

TABLE OF CONTENTS

FORMATTING AN ESSAY OR TERM PAPER	1
1. Title Page	1
2. Spacing and Margins	2
3. Printing	2
4. Pagination	2
5. Indentation and Paragraphs	2
6. Subheadings	3
7. Quotations	4
8. Paraphrasing	6
9. Tables and Figures	6
10. Appendices	9
PLAGIARISM	9
1. What is Plagiarism?	9
2. Avoiding Plagiarism	9
3. Common Knowledge and Plagiarism	10
DOCUMENTING RESEARCH – ASA STYLE	11
1. In-Text Citations	11
2. Footnotes and Endnotes	15
3. Reference-List Entries	15
<i>Journal Articles</i>	16
<i>Print Sources</i>	18
<i>Electronic Sources</i>	20
<i>Other Types of Sources</i>	22
REFERENCES	25
SAMPLE PAPER	27
FURTHER GUIDES TO APA STYLE AND WRITING ASSISTANCE ..	34

NOTE: Although this guide provides you with information on ASA style, please be aware that some courses in Sociology and Criminology may require the use of other formats, such as legal citation or the History format.

HOW TO FORMAT AN ESSAY OR TERM PAPER

1. Title Page

The title page of every paper or report should contain the following information:

- The full title of the paper (The title of the paper should be short but descriptive. For example, “Essay #1” would not be acceptable. While the title does not have to be witty or catchy, it must give the reader a *general idea of the topic to be discussed.*)
- Your name
- Your ‘A’ number
- Your instructor’s name
- The name and number of the course
- The date the paper is submitted
- A running head (a shortened version of the full title of the paper that appears in the top left-hand corner of the title page). *Note:* verify if your professor requires a running head as some may not, or will prefer that you use an alternative format.

Keep the title page simple; there is no need to include borders or designs (see the sample title page near the end of this guide).

Begin the text of the paper on a separate page, and include the title of the paper at the top of this page as well.

NOTE: Some professors may not want you to include a separate title page, but prefer to use the **alternate format shown in the box on the following page** instead. Therefore, it is best to check with your professor if a title page is required.

THE TITLE OF MY PAPER

CLASS 1111

Prof. So&So

May 1, 2010.

Student's Name

A00000000

Essay begins here...

2. Spacing and margins

Papers should be typed or word-processed using standard 8.5 x 11-inch white paper.

Margins should be set to at least 1.25 inches on the top and bottom and on both sides of the page. All text in the typed pages should be double-spaced, using size 12 *Times New Roman* or *Times* font. This formatting applies for footnotes and references as well.

3. Printing

Ask your professor if double-sided printing is acceptable.

4. Pagination

Beginning with the Title Page and including the reference page(s), number all pages consecutively. The number should appear at least 1 inch from the right-hand side of the page in the header.

5. Indentation and Paragraphs

Depending on your professor's preference, you have **two** options:

- Indent the first line of every paragraph using the tab key, which should be set at 5 to 7 spaces or ½ inch. Indent for all paragraphs except for: an abstract, block quotations, titles/headings, table titles/notes, and figure captions. In this format, do not include an extra line between paragraphs.

OR

- Include an extra line between paragraphs and do not indent the first line of each paragraph. However, long quotations should always be indented 10 spaces.

6. Subheadings

Subheadings are used to show the organization of the paper using titles for different sections and are appropriate for some classes, particularly seminars. They are not usually required in shorter papers; however, they are often used in longer assignments. *Three* heading levels should be normally sufficient. An example of the three levels of headings is shown within the box at the bottom of the page. A heading should not be used for the introduction of the paper (do not write “Introduction” at the beginning of your paper).

First-level headings use capitals for all letters in the title and are left-justified.

Second-level headings should be written in italics, left-justified, and the first letter of each word should be capitalized (except for coordinating conjunctions, prepositions, and articles – i.e. the “little words”).

Third-level headings are written in italics and left-justified. Only the first word of the heading is capitalized.

FIRST-LEVEL HEADING

Second-Level Heading

Third-level heading

7. Quotations

Any time you use another author's idea in an essay, you must give credit to that author with an in-text citation immediately following the quotation. Direct quotations must be reproduced *exactly* the same as the original, including wording, spelling, capitalization, and punctuation.

Short Quotations

Direct quotations from the text that are less than 40 words should begin and end with quotation marks. They should also include the author, year, and page number, as demonstrated in the following box. A colon should be used to separate the publication year from the page number when all of the information is contained in the same parentheses (do not leave a space between the two).

