DEPARTMENT OF SOCIOLOGY & ANTHROPOLOGY
TERM PAPER STYLE GUIDE

The following procedures follow the guidelines of the American Sociological Association. Alternative forms and options may be required by your professor. This style sheet is intended as a guideline for the correct form in writing papers for this department.

♦ Page Format

All text, except references, must be double-spaced, in a clear, easy to read typeface on 8 1/2 by 11-inch paper. Use a font of 12 (12-point type).

Margins must be at least 1 inch on all four sides.

♦ Title Page

Every paper more than 5 pages long should have a title page. It should include: title of the paper, your name, class for which the paper is assigned, professor’s name, and date.

♦ Pagination

Begin the text of your paper on a new page. Paginate all pages except the title page.

♦ Subheadings

Subheadings can help with the organization of your paper. Put subheadings against the left margin and underline them. For a typical college paper, only one level of subheading is necessary. If you need another level, underline the head as the first line in the paragraph. For example:

This is the First Level Subheading

This is the Second Level Head. You can continue your thought from here.

♦ Mechanics of Paper Writing

Once the problem of organization has been solved, you must determine the style of writing to be used in the paper itself. The Department has adopted the American Sociological Association form for references. Examples of this format can be found by consulting the most recent issues of American Sociological Review. The “Notice to Contributors” section and published articles may both be consulted. This format is used in many journals in sociology. Examples of this format are given below. If you
have a source that does not fit into any of the categories below, use *The Chicago Manual of Style*, which is available in the Library or the Department Office.

**How To Reference Your Paper & Avoid Plagiarism**

*Any time that the words or ideas of others are used in term papers, it is essential to reference the original source of this information. Any ideas you use that are not your own, not just direct quotes, must be documented.* To borrow ideas, paraphrase, or quote directly without providing a reference to the source of the material is considered plagiarism.

Academic dishonesty is a very serious offense and penalties range from grade reduction to expulsion from the university. The new university policy on academic dishonesty is published in the Catalogue and *Swataney*. Among the possible offenses are: use of someone else’s paper, invented citations or documentation, use of an author’s words without using quotation marks, and paraphrasing of another’s work without documentation. These things are easy to check and professors can and do check them. In this department, serious penalties will be applied in cases of academic dishonesty.

All references are to be included in the **body of text**, not by the use of footnotes or endnotes. At the appropriate point, the reference will include the last name of the author, year of publication, and (if a direct quote) the page(s) from which the material was taken, e.g., (Konetschni 1996:16).

Subsequent references to the same source will be made in the same way as the first, NOT by using “ibid.,” “ip. cit.,” or “loc. cit."

**How To Do Your In-text Citations**

Citations in the text include the last names of the authors and year of publication. Include page numbers when you quote directly from a work. Identify subsequent citations of the same source in the same way as the first. Examples follow:

- **If the author’s name is in the text**, follow it with the publication year in parentheses:

  Eitzen (1999) identifies commonly held myths about the poor.

- **If the author’s name is not in the text**, enclose the last name and publication year in parentheses:

  ...had better results for displaced workers than other programs (Gordus 1984).
• For **joint authors**, give both last names:

General Motors conducted a similar analysis (Nader and Smith 1966).

• If a work has **three authors**, cite all three last names in the first citation in the text; thereafter, use "et al." If a work has **more than three authors**, use "et al." in the first citation and in all subsequent citations.

_**First citation:**_ ...had been lost (Carr, Smith, and Jones 1992).  
_**Later:**_ ...(Carr et al. 1992)

• **Quotations** that are 3 lines or less can be listed in the text without single spacing. The author, date, and/or page numbers follow the final quotation mark and precede the period:

Wright and Jacobs (1994) found that "the variation in men's earnings relative to their peers in the labor force was not a reliable predictor of men's flight from feminizing occupations" (p. 531).

Or

One study found that "the variation in men's earnings relative to their peers in the labor force was not a reliable predictor of men's flight from feminizing occupations (Wright and Jacobs 1994:532).

• **Quotations longer than 3 lines should be blocked, indented and single-spaced.** Block quotations should not be enclosed in quotation marks:

As stated by Wright and Jacobs (1994):

> The variation in men's earnings relative to their peers in the labor force was not a reliable predictor of men's attrition. This finding is inconsistent with the prediction that declines in earnings are responsible for male flight from feminizing occupations. (P.531)

_Note: The author, date, and/or page number follows the period in a block quote. In a block quote, the "P" for "page" is capitalized when the page number is cited alone without author and date information, as in the above example._

• For **government or institutional authorship**, supply minimum identification from the beginning of the complete citation:


• If a work you cite was **reprinted from a version published earlier**, list the earliest publication date in brackets, followed by the publication date of the recent version that you have used:

...Marx ([1989] 1979) stated that...
• Separate a **series of references** with semicolons. You may list the series in alphabetical or date order, but be consistent throughout your paper.

...(Green 1995; Mundi 1987; Smith and Waliop 1989)

• **If no author is listed**, as is sometimes the case in magazines, newspapers, films, and television shows, the material is treated as having institutional authorship:

...More Americans now own cats than dogs (*Newsweek*, January 23, 1993:43)

◆ **How To Do Your Bibliography or Reference Appendix**

The bibliography, headed by the word “References,” follows the last page of the text. All references mentioned in the text must be included in the bibliography and vice versa. **You may not list a reference in the bibliography that you have not cited in the body of your paper.**

List all items alphabetically by authors’ last name; use first and last names for all authors. For multiple authorship, only the name of the first author is inverted (e.g., Jones, Anna B., Charles D. Smith, and William Form). Do not use “et al.” in the bibliography.

Items should be **single-spaced with a double space between each item.**

If there are **two or more items by the same author(s)**, list them in order of years of publication, the earliest year first. If there are **two or more items by the same author(s) in the same year**, distinguish the items by adding the letters a, b, etc. to the year. List such works in alphabetical order, by title. For the second and subsequent citations by the same author, use a line of **six hyphens and a period (------.)** to indicate the author’s name (see Carter, below).

**Examples of types of references...**

**Books**


**Edited Books**

Articles from Edited or Collected Works


Articles from Journals or Periodicals


Articles from Newspapers and Magazines


Government Documents


Dissertations and Theses

King, Andrew J. 1976. "Law and Land Use in Chicago: Pre-History of Modern Zoning." Ph.D. dissertation, Department of Sociology, University of Wisconsin, Madison, WI.

Working or Discussion Papers


Presented Papers

Electronic Sources

On-line journal article:


On-line newspaper article:


Posting on a home page:


TV Show or Film:


[Fall 2008]