

SAMPLE APPENDIX

Appendix

Questionnaire

The following statements are concerned with your feelings about your marriage. To the left of each question, please put the number that indicates the degree to which your marriage possesses each of the following qualities. The number 1 represents the least degree and 5 represents the greatest degree.

Least Degree 1 2 3 4 5 Greatest Degree

- _____ 1. Spend time doing things together.
 _____ 2. Are very committed to each other.
 _____ 3. Have good communication (talking, sharing feelings).
 _____ 4. Deal with crises in a positive manner.
 _____ 5. Express appreciation to each other.
 _____ 6. Have a very close relationship.
 _____ 7. Have a very happy relationship.
 _____ 8. My spouse makes me feel good about myself.
 _____ 9. I make my spouse feel good about himself or herself.
 _____ 10. If I could, I would marry my current spouse again.

Please give the following information:

AGE: _____ SEX: _____male _____female

Number of years married to current spouse: _____

Number of children: _____

Have you ever had an extramarital affair? _____yes _____no

THANKS FOR YOUR HELP!

Source: Modified from Stinnett and DeFrain (1985)

CHAPTER

4

CITING SOURCES

One of your most important jobs as a research writer is to document your use of source material carefully and clearly. Failure to do so will cause your reader confusion, damage the effectiveness of your paper, and perhaps make you vulnerable to a charge of plagiarism. Proper documentation is more than just good form; it is a powerful indicator of your own commitment to scholarship and the sense of authority that you bring to your writing. Good documentation demonstrates your expertise as a researcher and increases the reader's trust in you and your work; it gives credibility to what you are writing.

Unfortunately, as anybody who has ever written a research paper knows, getting the documentation right can be a frustrating, confusing job, especially for the novice writer. Positioning each element of a single reference citation accurately can require what seems an inordinate amount of time spent thumbing through the style manual. Even before you begin to work on specific citations, there are important questions of style and format to answer.

4.1 PRELIMINARY CONSIDERATIONS

Direct quotes must always be credited, as must certain kinds of paraphrased material. Information that is basic—important dates, and facts or opinions universally acknowledged—need not be cited. Information that is not widely known, whether fact or opinion, should be documented.

What if you are unsure whether or not a certain fact is widely known? You are, after all, very probably a newcomer to the field in which you are conducting your research. If in doubt, supply the documentation. It is better to overdocument than to fail to do justice to a source.

Although the question of which documentation style to use may be decided for you in some classes by your instructor, others may allow you to choose.

There are several styles available, each designed to meet the needs of writers in particular fields. The citation and reference systems approved by the Modern Language Association (MLA) and the American Psychological Association (APA) are often used in the humanities and social sciences.

The American Sociological Association (ASA) has its own system that is widely used by sociology students and professionals. The ASA has adopted a modification of the style elaborated in the *Chicago Manual of Style* (CMS), perhaps the most universally approved of all documentation authorities. One of the advantages of using the ASA style, which is outlined in a pamphlet entitled *ASA Style Guide* (1997), is that it is designed to guide the professional sociologist in preparing a manuscript for submission to a journal. The ASA style is required for all papers submitted to the *American Sociological Review*, the official journal of the ASA and the most influential sociology journal in publication. It is also required for all the leading journals in sociology and many of the less prestigious ones.

4.2 CITING SOURCES IN ASA FORMAT

A parenthetical reference or citation is a note placed within the text, near where the source material occurs. In order not to distract the reader from the argument, the citation is as brief as possible, containing just enough information to refer the reader to the full reference listing that appears in the bibliography or reference section following the text. Usually the minimum information necessary is the author's last name—meaning the name by which the source is alphabetized in the references at the end of the paper—and the year of the publication of the source. As indicated by the following models, this information can be given in a number of ways. Models for listing bibliographical entries that correspond to parenthetical citations are given in the next section of this chapter.

4.2.1 Text Citations

Citations within the text should include the author's last name and the year of publication. Page numbers should be included only when quoting directly from a source or referring to specific passages. Subsequent citations of the same source should be identified the same way as the first. The following examples identify the *ASA Style Guide's* (1997) citation system for a variety of possibilities.

When the author's name is in the text, it should be followed by the publication year in parentheses:

Freedman (2004) postulates that when individuals . . .

When the author's name is not in the text, the last name and publication date should be enclosed in parentheses:

. . . encourage more aggressive play (Perrez 1999).

As noted previously, the page number should be included when the material referred to is quoted directly, or when you wish to refer the reader to a specific page of the source text. However, some instructors prefer page numbers for all citations in order to check for plagiarism. Ask your instructor what system you should follow. When the page number is included, it should follow the publication year and be preceded by a colon, with no space between the colon and the page number:

Thomas (1999:741) builds on this scenario . . .

When the publication has two authors, cite both last names:

. . . establish a sense of self (Holmes and Watson 1872:114–116).

When a publication has three authors, cite all three last names in the first citation, with *et al.* (in roman type) used for subsequent citations in the text. Thus a first citation would read:

. . . found the requirements very restrictive (Mollar, Querley, and McLarry 1926).

