

ASA Manuscript Format Template

Basic Formatting Requirements

Margins: 1 inch on all sides

Font: 12-point Times New Roman

Spacing: Double-space everything (title page, abstract, text, references)

Alignment: Left-aligned (not justified)

Page Numbers: Top right corner, starting with title page

Title Page Format

Running Head: ABBREVIATED TITLE (50 characters max)

[Center and bold the full title]

The Full Title of Your Sociology Paper

[Your name]

[Your institution]

[Course name and number]

[Instructor name]

[Date]

Word Count: [Insert count]

Abstract Page (Page 2)

Running Head: ABBREVIATED TITLE

Abstract

[Single paragraph, 150-200 words, summarizing your research question, methods, findings, and conclusions. No indentation for abstract paragraph.]

Keywords: keyword1, keyword2, keyword3, keyword4

Main Text (Page 3 onwards)

Running Head: ABBREVIATED TITLE

[Centered, bold title - repeated from title page]

[Indent first line] Begin your introduction here. The first paragraph introduces your research topic and provides context...

[Continue with body paragraphs, each indented]

LITERATURE REVIEW

[First-level headings: UPPERCASE, centered, bold]

Literature review content begins here with proper indentation...

Theoretical Framework

[Second-level headings: Uppercase and Lowercase, centered, bold]

Content for subsections...

Specific Theory Application

[Third-level headings: Uppercase and Lowercase, flush left, bold, on separate line]

More specific content...

In-Text Citation Examples

One author: - (Smith 2020) - Smith (2020) argues that...

Two authors: - (Smith and Jones 2020) - Smith and Jones (2020) found...

Three or more authors: - (Smith et al. 2020) - Smith et al. (2020) demonstrate...

Direct quote: - (Smith 2020:45) - Smith (2020:45) states, “direct quotation here.”

Multiple works: - (Smith 2020; Jones 2019; Brown 2018)

Secondary source: - (Brown 2015, cited in Smith 2020)

References Page (New page)

Running Head: ABBREVIATED TITLE

REFÉRENCES

[Centered, bold, uppercase]

[Alphabetical order, hanging indent for each entry]

Book:

Author Last Name, First Name. Year. Book Title in Italics. City: Publisher.

Journal Article:

Author Last Name, First Name. Year. "Article Title in Quotes." Journal Name
in Italics Volume(Issue):Page-Page.

Online Source:

Author Last Name, First Name. Year. "Article Title." Website Name.
Retrieved
Month Day, Year (URL).

Multiple Authors:

Smith, John, Jane Doe, and Robert Brown. Year. "Title." Journal Name
Volume:Pages.

Heading Levels

FIRST LEVEL: CENTERED, BOLD, UPPERCASE

Second Level: Centered, Bold, Uppercase and Lowercase

Third Level: Flush Left, Bold, Uppercase and Lowercase

Fourth Level: Indented, bold, lowercase except first word, ends with period.

Fifth Level: Indented, italicized, lowercase except first word, ends with period.

Tables and Figures

Table Format: - Title above table (Table 1. Descriptive Title) - Notes below table (if needed) - Simple, clear formatting - Referenced in text: (see Table 1)

Figure Format: - Title below figure (Figure 1. Descriptive Title) - Referenced in text: (see Figure 1)

Key ASA Rules to Remember

- ✓ Use author-date citation format throughout
- ✓ List references alphabetically by author's last name
- ✓ Use hanging indents for reference entries
- ✓ Double-space everything (no exceptions)
- ✓ Number all pages including title page
- ✓ Include running head on every page
- ✓ Use past tense for completed research
- ✓ Spell out numbers one through nine
- ✓ Use serial comma (Oxford comma)
- ✓ Italicize book and journal titles
- ✓ Use quotation marks for article/chapter titles

Sample Reference Entry Types

Book: Weber, Max. 1978. *Economy and Society*. Berkeley: University of California Press.

Journal Article: Smith, Dorothy E. 1987. "Women's Perspective as a Radical Critique of Sociology." *Sociological Inquiry* 44(1):1-13.

Edited Book Chapter: Goffman, Erving. 1959. "The Presentation of Self." Pp. 1-15 in *The Presentation of Self in Everyday Life*, edited by E. Goffman. New York: Anchor Books.

Website: American Sociological Association. 2023. "ASA Style Guide." Retrieved November 27, 2025 (<https://www.asanet.org/publications/style-guide>).

Multiple Authors (3+): Collins, Patricia Hill, Sirma Bilge, and Kimberlé Crenshaw. 2020. *Intersectionality*. Cambridge: Polity Press.

Note: For complete ASA formatting guidelines, consult the official *American Sociological Association Style Guide* (6th edition).

Template Version: November 2024