

ASA 7th Style Guide
APSU Writing Center Handout

ASA Formatting Guide

Margins: 1.25-inch on all sides of the page.

Font: 12-point Times New Roman or Palatino

Double-spaced throughout the paper.

Order of the Paper

Title Page

Abstract (if required)

Body of Paper

Endnotes (if required)

References

Appendix

Title Page

Bold, centered title

Author(s) name(s) and affiliation(s)

Optional: running head (≤60 characters)

Optional: word count

Abstract

Always consult with your instructor if you need to include an Abstract in your written work.

If an abstract is needed, it should be on a separate page, immediately after the title page, with the title of the document as the heading. The heading “Abstract” should be centered and bold.

Keywords: On the same page as the abstract, include a list of three to five words in italics that help to identify main themes in the manuscript.

Body of the Paper

The first paragraph of each section should not be indented. All subsequent paragraphs should begin with a 0.5-inch indentation.

FIRST LEVEL HEADING

All caps, left-justified, Not bold

Do not begin the paper with a heading like “Introduction”

Second level Heading

Italicized, left-justified, Not bold

Title case (capitalize major words)

Third Level Sub-heading.

Italicized, indented at start of paragraph, left-justified, Not bold

Ends with a period and the paragraph continues immediately after

Capitalize only the first word

Footnotes and Endnotes

Choose either footnotes or endnotes and use the same type consistently throughout your paper, except for footnotes on the title page or in tables.

Footnotes should appear at the bottom of the page where the reference occurs.

Endnotes should be placed in a separate section after the references, double-spaced, and titled “Notes” or “Endnotes.”

Each note should begin with the corresponding superscript number used in the text.

Footnote Example (at the bottom of the page):

Text in your paper referencing a source.¹

1. Mae M. Ngai, *Impossible Subjects: Illegal Aliens and the Making of Modern America* (Princeton, NJ: Princeton University Press, 2004), 45.

Endnote example (in a separate section after References):

Notes

1. Mae M. Ngai, *Impossible Subjects: Illegal Aliens and the Making of Modern America* (Princeton, NJ: Princeton University Press, 2004), 45.

The superscript number in the text matches the note number.

Footnotes appear at the bottom of the page; endnotes appear in a separate section after references.

Notes are double-spaced and provide full publication information.

References

The references should begin on a separate page at the end of your paper, with the page title

References centered at the top.

References should be double-spaced and listed in alphabetical order by the first author's last name.

If a reference runs onto a second line, use a hanging indent of 0.5 inches.

Reference

Ngai, Mae M. 2004. *Impossible Subjects: Illegal Aliens and the Making of Modern America*. Princeton, NJ: Princeton University Press.

Book

In Text Format: (Author Last Name Year: Page)

- **Example:** (Lee 2004: 3)

Reference Format: Last Name, First Name. Year. *Title of the Book*. Publisher.

- **Example:** Brown, Dan. 2003. *The Da Vinci Code*. Doubleday.

Book with Two or More Authors

In Text Format: (Author1 and Author2 Year)

- **Example:** (Smith and Johnson 2018)

Reference Format: Author1's Last Name, First Name, and Author2's First Name Last Name.

Year. *Title of the Book*. Publisher.

- **Example:** Smith, John, and Emily Johnson. 2018. *Sociological Perspectives: An Introduction*. Oxford University Press.

Chapter in Edited Volume

In Text Format: (Author(s) Year: Page)

- **Example:** (Brown and Getz 2011)

Reference Format: Last Name, First Name. Year of Publication. "Title of Essays in Book Chapter." pp. page range. *Book Title*. Location: Publisher.

- **Example:** Brown, Sandy, and Christy Getz. 2011. "Farmworker Food Insecurity and the Production of Hunger in California." Pp. 121-46 in *Cultivating Food Justice: Race, Class, and Sustainability*, edited by A.H. Alkon and J. Agyeman. Cambridge, MA: MIT Press.

Articles

In Text Format: (Author Year: Page)

- **Example:** (Kalleberg, Reskin, and Hudson 2000: 158)

Reference Format: Author Last Name, First Name. Year. "Title of Article." *Journal Name* volume(issue):page range.

- **Examples:** Kalleberg, Arne L., Barbara F. Reskin, and Ken Hudson. 2000. "Bad Jobs in America: Standard and Nonstandard Employment Relations and Job Quality in the United States." *American Sociological Review* 65(2):256-78.

Websites

In Text Format: (Organization Year)

- **Examples:** (Smith 2022) or ("The Effects of Climate Change" 2022)

Reference Format: Author(s) Last Name, First Name. Year of Publication. "Title of Webpage or Article." Title of Website. URL. (Accessed Month Day, Year).

- **Example:** Smith, John. 2022. "The Effects of Climate Change on Urban Areas." Environmental Studies Blog. <http://www.example.com/climate-change-urban-areas>. (Accessed April 12, 2024).

Dissertation or Thesis

In Text Format: (Author Year)

- **Example:** (Lee 2018)

Reference Format: Author(s) Last Name, First Name. Year of Publication. "Title of Dissertation or Thesis." Degree Type, Name of Institution.

- **Example:** Lee, Maria. 2018. "Community Engagement in Urban Schools." PhD diss., University of California, Los Angeles.

References

American Sociological Association. n.d. "Quick Tips for ASA Style."

https://www.asanet.org/wp-content/uploads/savvy/documents/teaching/pdfs/Quick_Tips_for_ASA_Style.pdf.

California State University Channel Islands Writing & Multiliteracy Center. 2023. "ASA Format - 7th Edition." <https://www.csuci.edu/wmc/pdf/citations/2023wmc-asa-7thed-v3.pdf>.

California State University, Los Angeles Library. 2024. "ASA Style Guide."

https://libguides.calstatela.edu/ld.php?content_id=38331138.

Framingham State University Library. 2026. "ASA Style

Guide" <https://library.framingham.edu/c.php?g=524800&p=10003963>

Purdue Online Writing Lab. 2026. "References Page Formatting."

https://owl.purdue.edu/owl/research_and_citation/asa_style/references_page_formatting.html.