

## FORMATTING

- 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)

## TITLE PAGE

The title is centered about one quarter of the way down the page.

On separate lines underneath the title, include the author’s name, the name of the institution and the word count (which includes footnotes and references).

|   |   |
|---|---|
| Running head: THE IMPACT OF THE MEDIA                         | 1 |
| <b>The Impact of the Media on Political Ideologies</b>        |   |
| Jane Smith<br>Thompson Rivers University<br>Word Count: 1,150 |   |

## HEADINGS

HEADING LEVEL 1

*Heading Level 2*

*Heading level 3 (indented).* Text begins here. Capitalize only the first word.

## REFERENCES

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

|  |   |
|--|---|
| THE IMPACT OF THE MEDIA  | 9 |
| References   |   |
| Dovey, Jon. 2001. “Reality TV.” Pp. 134-137 in <i>The Television Genre Book</i> , edited by Glen Creber. London: British Film Institute. |   |
| Miller, Scott A. 2016. <i>Parenting and Theory of Mind</i> . New York: Oxford University Press.  |   |

# 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.



Writing Centre

## 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:

...(Oxford English Dictionary 2011).

### No Date

...(Wilson N.d.).

## REFERENCES

### Journal Article in Print

Coe, Deborah L., and James D. Davidson. 2011. "The Origins of Legacy Admissions: A Sociological Explanation." *Review of Religious Research* 52 (3):233-47.

### Journal Article with DOI

Mangold, W. Glynn, and David J. Faulds. 2009. "Social Media: The New Hybrid Element of the Promotion Mix." *Business Horizons* 52(4):357-365. doi: <https://doi.org/10.1016/j.bushor.2009.03.002>.

### Journal Article with URL

Schafer, Daniel W., and Fred L. Ramsey. 2003. "Teaching the Craft of Data Analysis." *Journal of Statistics Education* 11(1). Retrieved December 12, 2006 (<http://www.amstat.org/publications/jse/v11n1/schafer.html>).

### Newspaper Article in Print

Ziff, Larzer. 1995. "The Other Lost Generation." *Saturday Review*, February 20, pp. 15-18.

### Newspaper Article Online

Klassen, Andrea. 2017. "City of Kamloops Wants to Take Action on Social Issues." *Kamloops This Week*, December 10. Retrieved December 11, 2017 (<https://www.kamloopsthisweek.com/city-kamloops-wants-take-action-social-issues/>).

### Magazine Article in Print

Fowler, Robert. 2011. "Kidnapped." *The Walrus*. November 2011, pp. 24-32.

### Magazine Article Online

Rosano, Michela. 2017. "Interview: Mapping the Displacement of the 60s Scoop Adoptees." *Canadian Geographic*. November 2017. Retrieved December 11, 2017 (<https://www.canadiangeographic.ca/article/interview-mapping-displacement-60s-scoop-adoptees>).

### Book

Miller, Scott A. 2016. *Parenting and Theory of Mind*. New York: Oxford University Press.

### Chapter in an Edited Book

Dovey, Jon. 2001. "Reality TV." Pp. 134-137 in *The Television Genre Book*, edited by Glen Creber. London: British Film Institute.

### Report Online

Abada, Teresa, Feng Hou, Bali Ram. 2008. Group Differences in Educational Attainment among the Children of Immigrants. Statistics Canada Catalogue no. 11F0019MWE2008308. Ottawa: Statistics Canada. Retrieved November 19, 2011 (<http://www.statcan.gc.ca.ezproxy.tru.ca/pub/11f0019m/11f0019m2008308-eng.pdf>).

### Video Online

National Geographic. 2008. "2 Degrees Warmer: Ocean Life in Danger." Retrieved January 16, 2017 ([http://youtu.be/P-0\\_gDXqYeQ](http://youtu.be/P-0_gDXqYeQ)).

### Website (With Author)

Haggarty, Penny. 2017. "Aboriginal Studies - Native Voices." Kamloops, BC: TRU Libraries. Retrieved March 21, 2017 (<http://libguides.tru.ca/nativevoices>).

### Website (No Author)

Thompson Rivers University. 2016. "Research Ethics." Retrieved January 16, 2017 ([www.tru.ca/research/research-ethics.html](http://www.tru.ca/research/research-ethics.html)).

### Blog Entry

Bridges, Tristan. 2017. "Why People Are So Averse to Facts." *Sociological Images* (Blog), February 27. Retrieved March 21, 2017 (<https://thesocietypages.org/socimages/2017/02/27/why-the-american-public-seems-allergic-to-facts/>).

### Encyclopedia Article

Ancuta, Katarzyna. 1996. "Asian Gothic." Pp. 45-50 in *The Encyclopedia of the Gothic*, edited by William Hughes, David Punter, and Andrew Smith. West Sussex, UK: Wiley Blackwell.