

# 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

REFERENCES

[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