Thereafter, the following form is sufficient:

. . . proved to be quite difficult (Mollar et al. 1926).

For more than three authors, list the first author's last name and use *et al.* (in roman type) for the remaining authors in all citations.

When citing two authors with the same last name, use a first initial to differentiate between them.

. . . the new budget cuts (K. Grady 1994).

. . . stimulate economic growth (B. Grady 1993).

When citing two works by the same author, in the same note, place a comma between the publication dates of the works.

George (1996, 2004) argues for . . .

If the two works were published in the same year, differentiate between them by adding lowercase letters to the publication dates. Be sure to add the letters to the references in the bibliography, too.

. . . the city government (Estrada 2002a, 2002b).

Direct quotes of fewer than four lines should be placed in the text, with quotation marks at the beginning and end. The citation should include the page number in one of the following formats:

The majority of these ads promote the notion that "If you are slim, you will also be beautiful and sexually desirable" (Rockett and McMinn 1999:278).

Smith and Hill (1997) found that "women are far more likely to obsess about weight" (p. 127).

Direct quotes of four lines or more should be indented, single spaced, and presented in a smaller font or type when possible. They should be blocked—no tab set for the first line—with no quotation marks, as follows:

According to Brown (2005):

There are few girls and women of any age or culture raised in white America, who do not have some manifestation of the concerns discussed here, i.e., distortion of body image, a sense of being "out-of-control" in relationship to food, addiction to dieting, binging, or self-starvation. (P. 61)

Note that in the block quote the author, date, and/or page number follows the period at the end, and that the *P* for *page* is capitalized when the page number appears alone without the author and date, as in this example.

Sometimes information is obtained from a source that is cited in a secondary source. Although it is always best to locate and cite the original source, sometimes this is not possible. When citing a source that is itself cited in a secondary source, refer in your parenthetical citation to the original source, and not to the later source in which the original is quoted. For example, if you wish to cite a passage from a 1999 article by John Smith that you found cited in a 2003 article by Arleen Michaels, your citation should look like this:

... the promise of a subsequent generation (Smith 1999).

See "Article Cited in a Secondary Source" on page 92 for information on how to list this citation in your references.

The *ASA Style Guide* only briefly discusses reference formats for works published anonymously. Section 17.34 of the *Chicago Manual of Style* (2003) indicates that if the authorship of an anonymous work is known, the name is given in brackets:

([Morey, Cynthia] 1977)

According to section 17.32 of the *Chicago Manual of Style*, if the name of the author of an anonymous work cannot be ascertained, the reference begins with the title of the work. The first of the following models refers to a magazine article, the second to a book. Note that in the case of the book title, the initial article "The" is moved to the end of the title.

("The Case for Prosecuting Deadbeat Dads" 1996:36–38)
(*Worst Way to Learn: The Government's War on Education, The* 2003)

Section 17.41 of the *Chicago Manual of Style* recommends including the name of an editor, compiler, or translator, without an abbreviation such as "ed.," "comp.," or "trans.," when there is no author's name given.

Cite chapters, tables, appendixes, and the like as follows:

... (Johnson 1995, chap. 6).

... (Blake 2005, table 4:34).

... (Shelby 1976, appendix C:177).

When citing a work reprinted from an earlier publication, give the earliest date of publication in brackets, followed immediately by the date of the version you have used:

... Baldwin ([1897] 2002) interpreted this ...

When citing more than one source, separate the citations by a semicolon and order them in a manner of your choice. You may arrange them in alphabetical order, date order, or order of importance to your argument, but whatever order you choose, use it consistently throughout your paper:

... are related (Harmatz 1999:48; Marble et al. 1996:909; Powers and Erickson 2001:48; Rackley et al. 1988:10; Thompson and Thompson 2000:1067).

Give the date for dissertation and unpublished papers. When the date is not available, use "n.d." (no date) in place of the date. Use the word "forthcoming" when materials cited are unpublished but scheduled for publication.

Studies by Barkley (forthcoming) and Jordan (n.d.) lend support ...

When citing National Archives or other archival sources, abbreviate the citations. The *Chicago Manual of Style* (section 17.324) suggests that the parenthetical citation should include the record group (RG) as well, leaving other information for the citation in the reference section:

(NA, RG 43)

Classic texts. When citing classic texts, such as the Bible, standard translations of ancient Greek texts, or numbers of the Federalist Papers, you may use the systems by which they are subdivided. Since any edition of a classic text employs the standard subdivisions, this reference method has the advantage of allowing your reader to find the source passage in any published edition of the text. It is not necessary to include a citation for a classic text in the reference section.

You may cite a biblical passage by referring to the particular book, chapter, and verse, all in roman type, with the translation given after the verse number:

"But the path of the just is as the shining light, that shineth more and more unto the perfect day" (Proverbs 4:18 King James Version).

The Federalist Papers are numbered:

Madison addresses the problem of factions in a republic (Federalist 10).

Newspapers. According to the *Chicago Manual of Style* (2003, section 17.191), references to material in daily newspapers should be handled within the syntax of your sentence:

In an August 10, 1999, editorial, the *New York Times* painted the new regime in glowing colors.