One Women's Studies researcher concludes that "Macy's workingwomen, nonetheless, proved subtle and complex economic, gendered, and sexual agents, escaping the prejudicial categorizations of bourgeois moral reformers" (Johnson 2007:48).

OR

Note that the punctuation comes after the citation

Note the differences between the first example with the author's name in parentheses and the second example with the author's name in the sentence instead. You need to include a "p." if the page number is the only item in the parentheses.

Johnson (2007) concludes that "Macy's workingwomen, nonetheless, proved subtle and complex economic, gendered, and sexual agents, escaping the prejudicial categorizations of bourgeois moral reformers" (p. 48).

Block Quotations

Single-space block quotations are used for quotations of 40 words or more. Indent all lines (not just the first line) of block quotations and do not use quotations. For block quotations, the punctuation is placed before the parentheses. If you introduce the author (and year) before the block quotation, then you only need to include a page number in parentheses after the quotation.

McMullan (1998) concludes with the following statement:

The pastoral programme of policing suggests two possible weaknesses in this line of analysis, namely, that we ought not to take Foucault's schematic, sequential periodizations at face value, or accept some clearly identified pre-liberal form of governance as a 'take off stage' from which to start an explanation of modern liberalism. (P. 109)

Note that in block quotations, the punctuation comes before the citation in brackets, and the "P" is capitalized when the page number is cited alone because the author and year are included within the sentence.

Additions to Quotations

If you need to add letters or words within a quotation that are not part of the original text, then enclose them in square brackets. You should also use square brackets to indicate changes in punctuation, capitalization, and other grammatical changes.

Note the square brackets demonstrating that information was added to the quotation.

"It [the Community Action Program for Children] seeks to improve the health and well-being of Canadian children and families who experience difficult life circumstances such as poverty and/or social isolation" (Vanderplaat and Barrett 2006:26).

Omissions to Quotations

If you omit certain words from a quotation, then you should include an ellipsis (three periods) to indicate where you have omitted words or sentences. If this omission occurs at the end of a sentence, use four periods. Keep in mind that the quote must still embody the original idea; the author you are using must be represented fairly. An example of omitting parts of a quotation is demonstrated in the following:

In one study, the authors “found a common concern was removing financial barriers to participation by ... the availability of a petty cash system that reimbursed people quickly” (Vanderplaat and Barrett 2006:32).

Indirect Quotations (Citing a Source within a Source)

On occasion, you may come across a citation within a text that you would like to incorporate into your work. If this is the case, *you should always* attempt to find the original source of the quotation and quote it directly. However, sometimes you will need to quote a source that quotes another source. If this is the case, then after you paraphrase or quote the original source, use “as cited in” followed by the source that you found the information in.

As well, “Critical stories will not appear; certain individuals, groups, and stories will remain ‘invisible’ ” (McMullen as cited in Dowler, Fleming, and Mussatti 2006:843).

Do not include the original source in your reference list; just include the source in which you found the information.

8. Paraphrasing

Paraphrased ideas allow you to incorporate someone else's idea or argument in your paper without using the original wording. These sections get integrated into your own writing, but they must still be cited appropriately (i.e. include the author's last name, the year, and the page number from which you got the information). Note the following example:

As Byers (2002) suggests, television characters both reflect and help to construct or reconstruct discourses on sexuality (p. 59).

OR

Television characters both reflect and help to construct or reconstruct discourses on sexuality (Byers 2002:59).

You do not have to include the page number in your reference if you are citing the author's entire work (i.e. the overall argument of an article or book); however, if you are citing information from a specific page or pages, then you should include this information.

9. Tables and Figures

Figures, illustrations, tables, and photographs provide an efficient way of presenting a large amount of data in a condensed format. They should be reserved for important data directly related to the content of your paper and for simplifying text which would otherwise be dense with numbers.

Tables and figures should be placed on a separate page at the end of the paper, and contain a descriptive enough title so that the reader will not have to refer back to the paper to understand what the table or figure is about. This is typically done through the development of an appendix for tables and figures. See section 10 on appendices for more details.

They should be numbered in separate sequences. For example, if you were to include tables *and* figures in your paper, you would write

“Table 1. Means and Standard Deviation of X”. Your second table would be called “Table 2....”. If you were to then include a figure, you would start at the number one because figures are numbered separately from tables: “Figure 1. Domestic Violence Rates in Nova Scotia”.

