An Overview of ASA Style

ASA (American Sociological Association) style is often used in sociology to make papers more consistent in appearance and help avoid plagiarism. Remember: attention to detail is key!

Formatting Tips:
- Your document’s margins should be set to 1¼ inches on all sides.
- Use a standard font like "Times New Roman," size 12.
- Double-space your entire document. Never leave any blank lines.
- Insert a header containing a right-aligned page number.
- Include a title page with your paper’s title, your name and institution, and a full word count.
- To begin a new major section, insert a page break and add a centered section heading in all capital letters.
- If required, your abstract should be a quick summary (between 150 and 200 words) of your entire paper. Its heading should be the title of your paper.
- For the main body of your paper, include the paper’s title once more, centered in all capital letters. Indent the first line of each paragraph in this section.
- Footnotes and endnotes should be avoided but may be used to clarify tables.

The Bibliography Page:
- Insert a page break at the end of your document. This will create a new blank page.
- Type either "Bibliography," "References," or "Works Cited" as the title of this page. This should be boldfaced and centered on its own line.
- Each reference should be typed as a single paragraph. To separate these paragraphs, use a hanging indent. Do not skip lines between them.
- References should be listed in alphabetical order (ignoring the words a, an, and the).
- Each reference you list on your bibliography page must correspond to at least one citation in the body of your paper. This is how readers will know what information came from which sources.

An Example Citation:
"Communicating your thinking clearly demands that you write clearly" (American Sociological Association 2010:2).

A Corresponding Bibliography Entry: