

*Stand-alone electronic document, no author identified,
no date:*

Annual attendance at Hogwarts 1300 to 1500.
London: Ministry of Magic. 1998. Retrieved
July 9, 2001, from [http:
www.ministryofmagic.org/hist/hogwarts/](http://www.ministryofmagic.org/hist/hogwarts/).

Accessing More Information

- The Online Writing Lab (OWL) at Purdue University: <http://owl.english.purdue.edu>

Where to Find Help on Campus

Consultants at the **Hamline University Writing Center**, located in the basement of Bush Library, are eager to help you with all stages of your writing. We will work with you whether you have just received an assignment and have no idea how to begin or you have a finished draft and want help with revisions.

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ASA Style



What Is ASA Style?

The American Sociological Association (ASA) has established rules for preparing manuscripts. These rules govern papers written in the sociological sciences and are outlined in the *American Sociological Association Style Guide*, published in 1997.

As a graduate or undergraduate student, you are expected to follow these rules (even if you find them annoying), but you are not expected to memorize them. You can find the information you need on ASA style from many sources.

- Look for the *American Sociological Association Style Guide* in your library, or order a copy from www.asanet.org.
- Use the Quick Style Guide at the ASA web site, www.asanet.org.
- Use Purdue University's Online Writing Lab (OWL) at <http://owl.english.purdue.edu>. Search for ASA style.

If you will be writing many papers in the sociological sciences, it will be worth your while to purchase the ASA style guide. The ASA website has style tips and answers to frequently asked questions, but it does *not* cover the complete contents of the manual.

If you are writing occasional papers in ASA style, you may find the ASA website or Purdue's OWL sufficient. Both contain information on the most common types of in-text citations and references.

What Does ASA Style Cover?

The *style* of a paper refers to much more than you might expect. It covers not only references and in-text citations but also page numbering, headings and subheadings, and even appropriate content for your papers. The *ASA Style Guide* will tell you how to:

- Format your paper
- Format your title page
- Cite sources, including electronic sources
- Format your reference page
- Submit your manuscript to journals

ASA Basics

In-Text Citations

When you quote or refer to an author's work in your paper, you must let your reader know where that quote or reference comes from. To do that, you use an **in-text citation**. Place the author's name in parentheses along with the date of the publication. Do not place a comma after the author's name. The reader can then refer to your list of references at the end of your paper to get more details about that source.

Quidditch is an ancient game (Potter 2007).

Note that the citation is inside the period at the end of the sentence.

You could cite the same source this way:

According to Potter (2007), Quidditch is an ancient game.

For joint authors, use both last names.

Snape was known to despise Quidditch (Potter and Weasley 2008).

If you quote from a text, you must cite a specific page.

Granger (2006:25) claimed, "House-elves are people too."

"House-elves have suffered enough" (Granger, 2006: 26).

If the quote is five lines or more, use a block quote. Block quotes are indented and presented in smaller type; they are double-spaced and do not begin or end with quotation marks. Indent all lines five to seven spaces.

References

At the end of your paper, you will list all the sources you refer to in the body of your paper. Title the page "References," with the heading centered but not underlined, italicized, or bold.

Indent every line five to seven spaces except the first line of each reference, which should be flush left. Use double spacing throughout the references page unless your professor indicates otherwise.

Sample ASA Citations

Article in a periodical, with one author:

Potter, H. (2007). Quidditch forever. *Journal of Magical History*, 11, 203-208.

Article in a newspaper or magazine, with multiple authors:

Granger, H., McGonagall, M., & Dumbledore, A. (2008, June 14). Freedom for house-elves. *The Daily Prophet*, 12-14.

Book, with two authors:

Granger, H., & Weasley, R. (2006). *Following Potter's star: Our battle against dark forces*. London: Hogwarts.

Part of a book:

Weasley, G. (2008). School Humor. In H. Granger. (Ed.), *A history of Hogwarts* (pp. 34-37).

Article in an Internet-only journal:

Snape, S. (2002, April 7). A history of deception. *Journal of the Dark Arts*, 8(3). Retrieved May 2, 2002, from <http://www.jda.org/snape.html>.