

## REFERENCES AND CITATIONS USING THE ASA FORMAT

### REFERENCES

Your references should be typed out using the referencing system of the American Sociological Association. This is called the ASA style. Below are some general instructions and examples of a references section using the ASA format. You can look at recent issues of the American Sociological Review for more examples. Also the Mansfield Library includes some further information and examples on its web site. You can access this by going to: <http://libguides.lib.umt.edu/content.php?pid=3183&sid=39912> .

#### General Instructions:

Begin the references section with the centered heading: References

References should be listed in alphabetical order.

When there are multiple references for the same author, list them by the year of publication. Use six hyphens and a period (-----.) instead of the name for the second reference.

When citing multiple references from an author who published more than once in the same year, list them in the order in which they appear in the text and place a letter behind the year (ex.: 1998a and then 1998b).

If no publication date is available, use "N.d" instead of the year. ("N.d. stands for "no date.")

When there are multiple authors invert the name of the first author (last name first) but not the other authors.

The title of books or the name of a periodical should be italicized. The title of a periodical article or book chapter is enclosed in quotation marks but not italicized.

If a reference runs more than one line, the second and all subsequent lines are indented.

List court cases without abbreviating the name of the court reporter.

Reference statutory law using the title, chapter, and section numbers.

## References

(example of a book with one author:)

Adams, Jay. 1999. *The History of English Tort Law*. London: Covington Press.

(example of a multiple authored book:)

Akers, Gerald and Robert C. Webster. 1993. *Hypnotism: Psychological and Legal Ramifications*. New York: Little, Brown and Company.

(example of an article from an edited collection:)

Billstein, Susan. 1993. "The Concept of Mens Rea." Pp. 167-189 in *Dilemmas of the Criminal Law*, edited by John Burgess. San Francisco: Educator's Press.

(example of a periodical article:)

Bolland, Jacob, James Peterson, and Lynn Grogan. 1999. "Duress versus Necessity: Choosing the Best Defense for Your Client." *Trial Lawyer* 89: 20-31.

(example of two articles by the same two authors published in the same year:)

Bompart, Rita L. and Mark Harris. 1998a. "The Abused Husband Defense." *University of the Pacific Law Review* 64: 162-185.

----- . 1998b. "The Abused Wife Defense: An Emerging Area of Law." *Notre Dame Law Journal* 87: 13-41.

(example of a court case:)

Brandenburg v. Ohio. 1969. *US Reports* 395: 525-554.

(example of a statutory law:)

Montana Code Annotated. 2007. Section 45-6-102.

(example of a U.S. Government document:)

U.S. Department of Justice. 2008. *Profile of State Courts, 2007*. Washington D.C.: U.S. Government Printing Office.

## CITATIONS

Every time you use information from someone else's work you must properly cite the source. A citation is a notation in the text of the paper directing the reader to a specific reference in the references list at the end of the paper. Failure to properly cite your sources is considered to be a form of plagiarism. The requirement that information used is cited applies not only to direct quotes. You must also use a citation whenever you paraphrase something that you have read, used statistics generated by someone else, or otherwise used someone's ideas. The references list at the end of the completed paper is to include every work that you cite in the body of the paper. Works not actually cited in the paper are not to appear in the references list.

The basic idea behind the American Sociological Association (ASA) citation and referencing system is that in the text of the paper enough information is included so that the reader can go to the references list at the end of the paper and easily and reliably locate the source from which the information in the text was drawn. Usually, this involves placing in the text (within parentheses) the author's last name, the year of publication and the page number in the book, article, etc. where the information was found. The citation is placed in the body of the paper immediately following the information used. Footnotes or endnotes are not used to cite sources in the ASA referencing system.

The following are some examples that refer to several of the fictitious works from the above references list. If, for example you are using some information from the book by Adams on English tort law, the text of your paper might look like this:

While much of American tort law traces its origins to English common law, there are clearly some differences. Most important for our purposes is the fact that the English legal system has been much more willing to assign blame to employers in tort cases (Adams 1999:492). English

Note that the information about the English courts assigning blame to employers came from page 492 in the 1999 book by Adams. If the author's name is actually mentioned in the sentence in the text where the citation should appear, then you don't need to repeat the name. For example:

The abused husband defense, while rarely used, has made the news more frequently in recent years. Bompert and Harris (1998b:19) found that the number of popular magazine articles on

Note that the year is listed as 1998b since my references list contains two articles published by Bompert and Harris in 1998 and the citation is referring to the second of the two. If a book, article, etc. has two authors, always mention both in the citation. But if there are three or more authors, mention all names the first time they are cited. If you cite the same work again, name only the first author followed by the phrase "et al."

If there is no particular author for the reference you need to cite, substitute for the author whatever you listed it under in the references list. For example, a publication listed in the references section under the Dept. of Justice should be cited:

Caseloads in state courts doubled from 1990 to 2005 while the number of judges remained static (U.S. Dept. of Justice 2008:45). Despite the very large increases in the caseloads,

Cite court cases using the case name and cite statutes by the name of the statute and the statute number:

In 1969 the U.S. Supreme court overturned a similar state law on 1st Amendment grounds (Brandenburg v. Ohio 1969: 525). Montana's criminal syndicalism law (Montana Code Annotated 2004:45-6-102) has been challenged as a violation of the 1st Amendment but so far has withstood judicial scrutiny.

It is sometimes acceptable to leave off the page number in the citation. This can be done if the source has only one page or if you are referring to a general conclusion or concept found throughout the entire source. If you are in doubt, do include the page number or numbers.

Direct quotes (where you use the exact words of the author) should always be enclosed in quotation marks if less than four lines long. Longer quotes (four lines or longer) do not need quotation marks but must be indented and typed single spaced. In either case, a citation should follow the quotation (or the author's name).

### **CITING AND REFERENCING INTERNET INFORMATION**

Be especially careful when citing information found on the internet since such information is of wildly variable reliability. In citing and referencing internet sources, the same basic principles that underlie the above rules apply. As an author, it is your responsibility to provide your reader with enough information so that the reader can easily locate the source him or herself. Also, you should be consistent in how you handle sources of a particular type. This means that the reference should be consistent with its citation (and vice versa) and that the references of a given type should be done in a consistent fashion.

Much of the material found on the Internet is simply a reproduction of materials that have been published on paper. For example, an author may make one of his or her periodical articles available on a Web page. In that case, your task is simplified. You can simply reference it as if you were referring to the original paper version of the article. Similarly, you can treat Web magazines as if they are paper periodicals. For other kinds of materials, you may have to get a little more creative. Under the author's name put the name of the person who created the information source. This may be a person or it may be an organization. If there is no title, you may have to simply describe the source. Publisher and date and place of publication and page numbers are often difficult to ascertain, so you will have to provide as much information as you can. Include the website address. Here are some examples:

American Association of Retired Persons. 2011. "Protecting Yourself Against Criminal Fraud." Washington D.C.: American Association of Retired Persons. Retrieved July 1, 2011 (<http://www.aarp.org/>).

Dieter, Richard C. 2011. "Millions Misspent on the Death Penalty." Washington, D.C.: Death Penalty Information Center. Retrieved June 9, 2011 (<http://www.essential.org/dpic>).

Legal Information Institute. 2009. "Right of Privacy: An Overview." Ithaca, NY: Cornell University. Retrieved July 3, 2011 (<http://www.law.cornell.edu/topics/privacy.html>).