



How to cite sources for your UTM Sociology and Crime, Law and Society courses using ASA (American Sociological Association) format

Tip: This document is extensive but not exhaustive. To properly cite sources of a different type than what you see here, please consult the following, on reserve at the UTM library: *American Sociological Association Style Guide*, call number HM569.A54 2014.

IMPORTANT PRELIMINARY CONSIDERATIONS

- ➔ There are **two parts** to correctly acknowledge that you have used someone’s work: an in-text parenthetical citation and an entry in a References page at the end.
- ➔ All sources cited in the body of the paper should have an entry in the references page, and vice versa.
- ➔ When you use exact words **or** when you wish to refer the reader to a specific page of text, page numbers must be included in your in-text parenthetical citation. When you use exact words, those words must be within quotation marks (“text from source document here”) in your paper.

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CITATIONS

In-text parenthetical citations are necessary **any time someone else’s work is summarized, paraphrased, or quoted**.

Include the author(s) last name(s) and year of publication, as follows: (Last name Year).

Tip: There is no comma separating author name from the year of publication.

The citation should immediately follow the summary, paraphrase or quote, unless it is already referred to elsewhere in the sentence (such as the beginning—see examples below).

Tip: When you are summarizing or paraphrasing the work of multiple sources, order the citations alphabetically, by last name.

For sources by **one or two** authors, list all last names. When there are **three** authors, list all authors in the first in-text citation only; all subsequent citations for that source should list the last name of the first author followed by “et al.” For sources with **four or more** authors, always list the last name of only the first author followed by “et al.”

Format examples:

Media are a fundamental dimension to how foodscapes are constructed and function (Johnston and Goodman 2015).

Johnston and Baumann (2015) argue that the study of food culture can bring insight to a complex part of our social world: how group boundaries become visible and part of the reproduction of social inequality.

The university choice process for the students attending the elite Toronto-area private schools did not follow a particular logic like established media rankings of postsecondary institutions, but rather was rooted in social class-based preferences (Baker 2014); Davies, Maldonado, and Zarifa (2014) confirm this finding in a quantitative study of the university destinations of Toronto-area public high school students.

Students continue to think it is more likely that their friends—not themselves—will be denied entry to elite law schools, shaping their decision to apply to these competitive law schools (Dinovitzer, Garth, and Sterling 2013).

Tip: All subsequent references to this article would be listed as Dinovitzer et al. 2013.

Moving beyond the between institutional comparisons to within institutional comparisons reveals that field of study choices vary substantially according to social class, gender, and race in the United States (Mullen and Baker 2008; Mullen and Baker forthcoming).

Tip: Sources by the same authors are listed in chronological order.

Maroto and Pettinicchio (2014a, 2014b), for example, have detailed the extent to which disability is strongly related to economic well-being, including occupational segregation and annual earnings.

Tip: Sources by the same authors in the same year are listed alphabetically according to the title of the source. (The title for 2014a is earlier in the alphabet than the title for 2014b.)

QUOTATIONS

The format is the same as for citations as described above, but with the addition of page numbers. Remember, include page numbers when you're quoting a source **or** when you wish to direct the reader to a particular page, such as when you are referring to an important section from the source text. Your instructor may ask you to always include a page number.

Include the author(s) last name(s), year of publication, and page number(s), as follows: (Last name Year:#).

Tip: There is no space between the colon and page number.

If you refer to the author and year to begin the sentence that has quoted material in it, you should end that sentence with a parenthetical citation containing P. and the page number(s). See examples below.

Format examples:

For understanding the complexity of an issue like genocide, “the “cash value” of pragmatist theory used alongside other theories is the potential for increased analytical traction in making sense of how and why genocide occurs” (Schneiderhan 2013:295).

Dinovitzer et al. (2013) argue “the main reason that students continued to apply to non-elite law schools—at least until the recent major drop-off in applications—was, according to the orthodox negative argument, “optimism bias”” (p. 212).