Tables

- Number all tables in the order in which they are first mentioned in the text.
- Each table should contain a brief explanatory title.
- Each column should contain a short heading that does not make the column wider than necessary.
- Captions for tables should be left-justified above the figure.
- You can place notes below the table. (General notes provide information about the table and begin with the italicized word “*Note*” followed by a period “.”. Specific notes refer to a particular column, row, or individual entry and are indicated by superscript lower case letters. Probability notes indicate the results of tests of significance.)
- Asterisks “*” should be used to indicate statistical significance at the .05, .01 and .001 levels. For example, at the bottom of the table you may write a note that shows the following information:

*p<.05

**p<.01

***p<.001

Here is an example of a table in ASA format:

TABLE 2. Effect of Marital Quality on Self-Rated Health from Linear Growth Curve Models (N = 1,049)

	Model 1 (Basic Model)				Model 2 (Interaction Model)			
	A. Latent Intercept		B. Latent Slope		C. Latent Intercept		D. Latent Slope	
	Estimate	SE	Estimate	SE	Estimate	SE	Estimate	SE
<i>1986 life course</i>								
Age (in decades and centered at 4.93)	-.020	.036	-.005	.005	-.016	.037	-.006	.005
Age squared	—	—	—	—	—	—	—	—
Minor child at home	.128	.081	-.015	.011	.131	.081	-.016	.011
Adult child at home	-.029	.076	.005	.010	-.025	.076	.007	.010
Minor child away	-.073	.161	-.001	.022	-.070	.162	.002	.022
Adult child away	-.105	.088	.008	.012	-.101	.088	.008	.012
<i>Marital quality</i>								
Positive marital experiences	.164**	.052	.000	.007	.168**	.052	.000	.007
Negative marital experiences	-.043	.080	-.025*	.011	-.041	.080	-.025*	.011
Age * positive marital experiences	—	—	—	—	-.034	.038	-.002	.005
Age * negative marital experiences	—	—	—	—	-.050	.054	-.015*	.007
<i>Sociodemographic controls</i>								
Gender (1 = Male)	.034	.056	-.008	.008	.029	.056	-.009	.008
Race (1 = African American)	-.103	.073	.006	.010	-.105	.073	.005	.010
Education	.065***	.011	-.002	.001	.065***	.011	-.002	.001
Household income (in \$1,000s)	.003*	.001	.000	.000	.003*	.001	.000	.000
Previous divorce	.095	.081	-.018	.011	.095	.082	-.016	.011
Divorce/separation hazard	-.418	.236	.020	.032	-.440	.245	.028	.033
Means of growth parameters	2.720***	.161	.004	.022	2.704***	.162	.004	.022
Variances in growth parameters	.495***	.040	.002	.002	.494***	.039	.002	.002
R-square	.194		.175		.195		.199	
Model fit index	CFI = .983		RMSEA = .036		CFI = .984		RMSEA = .033	

* $p < .05$; ** $p < .01$; *** $p < .001$ (two-tailed tests)

Notes: — indicates the parameter not in model. CFI stands for comparative fit index. RMSEA stands for root mean square error of approximation.

Note: Table reproduced from Umberson, Debra, Kristi Williams, Daniel A. Powers, Hui Liu, and Belinda Needham. 2006. "You Make Me Sick: Marital Quality and Health Over the Life Course". *Journal of Human & Health Behavior* 47(1):1-16.

Figures

- Captions for figures should be left-justified below the figure.
- Include a legend to explain any symbols used.
- Use figures only when the illustration provides additional understanding.
- Figures should be numbered consecutively throughout your paper.

Here is an example of a figure in ASA format:

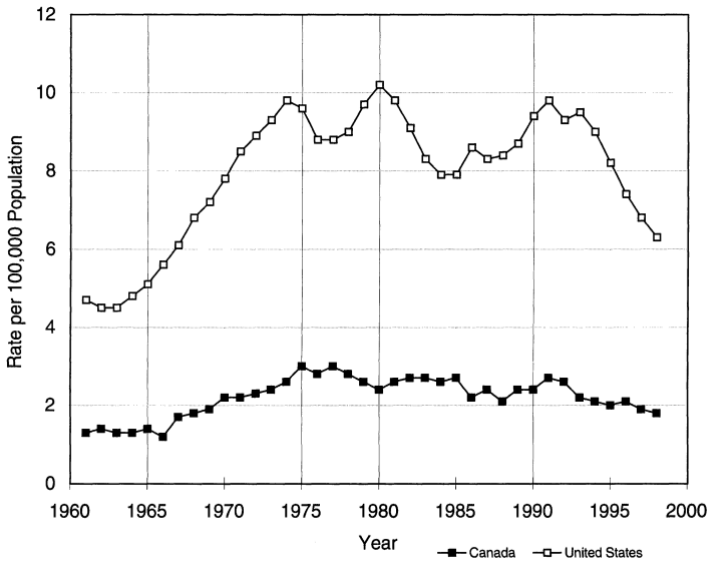


Figure 1: Homicide Rates in Canada and the United States.