An article entitled "Abuse in Metropolis," written by Harry Black and published in the *Daily News* on December 24, 2001, took exception to the mayor's remarks.

According to the *Chicago Manual of Style*, references to newspaper items are not usually included in the reference list or bibliography. If you wish to include newspaper references, however, there is a model of a bibliographical entry in the next section of this chapter.

Public documents. When citing a public/government document or one with institutional authorship, you should supply the minimum identification:

... (U.S. Bureau of the Census 1993:223).

Since the *ASA Style Guide* gives formats for only two types of government publications, the following models are based not only on practices from the *ASA* guide but also on formats found in the *Chicago Manual of Style* (sections 17.290–355). Corresponding bibliography entries appear in the next section.

Parenthetical text references to both the *Senate Journal* and the *House Journal* start with the journal title in place of the author, the session year, and, if applicable, the page:

(*Senate Journal* 1997:24)

Congressional debates are printed in the daily issues of the *Congressional Record*, which are bound biweekly and then collected and bound at the end of the session. Whenever possible, you should consult the bound yearly collection instead of the biweekly compilations. Your parenthetical reference should begin with the title *Congressional Record* (or *Cong. Rec.*) in place of the author's name and include the year of the congressional session, the volume and part of the *Congressional Record*, and finally the page:

(*Cong. Rec.* 1930, 72, pt. 8:9012)

References to congressional reports and documents, which are numbered sequentially in one- or two-year periods, include the name of the body generating the material, the year, and the page:

(U.S. Congress 1997:12)

Note that any reference that begins with *U.S. Senate* or *U.S. House* may omit the *U.S.* if it is clear from the context that you are referring to the United States.

Whichever form you use, be sure to use it consistently, in both the notes and the bibliography.

Bills and resolutions. According to the *Chicago Manual of Style* (section 17.309), bills and resolutions, which are published in pamphlets called slip bills, on microfiche, and in the *Congressional Record*, are not always given a parenthetical text reference and a corresponding bibliography entry. Instead, the pertinent reference information appears in the syntax of the sentence. If, however, you wish to cite such information in a text reference, the form depends on the source from which you took your information. If citing to a slip bill, use one of these forms:

(U.S. Senate 1996)

(*Visa Formalization Act of 1996*)

You may cite either the body that authored the bill or the title of the work itself. Whichever method you choose, remember to begin your bibliography entry with the same material. Here is a model for citing to the *Congressional Record*:

(U.S. Senate 1996:S7658)

The number following the date and preceded by an *S* (for Senate; *H* for House) is the page in the *Congressional Record*.

As with bills and resolutions, laws (also called statutes) are not necessarily given a parenthetical text reference and a bibliography entry. Instead, the identifying material is included in the text. If you wish to make a formal reference for a statute, you must structure it according to the place where you found the law published. Initially published separately in pamphlets, as slip laws, statutes are eventually collected and incorporated, first into a set of volumes called *U.S. Statutes at Large* and later into the *U.S. Code*, a multivolume set that is revised every six years. You should use the latest edition. When citing to a slip law, you should either use *U.S. Public Law* (in roman type) and the number of the piece of legislation, or the title of the law:

(U.S. Public Law 678:16–17)

(*Library of Congress Book Preservation Act of 1997*:16–17)

When citing to the *Statutes at Large*, use this form:

(*Statutes at Large* 2005:466)

The following form is for citing to the *U.S. Code*:

(*Library of Congress Book Preservation Act of 1997*, *U.S. Code*, Vol. 38, sec. 1562)

United States Constitution. According to the *Chicago Manual of Style* (section 17.321), references to the United States Constitution include the number of the article or amendment, the section number, and the clause, if necessary:

(U.S. Constitution, art. 3, sec. 3)

It is not necessary to include the Constitution in the bibliography.

A reference to a report, bulletin, circular, or any other type of material issued by the Executive Department starts with the name of the agency issuing the document, although you may use the name of the author, if known:

(Department of Labor 2004:334)

United States Supreme Court. As with laws, Supreme Court decisions are rarely given their own parenthetical text reference and bibliography entry but are instead identified in the text. If you wish to use a formal reference, however, you may place within the parentheses the title of the case, in italics, followed by the source (for cases after 1875 this is the *United States Supreme Court Reports*, abbreviated U.S.), which is preceded by the volume number and followed by the page number. You should end the first reference to the case that appears in your paper with the date of the case, in brackets. You need not include the date in subsequent references:

(*State of Nevada v. Goldie Warren* 324 U.S. 123 [1969])

Before 1875, Supreme Court decisions were published under the names of official court reporters. The reference below is to William Cranch, *Reports of Cases Argued and Adjudged in the Supreme Court of the United States, 1801–1815*, 9 vols. (Washington, D.C., 1804–1817). The number preceding the clerk's name is the volume number; the last number is the page:

(1 Cranch 137)

For most of these parenthetical references, it is possible to move some or all of the material outside the parentheses simply by incorporating it in the text:

In 1969, in *State of Nevada v. Goldie Warren* (324 U.S. 123), the judge ruled that an observer of a traffic accident has an obligation to offer assistance to survivors.

Lower courts. Decisions of lower federal courts are published in the *Federal Reporter*. The note should give the volume of the *Federal Reporter* (F); the series, if it is other than the first (2d, in the model below); the page; and, in brackets, an abbreviated reference to the specific court (the example below is to the Second Circuit Court) and the year:

(*United States v. Sizemore*, 183 F. 2d 201 [2d Cir. 1950])

Government commissions. According to the *Chicago Manual of Style* (section 17.320), references to bulletins, circulars, reports, and study papers that are

issued by various government commissions should include the name of the commission, the date of the document, and the page:

(Securities and Exchange Commission 1985:57)

Because government documents are often credited to a corporate author with a lengthy name, you may devise an acronym or a shortened form of the name and indicate in your first reference to the source that this name will be used in later citations:

(*Bulletin of Labor Statistics* 1997, 1954; hereafter BLS)

The practice of using a shortened name in subsequent references to any corporate author, whether a public or private organization, is sanctioned in most journals and approved in the *Chicago Manual of Style* (section 17.47). Thus, if you refer often to the *U.N. Monthly Bulletin of Statistics*, you may, after giving the publication's full name in the first reference, use a shortened form of the title—perhaps an acronym such as UNMBS—in all later citations.

Local government. According to the *Chicago Manual of Style* (section 17.323), references to state and local government documents are similar to those for the corresponding national government sources:

(Oklahoma Legislature 1995:24)

The *Chicago Manual of Style* restricts bibliographical information concerning state laws or municipal ordinances to running text or notes. (See section 17.312 for examples of note citations.)

Interviews. According to the *Chicago Manual of Style* (sections 17.205, 17.208), in the author-date system, citations to interviews should be handled by references within the text—in the syntax of a sentence—rather than in parentheses:

In a March 1997 interview with O. J. Simpson, Barbara Walters asked questions that seemed to upset and disorient the former superstar.

For published or broadcast interviews, no parenthetical reference is necessary, but there should be a complete citation under the interviewer's name in the bibliography.

An unpublished interview conducted by the writer of the paper should also be cited in the syntax of the sentence:

In an interview with the author on April 23, 2003, Dr. Kennedy expressed her disappointment with the new court ruling.

If you are citing material from an interview that you conducted, identify yourself as "the author" and give the date of the interview. Cite the interview

by placing the date in parentheses following the name of the person whom you interviewed:

Marsha Cummings (2000), Director of the Children's Hospital in Oklahoma City, was interviewed by the author on November 14, 2000.

4.2.2 References

Parenthetical citations in the text point the reader to the fuller source descriptions at the end of the paper known as the references or bibliography. This reference list, which always directly follows the text under the heading REFERENCES, is arranged alphabetically according to the first element in each citation. As stated in Chapter 3, some instructors prefer papers to be structured in article format, with everything presented as tightly compressed and succinct as possible. If your instructor favors this system, your reference section should immediately follow (after a double space) the last line of your discussion section. Other instructors prefer the references to be listed on a separate page. Ask your instructor which system you should follow.

As with most alphabetically arranged bibliographies, there is a kind of reverse-indentation system: After the first line of a citation, all subsequent lines are indented five spaces. The entire references section is double-spaced.

The ASA uses standard, or "headline style," capitalization for titles in the reference list. In this style, all first and last words in a title, and all other words except articles (*a, an, the*), coordinating words (*and, but, or, for, nor*), and prepositions (*among, by, for, of, to, toward*, and so on) are capitalized.

Remember that every source cited in the text, with those exceptions noted in the examples below, must have a corresponding entry in the references section. Do not include references to any work not cited in the text of your paper.

Most of the following formats are based on those given in the *ASA Style Guide* (1997). Formats for bibliographical situations not covered by the ASA guide are taken from the *Chicago Manual of Style* (2003).

Books

ONE AUTHOR. First comes the author's name, inverted, then the date of publication, followed by the title of the book, the place of publication, and the name of the publishing house. Use first names for all authors or initials if no first name is provided. Add a space after each initial, as in the example below. For place of publication, always identify the state unless the city is New York. Use postal abbreviations to denote states (OK, MA, and so on).

Periods divide most of the elements in the citation, although a colon separates the place of publication from the name of the publisher. Custom dictates that the main title and subtitle be separated by a colon, even though a colon may not appear in the title as printed on the title page of the book.

Northrup, A. K. 2002. *Living High off the Hog: Recent Pork Barrel Legislation in the Senate*. Cleveland, OH: Johnstown.

TWO AUTHORS. Only the name of the first author is reversed, since it is the one by which the citation is alphabetized. Note that there is no comma between the first name of the first author and the *and* following:

Spence, Michelle and Kristen Ruell. 1996. *Hiring and the Law*. Boston, MA: Tildale.

THREE OR MORE AUTHORS. The use of *et al.* is not acceptable in the references section; list the names of all authors of a source. While the ASA style places commas between all names in the text citation—(Moore, Rice, and Traylor 2002)—it deletes the comma separating the next-to-last and last names in the bibliographical reference. Note also that the ASA does not advocate abbreviating the word University in the name of a press, as indicated in the model below.

