**Format**

- All four margins should be at least 1.25 inches (3 cm).
- Use 12 pt. font.
- A running head should appear left-aligned in the header.
- Page numbers appear in the header and right-aligned. Use Arabic numerals, starting with the title page.
- Double space the body of the paper and the references.
- Single space block quotes.
- Entries in the reference list should include a hanging indent.
- Include the title at the top of the first page of text.

**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:

It is important that readers know when you are borrowing someone else’s exact words. Otherwise, you may be accused of plagiarism, which is a form of theft. Students found guilty of plagiarism will be subject to disciplinary action, including possible expulsion from the University. (Svendsen 2013:1)

**References**

The reference list begins on a separate page, with “References” centred at the top:

**ASA in a Nutshell**

This guide covers only the most common situations. For more information on ASA style, please consult the TRU Library guide at https://libguides.tru.ca/asa.

Note: This guide is based on *American Sociological Association (ASA) Style Guide*, 5th edition. Always check with your instructors to see if their requirements differ from those described here.
**In-Text Citations**

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

…(Smith 2011).

If the author’s name is mentioned in the text, give only the date in the parentheses:

Smith (2011) states…

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

…(Smith 2011:163)

Smith (2011:63) states, “…”

One Author

…(Jones 2002).

Jones (2002) claims…

Two Authors

…(Gautreau and Cohen 1997).

Gautreau and Cohen (2008) explain…

Three Authors (first citation)

…(Jensen, Sanders, and Nelson 2008).

Jensen, Sanders, and Nelson (2008) argue…

Three Authors (subsequent citation)

…(Jensen et al. 2008).

Jensen et al. (2008) state…

Four or More Authors

…(Peters et al. 2005).

Peters et al. (2005) write…

Organization/Corporation as Author

...(Statistics Canada 2016).

Statistics Canada (2016) shows that…

No Author

Use the first few words of the title:


No Date

…(Wilson N.d.).

**References**

**Journal Article in Print**


**Journal Article with DOI**


**Journal Article with URL**


**Newspaper Article in Print**


**Newspaper Article Online**


**Magazine Article in Print**


**Magazine Article Online**


**Book**


**Chapter in an Edited Book**


**Report Online**


**Video Online**


**Website (With Author)**


**Website (No Author)**


**Blog Entry**


**Encyclopedia Article**