Note: Figure reproduced from Hagan, John and Holly Foster. 2000. "Making Corporate and Criminal America Less Violent: Public Norms and Structural Reforms". *Contemporary Sociology* 29(1):44-53.

10. Appendices

If only one appendix is used, it can be titled "Appendix"; however, if you include more than one appendix, each page should have a separate letter and title. For example the titles would appear as follows: "Appendix A: Survey Questions", "Appendix B: Construct Definitions".

A NOTE ON PLAGIARISM

1. What is Plagiarism?

According to Saint Mary's Academic Calendar, plagiarism is the "presentation of words, ideas or techniques of another as one's own. Plagiarism is not restricted to literary works and applies to all forms of information or ideas that belong to another (e.g., computer programs, mathematical solutions, scientific experiments, graphical images, or data)" (Saint Mary's University 2009:22-23).

Therefore, plagiarism includes taking someone else's words, sentences, or paragraphs and using them in your own paper without explaining where you got them from. However, this is not the only form of plagiarism. Plagiarism also involves taking someone else's *ideas* or *arguments*, putting them into your own words, and then not citing the source. In addition, keep in mind that when you paraphrase an idea or argument from someone else, you need to change the structure of the sentence and put it into your own words as well as include a citation. Simply changing or rearranging a few words is not sufficient and is considered a form of plagiarism. Academic writing is all about ideas and arguments, so if you get information (or specific sentences or groups of words) from somewhere else, then you have to show where you got it from.

2. Avoiding Plagiarism

To avoid plagiarism, make sure that you cite all sources that you use in your paper. If you include information word-for-word from a source, then you need to put quotation marks around it (see the Quotations section in this booklet) and cite in your text and in your reference list. If you take someone's idea/argument but put it into your own words, then you do not need quotation marks, but you still need to cite it in your text and in your reference list.

3. Common Knowledge and Plagiarism

Some students have heard that "common knowledge" does not need to be cited, so they wonder when something is considered common knowledge. After all, something might be common knowledge to researchers in a field but be new information for a student. Basically, there is no set rule for whether something is considered common knowledge or not, but if you ask yourself the question "would everyone

who studies Author A, Topic B, or Subject C know this?”, and if your answer is “yes”, then you should be okay. Another way to look at it is that if the same information can be found in five or more sources (which are completely independent and not referring to one person or to one another), then it is probably common knowledge.

Here is an example of something that does not need to be cited:

A secular society is based on rational thought and science.

Here is an example of something that has to be cited:

Parsons (1964) emphasizes that the secularization of government is associated with the secularization of law, and both of these are associated with the level of generality of the legal system.

If you are unsure whether or not a source is common knowledge, then it is always better to cite it than not to cite it. Also, keep in mind that if you are using a specific person’s study or idea, even if it is common knowledge, then you should cite it.

Here is an example:

Becker (1950) defined a secular society as a society where novelty is responded to as it is defined by the society’s members in terms of its existing culture.

In this case, the definition of a secular society may be considered common knowledge, but because you are using Howard Becker’s particular definition, it should be cited.

DOCUMENTING RESEARCH – ASA STYLE

In university papers, whenever you are writing about someone else’s ideas, you need to reference them in two ways. First, you need to provide an in-text citation, and second, you need to include a complete reference list entry at the end of the paper in the References section. This allows readers to find the source you used if they want more information. You always need to cite your sources when you are using their ideas, regardless of whether you are quoting or summarizing them.

For most of your research, you will likely be using journal articles, books, magazine or newspaper articles, and electronic sources so this section is divided into those four categories with an additional category for miscellaneous sources. **NOTE: although the reference list entries are single-spaced in this handbook, in your paper you would double-space them.**

1. In-Text Citations

Citing a Source with One Author

For a source that has one author, cite the author’s name, the year of publication, and the page, paragraph, or section number (if your information is from a specific page).

Crocker (2007) states that ... (p. 79)

OR

“quote quote quote” (Crocker 2007:79).

Citing a Source with Two Authors

In order to cite a source with two authors, you need give both authors’ surnames.