Moore, J. B., Allen Rice and Natasha Traylor. 2002. *Down on the Farm: Culture and Folkways*. Norman, OK: University of Oklahoma Press.

ANONYMOUS SOURCE. Section 17.34 of the *Chicago Manual of Style* states that if you can ascertain the name of the author when that name is not given in the work itself, place the author's name in brackets:

[Morey, Cynthia]. 1977. *How We Mate: American Dating Customs, 1950–2000*. New York: Putney.

Do not use *anonymous* to designate an author whose name you cannot determine; instead, according to section 17.32 of the *Chicago Manual of Style*, begin your reference entry with the title of the book, followed by the date. You may move initial articles (*a, an, the*) to the end of the title:

Worst Way to Learn: The Government's War on Education, The. 1997. San Luis Obispo, CA: Blakeside.

EDITOR, COMPILER, OR TRANSLATOR AS AUTHOR. When no author is listed on the title page, begin the citation with the name of the editor, compiler, or translator:

Trakas, Dylan, comp. 1998. *Making the Road-Ways Safe: Essays on Highway Preservation and Funding*. El Paso, TX: Del Norte Press.

EDITOR, COMPILER, OR TRANSLATOR WITH AUTHOR

Pound, Ezra. 1953. *Literary Essays*. Edited by T. S. Eliot. New York: New Directions.
Stomper, Jean. 2000. *Grapes and Rain*. Translated by John Picard. New York: Baldock.

UNTRANSLATED BOOK. If your source is in a foreign language, it is not necessary, according to section 17.64 of the *Chicago Manual of Style*, to translate the title into English. Use the capitalization format of the original language.

Picon-Salas, Mariano. 1950. *De la Conquista a la Independencia*. Mexico, DF: Fondo de Cultura Económica.

If you wish to provide a translation of the title, do so in brackets or parentheses following the title. Set the translation in roman type, and capitalize only the first word of the title and subtitle, proper nouns, and proper adjectives:

Wharton, Edith. 1916. *Voyages au front* (Visits to the Front). Paris, France: Plon.

TWO OR MORE WORKS BY THE SAME AUTHOR. If you wish you may replace the author's name in all citations after the first by a three-em dash (six strokes of the hyphen):

Russell, Henry. 1978. *Famous Last Words: Notable Supreme Court Cases of the Last Five Years*. New Orleans, LA: Liberty Publications.

———. 1988. *Great Court Battles*. Denver, CO: Axel and Myers.

CHAPTER IN A MULTIAUTHOR COLLECTION

Gray, Alexa North. 1998. "Foreign Policy and the Foreign Press." Pp. 188–204 in *Current Media Issues*, edited by Barbara Bonnard and Luke F. Guinness. New York: Boulanger.

The parenthetical text reference may include the page reference:

(Gray 1998:195–197)

You must repeat the name if the author and the editor are the same person:

Farmer, Susan A. 1995. "Tax Shelters in the New Dispensation: How to Save Your Income." Pp. 58–73 in *Making Ends Meet: Strategies for the Nineties*, edited by Susan A. Farmer. Nashville, TN: Burkette and Hyde.

AUTHOR OF A FOREWORD OR INTRODUCTION. According to section 17.46 of the *Chicago Manual of Style*, there is no need to cite the author of a foreword or introduction in your bibliography, unless the foreword or introduction is of major significance. In that case, list the bibliography entry under the name of the author of the work itself. Place the name of the author of the foreword or introduction after the title of the work:

Givan, Basil. 2000. *Marital Stress among the Professoriat: A Case Study*, with foreword by Carla Farris. New York: Galapagos.

The parenthetical text reference cites the name of the author of the foreword or introduction, not the author of the book:

(Farris 2000)

SUBSEQUENT EDITIONS. If you are using an edition of a book other than the first, you must cite the number of the edition or the status, such as *Rev. ed.* for *Revised edition*, if there is no edition number:

Hales, Sarah. 2002. *The Coming Water Wars*. 3d ed. Pittsburgh, PA: Blue Skies.

MULTIVOLUME WORK. If you are citing a multivolume work in its entirety, use the following format:

Graybosch, Charles. 1988–1989. *The Rise of the Unions*. 3 vols. New York: Starkfield.

If you are citing only one of the volumes in a multivolume work, use the following format:

Graybosch, Charles. 1988. *The Beginnings*. Vol. 1 of *The Rise of the Unions*. New York: Starkfield.

REPRINTS

Adams, Sterling R. [1964] 2001. *How to Win an Election: Promotional Campaign Strategies*. New York: Starkfield.

CLASSIC TEXTS. According to the *Chicago Manual of Style* (sections 17.247, 17.250), references to classic texts such as sacred books and Greek verse and drama are usually confined to the text and not given citations in the bibliography.

Periodicals

JOURNAL ARTICLES. Journals are periodicals, usually published either monthly or quarterly, that specialize in serious scholarly articles in a particular field.