FORMATTING LONG QUOTATIONS

Quotations of less than 50 words are incorporated into the body of your essay, as described above. Quotes of 50 or more words are treated differently; they are indented on both the right and left by margins of ½” and are not enclosed in quotation marks.

Format examples:

Organizations may have goals around strong leadership, but these goals may not align with goals to have more female leadership. As Cranford (2007) notes:

The union valued leadership development in general due to the growing realization that to organize the unorganized and protect contract gains, the membership needed to become the union rather than relying on staff. The need for labor movement renewal, not the empowerment of women per se, was therefore the impetus for leadership development among members. The women staffers, however, stressed the need for specific leadership development among women. (P. 421)

In this way, individuals can augment organizational mandates in a way that satisfies other priorities, including female leadership in this case.

Many scholars examining the issue of recidivism and community-based, preventative solutions often focus some attention on neighbourhoods, community, and housing. Inadequate housing can be a significant problem for re-integration.

Upon release from prison, many women are unable to secure housing and live in environments that are conducive to reoffending, while being subjected to increased police surveillance. Precarious housing is clearly not conducive to post-release success. Gaining access to ongoing, affordable housing is a significant priority for paroled women, especially those with parental responsibilities. Paroled women need considerable housing support and few received adequate financial subsidies. (Hannah-Moffat and Innocente 2013:91)

Thus it is in the best interests of communities and governments to think carefully about the links between housing and the likelihood of re-offense.

REFERENCES

The References page immediately follows the conclusion of the paper (unless otherwise instructed), with the heading “References” in upper and lower case letters, in the centre of the page, in **bold**. All reference entries are single-spaced. Entries should have a double space between them. Format with hanging indents of ½”.

Items are listed alphabetically. Both the first and last name of all authors are used. In the event that a full first name is unavailable, it is acceptable to use an initial.

Tip: If there is no author, list alphabetically by first significant word in reference. If there is no date, use *N.d.* in place of the date.

Publication **titles** (such as books, magazines, newspapers and journal titles) are put in italics. Article and chapter titles are put in quotation marks.

When a source has been accessed **online**, you must include the date the source was retrieved and the web address. However, if your source is a journal article that exists in print *and* as an e-journal, you do not include the retrieval and web address information. Journal articles that exist only in an e-journal format must include the retrieval date and web address. See examples below.

Tip: You can break up lengthy web address by adding a space after a “.” or “/”

If you have two sources by the same author, list them by date (earliest published first). For the second and subsequent entry by this same author, replace his or her name with 6 hyphens and a period, like this: -----.

If you have two sources by an author, one as a sole-author and then first author in a multi-author source, list the sole entry first, followed by the multi-author entry.

Format examples:**Journal article:**

Baker, Jayne. 2014. "No Ivies, Oxbridge, or Grandes Écoles: Constructing Distinctions in University Choice." *British Journal of Sociology of Education* 35(6):914-932.

Tip: This reference indicates both the volume (35) and the issue (6). If the issue number is unavailable, indicate only the volume. Note that there are no spaces from the volume through to the page numbers.

Book:

Contreras, Randol. 2013. *The Stickup Kids: Race, Drugs, Violence, and the American Dream*. Berkeley, CA: University of California Press.

Book, subsequent edition:

Johnston, Josée and Shyon Baumann. 2015. *Foodies: Democracy and Distinction in the Gourmet Foodscape*. 2nd ed. New York: Routledge.

Tip: References always include the publisher location and province/state abbreviation, *except* for when that location is New York (as in the example above).

Two authors:

Schwartzman, Luisa Farah and Graziella Moraes Dias da Silva. 2012. "Unexpected narratives from Multicultural Policies: Translations of Affirmative Action in Brazil." *Journal of Latin American and Caribbean Ethnic Studies* 7(1):31-48.

Three or more authors:

Bianchi, Suzanne M., Liana C. Sayer, Melissa A. Milkie, and John P. Robinson. 2012. "Housework: Who Did, Does, or Will Do It and How Much Does It Matter?" *Social Forces* 91:55-63.