Vanderplaat and Barrett (2006) explain that ... (p. 176)

OR

“quote quote quote” (Vanderplaat and Barrett 2006:176).

Citing a Source with Three Authors

When citing sources with three or more authors, cite all three authors in the first citation and for the subsequent citations, refer to the source by using the first/primary author’s last name and then writing “et al.” (“et al.” means “and others” and refers to the co-authors).

First Citation:

(VanderPlaat, Samson, and Raven 2001:43-45)

Subsequent Citations:

(VanderPlaat et al. 2001:48)

Citing a Source with More than Three Authors

When citing more than three authors, use the “et al.” format for the first and all subsequent citations.

(Crocker et al. 2007:98)

OR

Crocker et al. (2007) argue that...

Citing a Source with No Author

If there is no author for the source, use the minimum amount of identification from the beginning of the completed reference so that the reader can find this source in the reference list. *Note:* use double

quotation marks around the title of an article, chapter, or web page; and use italics for the title of a periodical, book, brochure, or report.

“quote quote quote” (“First Few Words of Article Title” 2011:59).

Citing a Source with an Anonymous Author

If the author of a work is designated specifically as an anonymous work (rather than simply not listing an author), then write the word “Anonymous” in place of the author.

“quote quote quote” (“Anonymous” 2004:34).

Citing Multiple Citations within the Same Parentheses

If you citing more than one study to support an idea, make sure that the citations are in alphabetical order (according to the authors’ last names), in the same way that they are alphabetical in your reference list. Each source should be separated by a semicolon.

(Johnson 2006:89; McMullan 2005:108)

In-text citations for reprinted publications

If a work is reprinted from an earlier version, then you should write the earliest publication date in square brackets and then the most recent publication date afterwards.

(Tastsoglou and Welton [2003] 2006:76)

Unpublished Materials

When citing unpublished material that is scheduled for future publication, include the author's last name and the word *forthcoming* to indicate that the material will be published. Dissertations, master's theses, and other unpublished works should be cited with the author and the date (and page number if you are using information from a specific section). When a paper has no publication date (and no indication that it is scheduled for future publication), then include that author's last name and *N.d* (no date).

Forthcoming: (McMullan and Perrier forthcoming)

Dissertation/Master's Thesis: (Byers 1995:65)

No Date: (Smith N.d:85)

The "N" should be capitalized
but the "d" should not be.

National Archives

If citing material from the National Archives, you can abbreviate it, using "NA".

(NA, RG 381, Box 780, April 28, 1965)

Electronic Resources

When citing information from an electronic source, include the author of the article or book along with the publication year in the in-text citation.

- If the author's name is not available, use the name of the organization/institution.
- If the organization's name is long, you may use abbreviations for the in-text citation (e.g. CBC rather than Canadian Broadcasting Corporation).
- The author or organization referred to in the in-text citation should match the first words in the reference list entry. See below for some examples.

Saint Mary's University (N.d.) defines Sociology as...

The Department of Justice Canada (2009) describes several facts about family violence.

Personal Communications

Personal communications include letters, emails, personal interviews, phone conversations, and similar sources that contain unrecoverable data (e.g., class notes). They are ***not included*** in the reference list, but they still need to be cited in your text. To cite personal communications, include the initials and last name of the communicator (or pseudonym of the individual), the term "personal communication", and an exact date.

"quote quote quote" (Beyers P., personal communication, March 26, 2012)

2. Footnotes and Endnotes

Try to avoid using footnotes and endnotes; they should be used only to explain information, not to cite sources, and you should not include them unless absolutely necessary. For example, if you need to elaborate on information presented in a table, you might include a footnote at the bottom of the page or include an endnote in a separate page at the end of the paper entitled "Endnotes".

If you do need to include footnotes, they should be double-spaced and numbered consecutively using Arabic numerals (1, 2, 3) in superscript.

An in-text superscript would look like this:

These theories will not be reviewed in this chapter. ¹

At the bottom of the page, the footnote would look like this:

¹For more information on these theories please see...

To superscript the text, simply highlight it and find the appropriate option under the Font tab (which could be in different locations depending on your word processing program and version).

3. Reference-List Entries

It is absolutely essential to include a reference list at the end of your paper in order to allow the reader to easily locate information and sources presented in your paper.

In order to adhere to ASA format, follow these guidelines:

- Include a separate page at the end of the paper (after the endnotes page, if endnotes are used) that includes the complete references of all sources cited in the text.
- Title this page “References”.
- References should be double spaced and alphabetized by the last name of the primary (first) author.
- A hanging indent should be used for each reference (all lines after the first one for a single entry should be indented).

