

ASA: In-text Citations and General Formatting

Note: This document should only be used as a reference and should not replace assignment guidelines.

Page numbers refer to the ASA Style Guide, 6th edition, pp. 32–103.

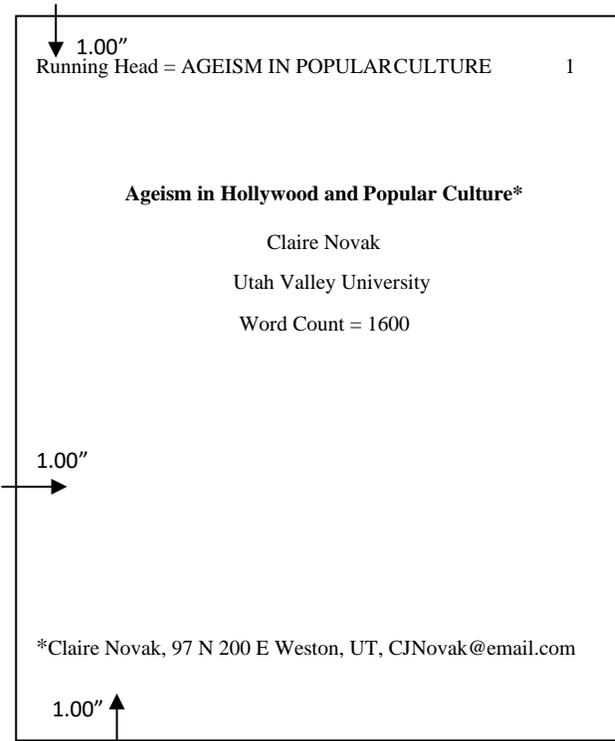
Format (p. 51, 103)

Title Page: The title page of your document includes the full title of your article, each author followed by his or her institution, a running head, and a word count. An asterisk after the title leads to a footnote with detailed author name, address, and email, as well as grants and additional acknowledgments.

Format: The entire manuscript, including the title page, should be double-spaced, use 12-point Times New Roman font, and have at least 1-inch margins.

Running head: The running head is an abbreviated title of 60 characters or less that appears in the top left header of every page. The words “Running Head =” appear only on the title page (see Running Head Handout). Include page numbers, starting on the title page.

Abstract: The abstract is a brief, descriptive summary of your paper. Begin the abstract at the top of a new page, immediately following the title page (if one is required). The abstract uses the full title at the top as a heading. Keep the abstract to one un-indented paragraph, no more than 200 words in length.



In-text Citations (p. 53-56)

Use the authors' last names and the year of publication each time a source is used in the text; in cases of direct quotation, also include the page number. This chart shows how to format in-text citations based on the number and type of author. See next page for examples. When mentioning the author's name in a sentence, use the "in text" format. Otherwise, use "parenthetical" format.

Type of citation	First citation in text	Subsequent citations in text	Parenthetical format, first citation in text	Parenthetical format, subsequent citations in text	Direct quote citation	Direct quote parenthetical format
One author	Giddens (2010)	Giddens (2010)	(Giddens 2010)	(Giddens 2010)	Giddens (1991:1)	(Giddens 1991:1)
Two authors	Danziger and Ratner (2010)	Danziger and Ratner (2010)	(Danziger and Ratner 2010)	(Danziger and Ratner 2010)	Danziger and Ratner (2010:1)	(Danziger and Ratner 2010:1)
Three authors	Shanahan, Porfeli, and Mort (2005)	Shanahan et al. (2005)	(Shanahan, Porfeli, and Mort 2005)	(Shanahan et al. 2005)	Shanahan et al. (2005:1)	(Shanahan et al. 2005:1)
Four or more authors	Nilson et al. (1962)	Nilson et al. (1962)	(Nilson et al. 1962)	(Nilson et al. 1962)	Nilson et al. (1962:1)	(Nilson et al. 1962:1)
Groups (identified through abbreviation) as authors	National Institute of Mental Health (NIMH 2009)	(NIMH 2009)	(National Institute of Mental Health [NIMH] 2009)	(NIMH 2009)	NIMH (2009:1)	(NIMH 2009:1)
Groups (no abbreviation) as authors	U.S. Bureau of the Census (1963)	U.S. Bureau of the Census (1963)	(U.S. Bureau of the Census 1963)	(U.S. Bureau of the Census 1963)	U.S. Bureau of the Census (1963:1)	(U.S. Bureau of the Census 1963:1)

If a source has no date, put "n.d." Divide multiple citations in the same sentence with semicolons (Smith 2010; Jones 2011). For multiple works by the same author in the same year, add letters to the year alphabetically by title (2010a, 2010b, etc.).

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In-Text Citation Examples:

- Work by one author: (See D)
- Work by one author, direct quotation: (See E)
- Work by two authors, parenthetical: (See A)
- Work by four authors: (See B)

Headings (p. 52)

Headings help you organize the text for readers. The levels of headings are all the same font size, arranged as follows:

Level 1: FLUSH LEFT UPPERCASE HEADING (See C).

Level 2: *Flush Left, Italicized, Uppercase and Lowercase Heading.*

Level 3: *Indented, italicized, lowercase, run-in heading (paragraph continues on the same line), ending in a period.*

*This sample uses level 1.

AGEISM IN POPULAR CULTURE	5
that ageism in popular culture negatively influences attitudes towards aging people, particularly women, and contributes to self-vilification.	
LITERATURE REVIEW	C
Many researchers agree that ageism affects women more harshly than men. In "Women, Aging, and Beauty Culture: Navigating the Social Perils of Looking Old,"	
Laura Hurd Clarke (2018) explains how society's current beauty standards can affect women their entire lives.	
This pressure becomes heavier as women inevitably lose their youthfulness. "By striving to identify ways they are 'not old,' such as through their perceived youthful identities or physical activities...adults unwittingly contribute to the cultural vilification of agedness" (Clarke 2018:106). Rather	
than embracing aging in a healthy way, they become more	

AGEISM IN POPULAR CULTURE	3
Ageism in Hollywood and Popular Culture	
Out of the top 100 films at the 2015 box office, only 11% of speaking roles were made by characters 60 and over. Of that percentage, 50% of ridiculed or negatively referenced the character's age (Smith and Pieper 2015).	
Gatling et al. (2014) explain how this representation sends a message about aging viewers in the same age bracket:	
This concentration on the turbulent emotions and consequences of middle age provides audiences with a negative view of ageing. This means that more than half of the human life span, as portrayed by film, is filled with regrets, misfortune and ill health. The media control the discourse of ageing. (P.11)	
By first examining popular media's representation of aging and then evaluating a survey about perceptions of age and	

Block Quotations (p. 32-33)

- Quotations that are 50 words or longer need to be set apart in a block.
- Block quotes may be double or single spaced and are indented.
- Quotation marks are not used to enclose block quotations, and the final punctuation is placed before the in-text citation.
- Capitalize the "P" for the page number if the page number is alone.