Tip: As a source with four authors, this in-text citation would *always* appear as: (Bianchi et al. 2012)

GUIDELINES FOR OTHER TYPES OF SOURCES

This section includes the most common citation and reference formats for sources that are not books or journal articles. Each format is explained via an example.

Lecture

Citation	Reference
(Zhang 2014)	Zhang, Weiguo. 2014. "Past, Present, and Future World Population." SOC356 Population and Society. September 15.

Newspapers/magazines

Citation	Reference
(Carlson 2015)	Carlson, Jennifer. 2015. "Charleston isn't really about gun control. It's about racial violence." <i>Washington Post</i> , June 19. Retrieved July 6, 2015 (http://www.washingtonpost.com/posteverything/wp/2015/06/19/charleston-isnt-about-gun-control-its-about-racial-violence/).

(Krishnan 2013)	Krishnan, Manisha. 2013. "Living apart, together" <i>Maclean's</i> , September 23, pp. 55-57.
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Tip: Note that one of these sources was located online (as indicated by the proper referencing for an online source) while the other was located in its print version.

Forthcoming (i.e.: a source that is not yet published)

Citation	Reference
(Goodman forthcoming)	Goodman, Philip. Forthcoming. "Some Lines You Don't Cross: Race and 'Prison Politics' in California's Fire Camps for Men." <i>American Journal of Sociology</i> .

Secondary source

Citation	Reference
(Pettinicchio 2012)	Pettinicchio, David. 2012. "Institutional Activism: Reconsidering the Insider/Outsider Dichotomy." <i>Sociology Compass</i> 6:499-510, cited in Michelle Maroto and David Pettinicchio. 2014. "The Limitations of Disability Antidiscrimination Legislation: Policymaking and the Economic Well-being of People with Disabilities." <i>Law and Policy</i> 36(4):370-407.

Tip: In this example, Pettinicchio 2012 was found in Maroto and Pettinicchio 2014. You must refer to both in your references entry.

Website and blog

Citation	Reference
(Carlson 2015)	Carlson, Jennifer. 2015. "The Detroit Gun Report: The "Broken Record" Edition." Retrieved July 3, 2015 (http://jdawncarlson.com/2015/06/27/the-detroit-gun-report-the-broken-record-edition/).

Chapter in edited book

Citation	Reference
(Choo 2014)	Choo, Hae Yeon. 2014. "The Needs of Others: Revisiting the Nation in North Korean and Filipino Migrant Churches in South Korea." Pp. 119-141 in <i>Multiethnic Korea? Multiculturalism, Migration, and Peoplehood Diversity in Contemporary South Korea</i> , edited by John Lie. Berkeley, CA: Institute for East Asian Studies, University of California, Berkeley.

Chapter in edited book, subsequent edition

Citation	Reference
(Welsh and Baker 2011)	Welsh, Sandy and Jayne Baker. 2011. "Sexual Harassment in the Canadian Workplace." Pp. 55-64 in <i>Society in Question</i> , edited by Robert J. Brym. 6 th ed. Toronto, ON: Nelson Education Ltd.

Government publication/public documents

Citation	Reference
(Kervin 2014)	Kervin, John. 2014. <i>Determining Gender Wage Gaps: Comments on the Report of Paul Durber Regarding the Hall Complaint</i> . A Report for Department of Justice, Canada. April.

Tip: Provide as much information as possible to enable someone to find the source.

Government publication, no author

Citation	Reference
(Statistics Canada 2008)	Statistics Canada. 2008. <i>Canadian Demographics at a Glance</i> . Ministry of Industry. January.

Tip: Because there is no author, use the name of the government group.

Conference presentation

Citation	Reference
(Kervin 2005)	Kervin, John. 2005. "How Many Women? Job Gender and Wage Bias in Three Organizations." Paper presented at the annual meeting of the American Sociological Association, Philadelphia, PA.