If you are including more than one work by the same author, you should replace the author’s name with six hyphens and a period (-----.) and order these works according to the publication year. The hyphens indicate that the publication has the same author as the preceding reference list entry.

If you are including a work by the same author that has been published in the same year, then use letters after the year of publication (2008a, 2008b, 2008c) to separate the entries; order these entries according to the title.

The following section is divided into four categories (journal articles, print sources, electronic sources, and other sources) as you will likely research these types of documents more frequently for most of your research.

Note: all following examples are single-spaced to conserve space, and your reference list should be double spaced.

Journal Articles

Invert author's first and last names. Include the author's full first and last name unless only initials were used in the original publication.

Year of publication

Article title in double quotation marks

One Author:

Schneider, Stephen. 2006. "Privatising Economic Crime Enforcement: Exploring the Role of Private Sector Investigative Agencies in Combating Money Laundering." *Policing and Society* 16(3): 285-313

Page numbers of article

Name of publication italicized

Volume number and issue number

Include the authors' full first and last names unless only initials were used in the original publication.

Standard order (first name, then last name) for all subsequent authors

Two Authors:

VanderPlaat, Madine and Gene Barrett. 2006. "Building Community Capacity in Governance and Decision Making." *Community Development Journal* 41(1):25-36.

Only place a comma between the authors' names when there are more than two authors (see the example above, which does not have a comma)

More than Two Authors:

VanderPlaat, Madine, Yolande Samson, and Pauline Raven. 2001. "The Politics and Practice of Empowerment Evaluation and Social Interventions: Lessons from the Atlantic Community Action Program for Children Regional Evaluation." *Canadian Journal of Program Evaluation* 16(1):79-98.

Note: Keep in mind that using "et al." in the reference list entry for more than three authors is not acceptable; you must include all authors' names unless you are referring to a committee.

Forthcoming:

McMullan, John L. and David Perrier. Forthcoming. "The Security of Gambling: A Rejoinder." *International Journal of Gambling Studies*.

Reprinted Publications:

If a work is reprinted from an earlier version, then you should write the earliest publication date in square brackets and then the most recent publication date afterwards. See the example below:

VanderPlaat, Madine and Gene Barrett. [2003] 2006. "Building Community Capacity in Governance and Decision Making." *Community Development Journal* 41(1): 25-36.

Print Sources

Book with One Author:

Publication date

Book title in italics

Veltmeyer, Henry. 2007. *The Politics of Change in Latin America*. Toronto, ON: Broadview Press.

Name of publisher

Invert author's first and last name

Place of publication. Include city and abbreviated state or province (with exception of New York which does not need the state), and only name the country if it is a foreign publisher

Editions of Books:

Bell, Sandra. 2006. *Young Offenders and Youth Justice: A Century after the Fact*. 3rd ed. Toronto, ON: Nelson Thomson Learning.

Edition after the title and before place of publication

Book with Two or more Authors:

Subsequent authors are not inverted

Perrier, David and Joel Pink. 2003. *From Crime to Punishment: An Introduction to the Criminal Law System*. 5th ed. Toronto, ON: Carswell Publishing Company Limited.

Book with No Author

The position for the author's name is replaced by the title of the work

The Chicago Manual of Style. 2003. 15th ed. Chicago, IL: University of Chicago Press.

Book Chapters:

Westhaver, Russell. 2006. "Gay Men Dancing, Circuit Parties." Pp. 271-279 in *Introducing the New Sexuality Studies: Original Essays and Interviews*, edited by S. Seidman, N. Fischer, and C. Meeks. New York: Routledge.

Pages of book chapter

New York is the only exception for place of publication where you just include the city's name and not the state.

Edited Book

Name of editor followed by "ed." in replacement of author's name

Turner, Stephen P., ed. 1996. *Social Theory and Sociology: The Classics and Beyond*. Cambridge, MA: Blackwell.

Newspaper

Elliot, Ian. 2009. "Soldier's Cry for Help." *Chronicle Herald*, April 27, D1, D3.

Title of newspaper

Date paper issued

Magazine

Macdonald, Nancy. 2009. "Girls and Gangland." *Maclean's*, April 20, 22.

Title of magazine

Book Review

“Review of” to indicate a book review

Christiansen-Ruffman, Linda. 2008. Review of *Gender Realities Local and Global*, edited by M. T. Segal, and V. Demos, *International Sociology* 23(5):722-729.