Journal with Continuous Pagination. Most journals are paginated so that each issue of a volume continues the numbering of the previous issue. The reason for such pagination is that most journals are bound in libraries as complete volumes of several issues; continuous pagination makes it easier to consult these large compilations:

Hunzecker, Joan. 2002. "Teaching the Toadies: Cronyism in Municipal Politics." *Review of Local Politics* 4:250–262.

Johnson, J. D., N. E. Noel and J. Sutter-Hernandez. 2000. "Alcohol and Male Acceptance of Sexual Aggression: The Role of Perceptual Ambiguity." *Journal of Applied Social Psychology* 30:1186–1200.

Note that the name of the journal, which is italicized, is followed without punctuation by the volume number, which is itself followed by a colon and the page numbers. There should be no space between the colon and the page numbers, which are inclusive. Do not use *p.* or *pp.* to introduce the page numbers.

Journal in Which Each Issue Is Paginated Separately. The issue number appears in parentheses immediately following the volume number.

Skylock, Browning. 1991. "Fifty-Four Forty or Fight!": Sloganeering in Early America." *American History Digest* 28(3):25–34.

Entwisle, Doris, Karl Alexander and Linda Olson. 2000. "Urban Youth, Jobs, and High School." *American Sociological Review* 65(2):279–297.

Article Published in More Than One Journal Issue

Crossitch, Vernelle. 1997. "Evaluating Evidence: Calibrating Ephemeral Phenomena," parts 1-4. *Epiphanic Review* 15:22-29; 16:46-58; 17:48-60.

Articles Published in Foreign-Language Journals

Szcaflarski, Richard. 2001. "The Trumpeter in the Tower: Solidarity and Legend" (in Polish). *World Political Review* 32:79-95.

Article Cited in a Secondary Source. When referencing a source that has itself been cited in a secondary source, first list the complete citation of the source you cited, followed by the words *cited in*, and a listing of the source from which you obtained your citation.

Johnson, William A. and Richard P. Rettig. 1999. "Drug Assessment of Juveniles in Detention." *Social Forces* 28(3):56-69, cited in John Duncan and Mary Ann Hopkins. 2004. "Youth and Drug Involvement: Families at Risk." *British Journal of Addiction* 95:45.

Gonzalez, Tim, Lucy Hammond, Fred Luntz and Virginia Land. 2002. "Free Love and Nickel Beer: On Throwaway Relationships." *The Journal of Sociology and Religion* 12(2):14-29, cited in Emanuel Hiddocke, Cheryl Manson and Ruth Mendez. 2005. *The Death of the American Family*. Upper Saddle River, NJ: Prentice Hall, p. 107.

MAGAZINE ARTICLES. Magazines, which are usually published weekly, bimonthly, or monthly, appeal to the popular audience and generally have a wider circulation than journals. *Newsweek* and *Scientific American* are examples of magazines.

Monthly Magazine

Stapleton, Bonnie and Ellis Peters. 1981. "How It Was: On the Trail with Og Mandino." *Lifetime Magazine*, April, pp. 23-24, 57-59.

Weekly or Bimonthly Magazine

Bruck, Connie. 1997. "The World of Business: A Mogul's Farewell." *The New Yorker*, October 18, pp. 12-15.

NEWSPAPER ARTICLES

Everett, Susan. 2002. "Beyond the Alamo: How Texans View the Past." *The Carrollton Tribune*, February 16, D1, D4.

Sources stored in archives. According to the *ASA Style Guide*, if you refer to a number of archival sources, you should group them in a separate part of the references section and name it *Archival Sources*. A sample entry follows:

Clayton Fox Correspondence, Box 12. July-December 1903. File: Literary Figures 2. Letter to Edith Wharton, dated September 11.

According to the *Chicago Manual of Style* (section 17.324), materials housed in the National Archives or in one of its branches are cited according to their record group (RG) number. The citation may also include title, subsection, and file number:

National Archives. RG 43. Records of the National Committee on Poverty and Aging. File 78A-M22.

Public documents. Since the *ASA Style Guide* gives formats for only two types of government publications, the following bibliographical models are based not only on practices from the *ASA* guide but also on formats found in the *Chicago Manual of Style* (sections 17.290-355).

CONGRESSIONAL JOURNALS. References to either the *Senate Journal* or the *House Journal* begin with the journal's title and include the years of the session, the number of the Congress and session, and the month and day of the entry:

U.S. Senate Journal. 1997. 105th Cong., 1st sess., 10 December.

The ordinal numbers *second* and *third* may be represented as *d* (52*d*, 103*d*) or as *nd* and *rd*, respectively.

CONGRESSIONAL DEBATES

Congressional Record. 1930. 71st Cong., 2d sess. Vol. 72, pt. 8.

CONGRESSIONAL REPORTS AND DOCUMENTS

U.S. Congress. 1997. House Subcommittee on the Study of Governmental/Public Rapport. *Report on Government Efficiency as Perceived by the Public*. 105th Cong., 2d sess., pp. 11-26.

