ASA: In-text Citations and General Formatting

Note: This document should only be used as a reference and should not replace assignment guidelines.


Format (p. 43, 94, 97)

Title Page: The title page of your document includes the full title of your article, each author followed by his or her institution, and a word count. An asterisk after the title leads to a footnote with detailed author name, address, and email, as well as grants and additional acknowledgments.

Format: The entire manuscript, including the title page, should be double-spaced, use 12-point Times New Roman font, and have 1.25 inch margins.

Running head: The running head is an abbreviated title of 60 characters or less that appears in the top left header of every page. The words “Running Head =” appear only on the title page (see Running Head Handout). Include page numbers, starting on the title page.

Abstract: The abstract is a brief, descriptive summary of your paper. Begin the abstract at the top of a new page, immediately following the title page (if one is required). The abstract uses the full title at the top as a heading. Keep the abstract to one unindented paragraph, 150–200 words in length.

In-text Citations (p. 45–47, 53)

Use the authors’ last names and the year of publication each time a source is used in the text; in cases of direct quotation, also include the page number. This chart shows how to format in-text citations based on the number and type of author. See next page for examples. When mentioning the author’s name in a sentence, use the “in text” format. Otherwise, use “parenthetical” format.

<table>
<thead>
<tr>
<th>Type of citation</th>
<th>First citation in text</th>
<th>Subsequent citations in text</th>
<th>Parenthetical format, first citation in text</th>
<th>Parenthetical format, subsequent citations in text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two authors</td>
<td>Smith and Jones (1999)</td>
<td>Smith and Jones (1999)</td>
<td>(Smith and Jones 1999)</td>
<td>(Smith and Jones 1999)</td>
</tr>
<tr>
<td>Four or more authors</td>
<td>Davidson et al. (2014)</td>
<td>Davidson et al. (2014)</td>
<td>(Davidson et al., 2014)</td>
<td>(Davidson et al., 2014)</td>
</tr>
</tbody>
</table>

If a source has no date, put “N.d.” Divide multiple citations in the same sentence with semicolons (Smith, 2010; Jones, 2011). For multiple works by the same author in the same year, add letters to the year alphabetically by title (2010a, 2010b, etc.).
In-Text Citation Examples:
- Work by one author: (See E)
- Work by one author, direct quotation: (See G)
- Work by two authors, parenthetical: (See A)
- Work by four authors: (See B)

Headings (p. 44)
Headings help you organize the text for readers. The levels of headings are all the same font size, arranged as follows:

- Level 1: FLUSH LEFT UPPERCASE HEADING (See D).
- Level 2: Flush Left, Italicized, Uppercase and Lowercase Heading.
- Level 3: Indented, Italicized, lowercase, run-in heading (paragraph continues on the same line), ending in a period.

*This sample uses level 1.

AGEISM IN POPULAR CULTURE
that ageism in popular culture negatively influences attitudes towards aging people, particularly women, and contributes to self-vilification.

Many researchers agree that ageism affects women more harshly than men. In “Women, Aging, and Beauty Culture: Navigating the Social Perils of Looking Old,” Laura Hurd Clarke (2018) explains how society’s current beauty standards can affect women their entire lives. She argues that men are valued more for their social and physical accomplishments, whereas women are valued for their appearance and pressured to maintain it from a young age (Grogan 2017 as cited in Clarke 2018). This pressure becomes heavier as women inevitably lose their youthfulness. “By striving to identify ways they are ‘not old,’ such as through their perceived youthful identities or physical activities and capabilities, older adults unwittingly contribute to the cultural vilification of agedness” (Clarke 2018:106). Rather than embracing aging in a healthy way, they become more preoccupied with maintaining a

Block Quotations (p. 26)
- Quotations that are 50 words or longer need to be set apart in a block.
- Block quotes may be double or single spaced and are indented.
- Quotation marks are not used to enclose block quotations, and the final punctuation is placed before the in-text citation.
- Capitalize the “P” for the page number if the page number is alone.
- Use double quotation marks for quotes inside a block quote. (See C)

Citing Secondary Sources
To cite information that your source has taken from another source, put the original author of the information in the text and write “as cited in” in your in-text citation, followed by the author, date, and page number (if it is a direct quotation) of the work where you found the material. (See F)

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