



# ASA Guidelines

The University of North Carolina at Pembroke's Writing Center

## Title Page

Make sure to double space the entire paper & use Times New Roman, 12-point font

**Title of Paper**

Student name

Department, The University of North Carolina at Pembroke

Course number: Course name

Professor's name

Due Date

## In-Text Citations

- The general rule for ASA in-text citations is to use the author/organization's name and the year of publication (without a comma).
- If the author(s) name is not used in the text, make sure to put the last name(s) and the year in parentheses at the end of the sentence to ensure you give credit.  
Example: The researchers concluded that videogames increased the level of violent behavior in adolescents (George et al. 2020).
- If the author(s) name is used in the text, put the year in parentheses at the end of the sentence.  
Example: Monaghan used surveys to conclude the e-government worsened levels of public administration accountability (2011).
- If there are more than three authors, use the words "et al." which means "and others."  
Example: (Ross et al. 2019).

## References

Page format notes:

- Make sure to have the word "References" in the center of the page **BOLDED**.
  - Your references should be put in a hanging indent.... More help can be found using this link:  
<https://support.microsoft.com/en-us/office/create-a-hanging-indent-7bdfb86a-c714-41a8-ac7a-3782a91ccad5>
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Reference citations notes:

- a. Basic Book Format  
Author Last, First. Year of Pub. Title. City, State Abb./Country of Publisher: Publisher
- b. Online journal article  
Author Last, First. Year of Publication. "Title." Journal Name volume #(issue #): inclusive page numbers if available. Doi:number.  
\*\*the doi is preferred, however, the url should be used if not found\*\*
- c. Magazine article (online)  
Author Last, First. Year of Publication. "Title." Magazine Name, Month Day. Retrieved Month Day, Year (URL).
- d. Magazine article (print)  
Author Last, First. Year of Pub. "Title." Magazine Name, Month Year, pp. inclusive page numbers.

Multiple authors in reference list

- After the first authors name (Last name, first and middle initial), you will write the rest of the authors names normally (First and last name, with middle initial ).

Example:

Osborne, Robin, David Squires, Michelle M. Doty, Dana O. Sarnack, and Eric Schneider. 2016.

"In New Survey Of Eleven Countries, US Adults Still Struggle With Access To And Affordability Of Health Care". *Project Hope* 35(12):

<https://doi.org/10.1377/hlthaff.2016.1088>

Other ASA formatting notes & tips can be found using the following resources:

[https://owl.purdue.edu/owl/research\\_and\\_citation/asa\\_style/references\\_page\\_formatting.html](https://owl.purdue.edu/owl/research_and_citation/asa_style/references_page_formatting.html)

[https://lib.trinity.edu/wp-content/uploads/2018/07/ASA-Style-Citations-5th-ed\\_rev.pdf](https://lib.trinity.edu/wp-content/uploads/2018/07/ASA-Style-Citations-5th-ed_rev.pdf)