Electronic Sources

Electronic Journal Article (print journal article viewed online)

Crocker, Diane. 2008. “Criminalizing Harassment and the Transformative Potential of Law.” *Canadian Journal of Women and the Law* 20(1): 87-100. Retrieved April 22, 2009 (<http://web.ebscohost.com/ehost/>).

Include retrieval date and database link.

Online Newsletter

Byers, Michele. 2003. “Cultural Studies Research Group.” *The Times*, December. Retrieved April 22, 2009 (<http://www.smu.ca/thetimes/t2003-12/cultural.html>).

Include URL link.

Electronic Book

Ellwood, Charles A. 1919. *Sociology and Modern Social Problems*. Retrieved April 27, 2009 (<http://manybooks.net/titles/ellwoodcetext04sclgm10.html>).

Electronic Book Chapter

Jureidini, Ray. 2002. The Search for Order: Emile Durkheim. Pp. 26-43 in *Sociology: Australian Connections*. R. Jureidini and M. Poole, Eds. Retrieved April 27, 2009 (<http://books.google.ca/>).

Newspaper Article Online

Matas, Robert. 2009. "Liberal Policy on Domestic Violence 'Devastating' for Women." *Globe and Mail*, April 27. Retrieved April 27, 2009. (<http://www.theglobeandmail.com/servlet/story/RTGAM.20090427.wbcelectioncrosscheck27art2133/BNSStory/lifeWork/>).

Personal Communications

Emails (and personal messages) should be written in the text and referenced in a footnote or endnote. Personal communications are *not cited* in the reference list.

In-text: Dr. Schulte-Bockholt's email message to the author described... (personal communication, April 27, 2009).

Endnote: ¹Alfredo Schulte-Bockholt, persona; communication, April 27, 2009.

Website

Use the author's name here if available.
Otherwise use the organization's name

Saint Mary's University: Department of Sociology and Criminology. 2009. "Program Information". Retrieved April 27, 2009 (<http://www.smu.ca/academic/arts/sociology/welcome.html>).

Online Fact Sheet

Department of Justice Canada. 2009. "Family Violence: A Fact Sheet from the Department of Justice Canada." Retrieved April 27, 2009 (<http://www.justice.gc.ca/eng/pi/fv-vf/facts-info/dati-freq.html>).

Online Government Document

For a reprinted publication, the original publication date is included in square brackets. The more recent date is placed afterwards.

Department of Justice. [1999] 2004. *Criminal Harassment: A Handbook for Police and Crown Prosecutors*. Ottawa, ON: Communications and Executive Services Branch. Retrieved April 29, 2009 (<http://www.justice.gc.ca/eng/pi/fv-vf/pub/har/index.html>).

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Other Types of Sources

Conference Papers (Presented)

MacNevin, Audrey. 2004. "Messages from a Maidservant: Learning from the Bawdy Behavior of Hannah Cullwick". Presented at the Canadian Psychological Association Annual Conference, May, Saint John's, NL.

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VanderPlaat, Madine and Barbara Cottrell. 2004. *Parent-Teen Conflict in Immigrant Communities*. Ottawa, ON: Department of Justice.

PhD Dissertation

Rajiva, Mythili. 2004. "Rushing through Adolescence: Becoming and Belonging in the Narratives of Second Generation South Asian Girls" PhD dissertation, The Department of Sociology/Anthropology, Carleton University, Ottawa, ON.

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Byers, Michele. 1995. "The Experience of Romantic Relationships Among Students at M.I.N.D. High School: An Exploration of Dating, Sexuality, Love and Abuse." Master's thesis, School of Social Work, McGill University, Montreal, QC.

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Fitzgerald, Robin. 2008. *Fear of Crime and the Neighbourhood Context in Canadian Cities*. Cat no. 85-561-M—No. 013. Ottawa: Statistics Canada.

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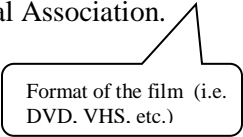
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Public Broadcasting Corporation (PBS). 1987. "A Class Divided." PBS Website: Frontline. Retrieved July 7, 2009 (<http://www.pbs.org/wgbh/pages/frontline/shows/divided/>.)



Editor

Papademas, Dianne, ed. 2002. *Visual Sociology: Teaching with Film/Video, Photography, and Visual Media*. 5th ed. VHS. Washington, DC: American Sociological Association.



Format of the film (i.e. DVD. VHS. etc.)

