrieved December 10, 2016 (https://search.proquest.com/docview/1610770846/744BF5A963054962PQ/1?accountid=28502).
Scholarly journal article from library database with DOI:	Geller, Amanda, and Allyson Walker Franklin. 2014. "Paternal Incarceration and the Housing Security of Urban Mothers." <i>Journal of Marriage and Family</i> 76: 411-427. doi:10.1111/jomf.12098.
Scholarly journal article from library database without DOI:	Whitty, Monica, and Laura-Lee Quigley. 2008. "Emotional and Sexual Infidelity Offline and in Cyberspace." <i>Journal of Marital and Family Therapy</i> 34(4):461-468. Retrieved February 19, 2014 (http://web.a.ebscohost.com/ehost/detail/detail?vid=3&sid=f0c5e0f9-2c4a-499d-841c-e2ace98747ff%40sdc-v-sessmgr05&bdata=JnNpdGU9ZWhvc3QtG12ZQ%3d%3d#AN=19017185&db=cmedm).
Online encyclopedia/dictionary entry with no author or date:	"Affirmative Action." 2009. <i>Stanford Encyclopedia of Philosophy</i> . Palo Alto, CA: Stanford University. Retrieved May 23, 2015 (http://plato.stanford.edu/entries/affirmative-action/).

6. Citing from Audiovisual and Social Media

Blog post:	Harrington, Brooke. 2010. "Culture and Consumption: Or, Bourdieu Goes Grocery Shopping." <i>The Society Pages</i> . <i>Economic Sociology</i> Blog, May 18. Retrieved October 21, 2015 (http://thesocietypages.org/economicsociology/page/2/).
YouTube Video/Video Blog entry:	Strickland, Ron. 2007. "Cultural Theory: Commodity Fetishism." YouTube Website. Retrieved August 11, 2014 (https://www.youtube.com/watch?v=t1PCXuBfEB0).
Video from a library database:	Films Media Group. 1999. "Andy Warhol: Images of an Image." <i>Films on Demand Database</i> . Retrieved October 2, 2018 (http://fod.infobase.com/p_ViewVideo.aspx?xtid=31233).
Motion Picture or Television (DVD media):	Hughes, John. 1985. <i>The Breakfast Club</i> . DVD. Universal City, CA: Universal Studios.
Podcast or audio recording on website:	Willer, Robb. 2010. "Lecture 17 Sociology150A Spring 2010 UC Berkeley." UC Berkeley Podcast. Retrieved June 20, 2015 (http://itunes.apple.com/itunes-u/sociology-150a-001-spring/id354825339).

- Interviews, e-mail messages, conversations, social media postings, and other personal communications are generally cited only in the text or footnotes, not in the References list. See page 85 in the *ASA Style Guide* (2014).

Part 3: Formatting Guidelines

- ASA formatting recommendations include: A) **double spaced, Ariel 12-point font**, with B) **1.25 inch margins on all sides** (unless specified otherwise by instructor), and C) **headers** on all pages (short title of paper in caps aligned left; page number aligned right). The text **Running head =** is included on the first page only (before the title).
- The four major paper sections are: **Title Page, Abstract, Main Body, and References** (see the following examples):

1. Title Page:	2. Abstract and Keywords:
<p>Running head = SHORTENED TITLE</p> <p>1</p> <p>Full Title of Paper: Capitalize Subtitle After Colon</p> <p>Author's Full Name Rio Hondo College (Name of Institution)</p> <p>Word Count (Includes Text, Footnotes, and References)</p> <p><i>Note: Instructors may also request date, instructors name, class section, etc.</i></p>	<p>SHORTENED TITLE</p> <p>2</p> <p>FULL TITLE IN CAPS</p> <p>The abstract should be one paragraph, 150-120 words in length, using accessible language. Abstract should also serve as a good press release about your research.</p> <p>Keywords: Include 3-5 words that identify main themes of paper.</p> <p><i>Note: Verify with your instructor if the abstract and keywords are required.</i></p>
3. Body of Paper:	4. References:
<p>SHORTENED TITLE</p> <p>3</p> <p>FULL TITLE IN CAPS</p> <p>This is where you write your introduction.</p> <p>FIRST-LEVEL HEAD (e.g., LITERATURE REVIEW, METHODS)</p> <p>Written in all-caps and left-justified. Start headings after introduction.</p> <p><i>Second-Level Head</i> (e.g., <i>Focus Groups, Survey</i>)</p> <p>Intalicized, left-justified, and capitalized (except prepositions/conjunctions).</p> <p><i>Third-level head.</i> (italicized, indented, with a period.)</p>	<p>SHORTENED TITLE</p> <p>8</p> <p>References</p> <p>Remember to use a hanging indent and double spacing for everything in your reference list. All in-text citations need a corresponding source on the references page. See Part 2 to review reference list guidelines.</p>

- **Notes:** Footnotes and endnotes should be indicated in the text with superscripted numbers. The notes can be typed at the bottom of page as footnotes. Begin each note with its superscript number.
- **Tables:** numbered consecutively throughout text and included at end of manuscript. Place each table on separate page with a descriptive title and headings for all columns/rows.
- **Figures, Illustrations, Photographs, and Graphic Material:** numbered consecutively and labeled.
- **Appendices:** If more than one, label Appendix A, Appendix B, etc. Appendices should be labeled with a title.

Part 4: Other ASA Resources

For more rules and information on APA citations and formatting, please see the following trusted sources:

- **American Sociological Association Style Guide, 5th Edition.**
Location: Library Reserves > Call Number: **HM 569.A54 2014**
- **Formatting in Sociology (ASA Style) – Purdue Online Writing Lab (OWL):**
https://owl.purdue.edu/owl/research_and_citation/using_research/formatting_in_sociology_asa_style/index.html