

## Basic ASA Documentation

### In-Paper Citations

Smith (2001) researched elephants in Africa...

The author stated that certain trees only grow in Southern Africa (Smith 2001).

Smith reported a growth in animals (2001:172), "Animals have increased tremendously."

### Basic Format for a Book

#### *Single Author*

Last name, First name. Year. *Book Title in Title Caps and Italicized*. Publishing City: Publisher.

Prus, Robert C. 1996. *Symbolic Interaction and Ethnographic Research: Intersubjectivity and the Study of Human Lived Experience*. Albany, NY: State University of New York Press.

#### *Multiple Authors*

Last name, First name and First name last name. Year. *Book Title in Title Caps and Italicized*. Publishing City: Publisher.

Renzetti, Claire M. and Daniel J. Curran. 1998. *Living Sociology*. Boston, MA: Allyn and Bacon.

### Basic Format for Journal Article

Last name, First name. Year. "Article Title in Title Caps and in Quotes." *Journal Title in Title Caps and Italicized* Volume Number (Issue Number):page numbers of article.

Crawford, Walt. 1999. "Bits Is Bits: Pitfalls in Digital Reformatiing." *American Libraries* 30 950: 47-49.

### Electronic Sources

Last name, First name. Year. "Article Name." Sponsor. Retrieved: Month Day, Year (Website).

Rehfeld, Jens F. 1998. "The New Biology of Gastrointestinal Hormones." *Physiological Reviews*. Retreived May 25, 1999 (<http://physrev.physiology.org/search.shtml>)

### Fun Facts:

Title Page includes: Author's name, Institution, and Document Word Count (include footnotes and reference page).

Abstract must be after title page and have the title of the document as the heading. 150-200 word count. Also include 3-5 keywords to identify main themes in paper.

Formatting: 12pt., Double-spaced (including footnotes), 1 ¼ inch margins on all sides (unless otherwise directed). First page begins with title of document. Subheading should be included to organize **FIRST-LEVEL HEAD**, *Second-Level Head*, and *third-level head*. Page numbers are consecutive (1,2,3...).