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Mentoring and Differential Association:
Finding Theoretical Support for CPSD Interventions
(Sample Paper)

Name

A#

Course Name & #

Professor's Name

Date

Crime prevention is informed by numerous sociological, psychological and criminological theories. As a result, the theoretical explanations of crime are just as diverse as the disciplines themselves, which is why there is no singular theory that can account for why crime occurs and how it can be prevented. Despite this, it remains important not to dismiss the significance of social learning theory, and more specifically, differential association theory... **[section continues]**

As the first line of each paragraph is indented and there should be no extra space between paragraphs.

More about the specifics of differential association theory will be discussed below, but the indication from CPSD research certainly supports the importance of delinquent peers in explaining criminal behaviour. In fact, Warr (2001) concludes that “no characteristic of individuals known to criminologists is a better predictor of criminal behaviour than the number of delinquent friends an individual has” (p. 186). The importance of bonding to conventional peers is obviously crucial in preventing criminal behaviour, and research on mentoring provides even greater support for this... **[section continues]**

This is an example of a direct quotation and in-text citation.

The main thrust behind mentoring interventions is that all children need caring adults in their lives. When adolescents go through tough times they often turn to their friends for support. However, these friends are often going through the same transformations as them and lack the experience, knowledge and intellectual sophistication to fully assist with identity-related issues (Rhodes 2002:34). While obviously parents are the most

This is an example of an in-text citation for a paraphrase. It includes a page number because it is discussing a specific idea or section.

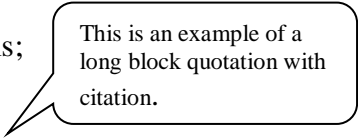
important and best example of caring adults, certain circumstances inhibit the benefit that parents can have on their children. For example, children growing up in poverty and under deleterious social conditions are often unable to receive the important parental support and care that is needed. In these situations, other adults can provide support that is similar to the support that a parent provides while also expanding the social network of close and supportive ties that youth have with others (Jekielek et al. 2002; Rhodes et al.

2006)... **[section continues]**

Note: in this in-text citation of a paraphrase, no page number is included since entire works are being cited, as opposed to a particular page or section.

Note that where multiple sources are cited in the in-text citation, they should be placed in alphabetical order, each separated by a semi-colon.

Differential association theory also discusses the importance of the “specific direction of motives, drives, rationalizations and attitudes” towards crime. Akers (1998) provides an excellent discussion on this;



This is an example of a long block quotation with citation.

Simply knowing how to carry out a crime in the sense of going through the behavioral sequence is not sufficient to account for lawbreaking, except in the negative sense that if the act requires a complicated set of tasks or skills that the person does not possess then he or she cannot commit the crime. Rather, the direction of previously learned motives, drives, rationalizations, and attitudes must orient the person toward being willing to violate the law (P. 25-26)...

[section continues]

Conclusion

Differential association theory attempts to show how a youth becomes criminal regardless of their innate personality traits or characteristics provided that they are exposed to associations

that produce crime-favourable definitions. This obviously has significant implications for prevention strategies. The important variable, however, is the idea of resilience that was discussed earlier and appears to be crucial in CPSD research... **[section continues]**

Further research on mentoring within the realm of differential association should look at the extent to which such relationships provide a protective factor to youth development and thus preventing them from developing and exhibiting criminal behaviour. This will involve understanding the nature of the mentoring relationship from the perspective of the mentor and the youth; identifying how mentors can provide protective factors to youth at-risk; and determining if mentoring is solely responsible for enhancing resilience or if there are other factors that cause the prescribed outcomes.

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Notes about the reference list:

- Order the references alphabetically by last name.
- Ensure that each entry in the reference list is double-spaced.
- When there are several works by the same author, list the earliest publications first, and list single-author entries before multiple-author entries with the same first author.
- If a single author has multiple works published in the same year, then alphabetize them by title and include letters (starting with "a") after the year in both your reference list and in-text entries (i.e. 1999a; 1999b).
- Arrange references with the same first author and different second and third authors alphabetically by the second author's last name.

FURTHER GUIDES TO ASA STYLE AND WRITING ASSISTANCE

Information in this ASA Style Guide on how to cite references has been adapted from the following source:

American Sociological Association. 2007. *American Sociological Association Style Guide*. 3rd ed. Washington, DC: American Sociological Association.

The Writing Centre in Room 115 of the Burke Building on Saint Mary's campus has many writing guides and style manuals to help students. The Writing Centre offers tutoring services and advice on specific assignments. Online writing guides are also available.

To book an appointment or for more information about services, contact the Writing Centre:

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