

CSF ASA Resource

Word Doc or Google Docs with the following specifications (for CSF submissions only): Text in 12-point Times New Roman font, paragraph lines double-spaced, and 1-inch margins; no footnotes or endnotes. Papers typically use the following sections:

- **Abstract:** Brief, jargon-free paragraph (150-250 words) summarizing the work; more details and examples [here](#)
- **Body Paragraphs:** Use headings and subheadings after the introduction (e.g., literature review, methods, results, discussion, conclusion, etc.)
- **References:** List cited resources alphabetically in a new section labeled REFERENCES
- **Appendices:** Only if applicable; if multiple, label each as Appendix A, Appendix B, etc.

Headings & Subheadings

FIRST-LEVEL HEADING

In all caps and left-justified.

Second-Level Subheading

Italicized, left-justified, and all words except prepositions and conjunctions are capitalized.

Third-level subheading (for CSF submissions only)

Underlined, left-justified, and only the first word and any proper nouns are capitalized.

In-Text Citations Guidelines

Citing the author(s):

- When an author's name is in the text, follow it with the publication year in parentheses:
 - When Chu (1977) studied...
- If the author's name is not in the text, enclose the last name and year in parentheses:
 - When the study was completed... (Jones 2001).
- Page numbers are only necessary to include for direct quotes; page number follows the year of publication after a colon, with no space between the colon and the page number:
 - ...as reported by Chavez (1966:16).

For more than one author of a single resource:

- **Two authors:** List both last names in the order they appear within the source + the year:
 - (Smith and Garcia 2021).
- **Three authors:** Give all last names - in the order they appear within the source - the first time the resource is cited in the text.
 - Three authors, first in-text citation:
 - (Smith, Garcia, and Lee 2021)
 - Subsequently, use the first name and “et al.”:
 - (Smith et al. 2021)
- **More than three authors:** Use only the first author’s name followed by “et al.” for all in-text citations:
 - (Snow et al. 2021)

Series of multiple authors supporting a single point/argument:

- Separate each individual reference with a semicolon. List the names in either alphabetical or date order - must be consistent with whichever method picked throughout the piece:
 - ALPHABETICAL: (Cole 2010; Grant 2003, 2006; Kelley 2021; Pierce 1998).
 - CHRONOLOGICAL: (Foley and Castro 1997; Maxwell et al. 1997; Castro 2002; Jones and Crimmins 2004; Foley 2004, 2005).

Quotations Guidelines

In-text quotations:

Quotations in the text must begin and end with quotation marks. If the author’s name is not already noted, the citation follows the end-quote mark and precedes the period as follows:

“In the late 1990s, data showed that technologically oriented jobs were higher paying”
(Hildenbrand 1999:47).

Block quotations:

Block quotations are offset in a separate, left-side indented paragraph; they should be used for longer quotations (generally, 50 words or more) and are not enclosed in quotation marks. If the author, date, and page number follow the block quotation, they come after the period. Example:

A measured assessment of what these studies have accomplished is in order. Observers would be right to wonder whether these studies have accomplished something useful, effective, or innovative. Empirical researchers would be right to wonder what strategies scholars have employed, even if only to learn the scope of possible designs. (Small 2011:58)

References List

- All references cited in the text must be listed and vice-versa.
- Use hanging indentation.
- List references in alphabetical order by authors' last names.
- Invert the author's name (type last name, first). If two or more authors, invert only the first author's name. For more than ten authors - list the first seven, followed by et al.
- Arrange multiple items by same author in order by year of publication, earliest year first.
- Distinguish works by same author in the same year by adding letters (e.g., 2023a, 2023b, 2023c) and then list within each year in alphabetical order by title.
- Single-author reference entries with the same last name as other entries precede references with multiple authors, regardless of date.
- If no date is available, use "n.d." instead of the date.

CSF ASA Guidelines are supported by these sources: (may differ from CSF guidelines above)

- [Cal State LA Citing with ASA 7th Edition Format](#)
 - [ASA 7th Edition Quick Guide \(with examples for REFERENCES listings\)](#)
 - [Purdue OWL ASA 5th Ed. Manuscript Format \(how to number images\)](#)
 - [UTM ASA 7th Edition Format \(with examples of BLOCK QUOTES\)](#)
- [Additional ASA 7th Edition Guide \(in-text citations and references examples\)](#)
- [CSU Channel Islands: ASA Style, What is it? \(non-manuscript formatting\)](#)