

## ASA 5<sup>th</sup> Edition Checklist

A resource created by Samiksha Sawant for The Write Place

<p><b>General formatting:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Entire document is double spaced</li> <li><input type="checkbox"/> Arial font in size 12</li> <li><input type="checkbox"/> Margins should be at least 1 1/4 inch on all sides</li> </ul>	<p><b>Title page:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Top left corner of the page:             <ul style="list-style-type: none"> <li>▪ Running head: SHORT ALL CAPS TITLE</li> </ul> </li> <li><input type="checkbox"/> Page numbers included on the title page</li> <li><input type="checkbox"/> Center aligned, middle of the page: title, name, institution name</li> </ul>
<p><b>In text citations:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> After a paraphrased sentence/quote and before the sentence period             <ul style="list-style-type: none"> <li>▪ (Author date)</li> </ul> </li> </ul>	<p><b>References:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The page title 'References' is centered &amp; without any effects (bold/italics/underline)</li> <li><input type="checkbox"/> Listed in alphabetical order by authors' last name</li> <li><input type="checkbox"/> Hanging indents for the first line of each citation</li> </ul>

**More on ASA citations:**

OWL Purdue:

[https://owl.purdue.edu/owl/research and citation/using\\_research/formatting\\_in\\_sociology\\_asa\\_style/index.html](https://owl.purdue.edu/owl/research_and_citation/using_research/formatting_in_sociology_asa_style/index.html)