

Formatting Citations

Adapted from Chapter 6 in *Writing for Sociology* (2nd Edition)¹

References in the Main Text

- Use page numbers only when you quote an author's words:

Sociological analysis of cities is “critical to achieving far-reaching social change in this century,” according to Duncan (1959:71).

- If the author’s name is in the text, follow the name with the year in parentheses:

According to Duncan (1959), sociological analysis of cities is critical to creating positive social change in America.

- For joint authors, use both last names:

(Martin and Bailey 1988)

- For institutional authorship, supply minimum identification in the text and the complete citation under References:

(U.S. Bureau of the Census 1963:117)

- Separate a series of references with a semicolon:

(Burgess 1968; Maxwell 1971)

- If there is no date for a publication, use “n.d.” in place of the year.

- For unpublished materials, use “forthcoming” to indicate material scheduled for publication. For dissertations and unpublished papers, cite the date:

(Smith, forthcoming)

- For works with three authors, list all last names in the first citation in the text; thereafter use “et al.” For more than three authors, use “et al.” throughout:

(Carr, Smith, and Jones 1962), then (Carr et al. 1962)

- Block quotations are presented in smaller type and are set off in a separate, indented paragraph. They are not enclosed in quotation marks:

¹ Taken from the American Sociological Association’s Style Guide.

As stated by Wright and Jacobs (1994):

The variation in men's earnings relative to their peers in the labor force was not a reliable predictor of men's attrition. This finding is inconsistent with the prediction that declines in earnings are responsible for male flight from feminizing occupations.

Footnotes and Endnotes

Endnotes are used to explain or amplify text, cite materials of limited availability, or append information presented in a table or figure. Number endnotes and list them at the end of your paper. Increasingly people use endnotes rather than footnotes and use either one sparingly as they tend to disrupt the flow of the text. Use footnotes and endnotes only when necessary. Footnotes appear at the bottom of the page in which they originate.

⁴1,391,000 of the disenfranchised population are ex-felons (Fellner and Mauer: 1998:10).

Cited References (References List)

A bibliography includes all the works you read or scanned during the writing process. List references in alphabetical order by authors' last names. References without an author name appear at the beginning of the list. For two or more references by the same author, list them in order of the year of publication. Use six hyphens and a period (-----.) in place of the name when the authorship is the same as in the preceding citation. To list two or more works by the same author from the same year, distinguish them by adding letters (a, b, c, etc.) to the year and list in alphabetical order by the title.