Unpublished dissertation

Citation	Reference
(Baumann 2001)	Baumann, Shyon. 2001. "From Entertainment to Art: The Social History of Film in the United States." Ph.D. dissertation, Department of Sociology, Harvard University, Cambridge, MA.

Film

Citation	Reference (Title. Year. Dir: Director. Distributor.)
(<i>The House I Live In</i> 2012)	<i>The House I Live In</i> . 2012. Dir. Eugene Jarecki. Abramorama.
(<i>Inside Out</i> 2015)	<i>Inside Out</i> . 2015. Dir. Pete Docter and Ronaldo Del Carmen. Walt Disney Studios Motion Pictures.

Interview

Citation	Reference
No citation required, because the paper/essay should already make reference to the particulars of the interview. Example: In her interview with Steve Paiken in 2010, Anna Korteweg discussed culture and tolerance in Europe.	Korteweg, Anna. 2010. Interview by Steve Paikin. <i>The Agenda with Steve Paikin</i> . TVO, February 16.

SAMPLE REFERENCES PAGE

References

- Baker, Jayne. 2014. "No Ivies, Oxbridge, or Grandes Écoles: Constructing Distinctions in University Choice." *British Journal of Sociology of Education* 35(6):914-932.
- Carlson, Jennifer. 2015. "Charleston isn't really about gun control. It's about racial violence." *Washington Post*, June 19. Retrieved July 6, 2015 (<http://www.washingtonpost.com/posteverything/wp/2015/06/19/charleston-isnt-about-gun-control-its-about-racial-violence/>).
- . 2015. *Citizen-Protectors: The Everyday Politics of Guns in an Age of Decline*. New York: Oxford University Press.
- Choo, Hae Yeon. 2014. "The Needs of Others: Revisiting the Nation in North Korean and Filipino Migrant Churches in South Korea." Pp. 119-141 in *Multiethnic Korea? Multiculturalism, Migration, and Peoplehood Diversity in Contemporary South Korea*, edited by John Lie. Berkeley, CA: Institute for East Asian Studies, University of California, Berkeley.
- Contreras, Randol. 2013. *The Stickup Kids: Race, Drugs, Violence, and the American Dream*. Berkeley, CA: University of California Press.
- Inside Out*. 2015. Dir. Pete Docter and Ronaldo Del Carmen. Walt Disney Studios Motion Pictures.
- Johnston, Josée and Shyon Baumann. 2015. *Foodies: Democracy and Distinction in the Gourmet Foodscape*. 2nd ed. New York: Routledge.
- Johnston, Josée and Michael Goodman. 2015. "Spectacular Foodscapes: Food celebrities and the politics of lifestyle mediation in an age of inequality." *Food, Culture and Society* 18(2):205-222.
- Kervin, John. 2014. *Determining Gender Wage Gaps: Comments on the Report of Paul Durber Regarding the Hall Complaint. A Report for Department of Justice, Canada*. April.
- Pettinicchio, David. 2012. "Institutional Activism: Reconsidering the Insider/Outsider Dichotomy." *Sociology Compass* 6:499-510, cited in Michelle Maroto and David Pettinicchio. 2014. "The Limitations of Disability Antidiscrimination Legislation: Policymaking and the Economic Well-being of People with Disabilities." *Law and Policy* 36(4):370-407.
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Carlson, Jennifer. 2015. "Charleston isn't really about gun control. It's about racial violence." *Washington Post*, June 19. Retrieved July 6, 2015 (<http://www.washingtonpost.com/posteverything/wp/2015/06/19/charleston-isnt-about-gun-control-its-about-racial-violence/>).

----- . 2015. *Citizen-Protectors: The Everyday Politics of Guns in an Age of Decline*. New York: Oxford University Press.

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Statistics Canada. 2008. *Canadian Demographics at a Glance*. Ministry of Industry. January.

"References" in bold, centre

Info about online source retrieval

Alphabetical order

Double-spaces between single-spaced entries

Hanging indents of 1/2 inch

Italicized titles

Article/chapter titles in quotation marks