BILLS AND RESOLUTIONS

Slip Bill. The abbreviation *S. R.* in the first model below stands for *Senate Resolutions*, and the number following is the bill or resolution number. For references to House bills, the abbreviation is *H. R.* Notice that the second model refers the reader to the more complete first entry. The choice of formats depends upon the one you used in the parenthetical text reference.

U.S. Senate. 1996. *Visa Formalization Act of 1996*. 105th Cong., 1st sess. S. R. 1437. *Visa Formalization Act of 1996*. See U.S. Senate. 1996.

CONGRESSIONAL RECORD

Senate. 1997. *Visa Formalization Act of 1997*. 105th Cong., 1st sess., S. R. 1437. *Congressional Record* 135, no. 137, daily ed. (10 December): S7341.

LAWS

Slip Law

U.S. Public Law 678. 105th Cong., 1st sess., 4 December 1997. *Library of Congress Book Preservation Act of 1997*.

Library of Congress Book Preservation Act of 1997. U.S. Public Law 678. 105th Cong., 1st sess., 4 December 1997.

Statutes at Large

Statutes at Large. 1998. Vol. 82, p. 466. *Library of Congress Book Preservation Act of 1997*.

Library of Congress Book Preservation Act of 1997. *Statutes at Large* 82:466.

United States Code

Library of Congress Book Preservation Act of 1997. *U.S. Code*, Vol. 38, sec. 1562.

UNITED STATES CONSTITUTION. According to the *Chicago Manual of Style*, the Constitution is not listed in the bibliography.

EXECUTIVE DEPARTMENT DOCUMENT

Department of Labor. 1998. *Report on Urban Growth Potential Projections*. Washington, D.C.: GPO.

The abbreviation for the publisher in the above model, GPO, stands for the Government Printing Office, which prints and distributes most government publications. According to the *Chicago Manual of Style* (section 17.295), you may use any of the following formats to refer to the GPO:

Washington, D.C.: U.S. Government Printing Office, 2004.

Washington, D.C.: Government Printing Office, 2004.

Washington, D.C.: GPO, 2004.

Washington, 2004.

Washington 2004.

Remember to be consistent in using the form you choose.

LEGAL REFERENCES

Supreme Court. Federal court decisions are only rarely listed in bibliographies. If you do wish to include such an entry, here is a suitable format:

State of Nevada v. Goldie Warren. 1969. 324 U.S. 123.

For a case prior to 1875, use the following format:

Marbury v. Madison. 1803. 1 Cranch 137.

Lower Courts

United States v. Sizemore. 1950. 183 F. 2d 201 (2d Cir.).

PUBLICATIONS OF GOVERNMENT COMMISSIONS

U.S. Securities and Exchange Commission. 1984. *Annual Report of the Securities and Exchange Commission for the Fiscal Year*. Washington, D.C.: GPO.

PUBLICATIONS OF STATE AND LOCAL GOVERNMENTS. Remember that references for state and local government publications are modeled on those for corresponding national government documents:

Oklahoma Legislature. 1991. *Joint Committee on Public Recreation. Final Report to the Legislature, 1995, Regular Session, on Youth Activities*. Oklahoma City.

Interviews. According to section 17.205 of the *Chicago Manual of Style*, interviews need not be included in the bibliography, but if you or your instructor wants to list such entries, here are possible formats:

PUBLISHED INTERVIEW

Untitled Interview in a Book

Jorgenson, Mary. 1998. Interview by Alan McAskill. Pp. 62–86 in *Hospice Pioneers*, edited by Alan McAskill. Richmond, VA: Dynasty Press.

Titled Interview in a Periodical

Simon, John. 1997. "Picking the Patrons Apart: An Interview with John Simon," by Selena Fox. *Media Week*, March 14, pp. 40–54.

INTERVIEW ON TELEVISION

Snopes, Edward. 2002. Interview by Klint Gordon. *Oklahoma Politicians*. WKY Television, June 4.

UNPUBLISHED INTERVIEW

Kennedy, Melissa. 1997. Interview by author. Tape recording. Portland, ME, April 23.

Unpublished sources

PERSONAL COMMUNICATIONS. According to section 17.208 of the *Chicago Manual of Style*, references to personal communications may be handled completely in the text of the paper:

In a letter to the author, dated July 16, 1997, Mr. Bentley admitted the organizational plan was flawed.

If, however, you wish to include a reference to an unpublished communication in the bibliography, you may do so using one of the following models:

Bentley, Jacob. 1997. Letter to author, July 16.

Duberstein, Cindy. 2003. Telephone conversation with the author, June 5.

Timrod, Helen. 1997. E-mail to author, April 25.

THESES AND DISSERTATIONS

Hochenauer, Klint. 1999. "Populism and the Free Soil Movement." Ph.D. dissertation, Department of Sociology, Lamont University, Cleveland.

PAPER PRESENTED AT A MEETING

Zelazny, Kim and Ed Gilmore. 2005. "Art for Art's Sake: Funding the NEA in the Twenty-First Century." Presented at the annual meeting of the Conference of Metropolitan Arts Boards, June 15, San Francisco.

UNPUBLISHED MANUSCRIPTS

Borges, Rita V. 1993. "Mexican-American Border Conflicts, 1915-1970." Department of History, University of Texas at El Paso, El Paso. Unpublished manuscript.

