

# ASA Bibliography Guidelines

- “REFERENCES” should be at the top of the page, left-justified (Using first-level heading style).
- Each citation should be double-spaced, with no extra space between citations. Hanging indent should be used on citations longer than one line.
- Sources should be listed in alphabetical order by author’s last names.

## Basic Format for Common Sources in ASA

### Journal articles

Lastname, Firstname Middlename. Year. “Article Title.” *Journal Title* Volume Number(Issue Number:Page Numbers).

Canfield, Brian S. 2009. “Cultural Immersion as a Learning Method for Expanding Intercultural Competencies.” *The Family Journal* 17(4:318-322).

### Books

Lastname, Firstname Middlename. Year.*Book Title*. Edition Number (if applicable). Publishing City: Publisher.

Jackson, Jane. 2008.*Studies in Applied Linguistics: Language, Identity, and Study Abroad: Sociocultural Perspectives*. Oavkille: Equinox Publishing.

### Sources with more than one author

Lastname, Firstname Middlename, Firstname Middlename Lastname, and Firstname Middlename Lastname.

Braskamp, Larry A., and Mark E. Engberg. 2011. “How Colleges Can Influence the Development of a Global Perspective.” *Liberal Education* 97(3:34-39).

## Additional Citation Rules for ASA

- Only the first word of a hyphenated word should be capitalized (unless second word is a proper noun).
- First names should always be included. Initials should only be used if the author used them in the original work.
- All authors should be listed – “et al.” should not be used unless the work was written by a committee.
- For repeated authors, use the full name each time and cite the works in chronological order, with the oldest work first.

## How to Insert a Hanging Indent

- Highlight the citation(s) that need a hanging indent
- Open the “Paragraph” menu from the Home or Page Layout tab of Microsoft Word (You could also right-click and select “Paragraph”)
- Under “Indents and Spacing,” go to “Indentation”
- Where it says “Special,” select “Hanging Indent” from the list. Click “OK”