WORKING AND DISCUSSION PAPERS

Blaine, Emory and Ralph Cohn. 2004. "Analysis of Social Structure in Closed Urban Environments." Discussion Paper No. 312, Institute for Sociological Research, Deadwood College, Deadwood, SD.

Electronic sources

ON-LINE SOURCES. The need for a reliable online citation system continues to grow, but attempts to establish one are hampered by a number of factors. For one thing, there is no foolproof method of clearly reporting even such basic information as the site's author(s), title, or date of establishment. Occasionally authors identify themselves clearly; sometimes they place a link to their home page at the bottom of the site. But it is not always easy to determine exactly who authored a particular site. Likewise, it can be difficult to determine whether a site has its own title or instead exists as a subsection of a larger document with its own title. Perhaps the biggest problem facing online researchers is the instability of Internet sites. Although some sites may remain in place for weeks or months, many either move to another site—not always leaving a clear path for you to find it—or disappear.

The ASA Style Guide (1997:37-38) lists only a few models for electronic sources. Therefore, until such time as an authoritative ASA citation system for the Internet is available, we suggest the following simple formats, based in part on the models found in the *ASA Style Guide*.

On-Line Journal Article. The *retrieval date* in the models below is the most recent date on which you accessed the source for your research project.

Bucknell, Vespasia. 2003. "Servitude as a Way of Life: Religious Denominations in Middle America." *Skeptic's Journal* 4:22-37. Retrieved February 21, 2005 (<http://www.religiosk.org/protesta.buck.html>).

On-Line Newspaper Article

Squires, Amanda. 2000. "Hard Times for Social Workers, Says Mayor." *El Paso Sun Times*, July 14, p. 2. Retrieved November 12, 2000 (<http://www.elpasosun.com/2000-12/12.html>).

The question of whether to break a lengthy site address at the end of a line is not discussed in the *ASA Style Guide*, but one of the guide's models does make such a line break. Other sources suggest breaking a site address only after a slash (/). Do not place a hyphen following the slash. Remember, the one thing that is absolutely required in order to find a site on the Internet is the site address, so make sure that you copy it accurately.

E-Mail Document. Due to the ephemeral nature of e-mail sources, most researchers recommend not including citations to e-mail in the bibliography. Instead, you may handle e-mail documentation within the text of the paper.

In an e-mail dated March 22, 1997, Bennett assured the author that the negotiations would continue.

If, however, you would like to include an e-mail citation in your references section, here is a possible format:

Bennett, Suzanne. sbb@mtsu.socka.edu. 15 March 1997. RE: Progress on education reform petition [E-mail to Courtney Cline (coline@usc.cola.edu)].

The name of the author of the e-mail message is placed first, followed by the author's e-mail address and the date of the message. Next comes a brief statement of the subject of the message, followed by the recipient's name and e-mail address, in brackets.

CD-ROM. The publisher of a CD-ROM can usually be identified in the same way as a book's publisher. The following model is for a source with an unascertainable author. Note that it is still necessary to include the latest date on which you accessed the database.

Dissertation Abstracts Ondisc. 1861-1994. CD-ROM: UMI/Dissertation Abstracts Ondisc. Retrieved December 15, 1996.

A sample reference page is shown on page 98.

SAMPLE REFERENCE PAGE

References

- Entwisle, Doris, Karl Alexander and Linda Olson. 2000. "Urban Youth, Jobs, and High School." *American Sociological Review* 65(2):279-297.
- Johnson, J. D., N. E. Noel and J. Sutter-Hernandez. 2000. "Alcohol and Male Acceptance of Sexual Aggression: The Role of Perceptual Ambiguity." *Journal of Applied Social Psychology* 30(6):1186-1200.
- Johnson, William A. and Richard P. Rettig. 1999. "Drug Assessment of Juveniles in Detention." *Social Forces* 28(3):56-69, cited in John Duncan and Mary Ann Hopkins. 2004. "Youth and Drug Involvement: Families at Risk." *British Journal of Addiction* 95:45.
- Moore, J. B., Allen Rice and Natasha Traylor. 1998. *Down on the Farm: Culture and Folkways*. Norman, OK: University of Oklahoma Press.
- Szczaflarski, Richard. 2001. "The Trumpeter in the Tower: Solidarity and Legend" (in Polish). *World Political Review* 32:79-95.
- Squires, Amanda. 2000. "Hard Times for Social Workers, Says Mayor." *El Paso Sun Times*, July 14, p. 2. Retrieved November 12, 2000 (<http://www.elpasosun.com/2000-12/12.html>).
- Stapleton, Bonnie and Ellis Peters. 1981. "How It Was: On the Trail with Og Mandino." *Lifetime Magazine*, April, pp. 23-24, 57-59.
- Stomper, Jean. 2000. *Grapes and Rain*. Translated by John Picard. New York: Baldock.

CONDUCTING RESEARCH IN SOCIOLOGY

- Chapter 5** Organizing the Research Process
- Chapter 6** Sources of Information
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- Chapter 8** Doing Social Research