Style Guides | ASA Format

Note: The following document should only be used as a quick reference guide. For more information, see the *American Sociological Association Style Guide*, 3rd Edition.

TITLE PAGE (PP.43, 82)

RUNNING HEAD
The running head is an abbreviated title on the top left header of every page. The words "Running head:" appear on the title page, but do not appear on subsequent pages. It should be no more than 50 characters.

AUTHOR INFORMATION
The coversheet should state your name, institution, and word count including text, footnotes, and references. Do not underline or use bold or italics. An asterisk after the title refers to the title footnote at the bottom which includes contact information of the author, such as address and e-mail address, and acknowledgements.

Running head: THE PSYCHOLOGY OF CODES   1

The Psychology of Western Military Codes*

John Q. Cipher

Utah Valley University

Word Count = 6342

*John Q. Cipher: 123 Memory Lane, Orem, UT 84057,

cipher@gmail.com

PAGE NUMBER
Page numbers should appear in the top right corner of every page.

FULL TITLE
A title should clearly state the main topic in 10 to 12 words. Abbreviations are not appropriate. The title should be centered. If using a subtitle, use a colon after the title.

STANDARD FORMAT
Double space, and use 12-point Times New Roman font on all pages of the paper.

MARGINS
Margins should be 1.25-inches all around and on all pages of the paper.

ABSTRACT (P.44)

ABSTRACT
Begin the abstract on a new page. The abstract sums up your paper's purpose and content in 150-200 words, and it includes important information such as a preview of the thesis statement and main ideas. It should be in your own words and as brief as possible.

THE PSYCHOLOGY OF CODES   2

The Psychology of Western Military Codes

Codes have been used for thousands of years. While "codes" is a general term that is acceptable to describe all kinds of hidden meanings, really there are two important concepts to know. A cipher mixes the letters themselves, while a code mixes up the message on a word level. Although codes were originally developed for military purposes, civilians have borrowed encoding techniques for a wide variety of purposes including love letters and computer languages.

ABSTRACT TITLE
The title of the paper is repeated as the heading for an abstract.

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FIRST PAGE OF TEXT (P.44)

The Psychology of Western Military Codes

Throughout world history, military codes have been used by nearly all civilizations. This paper will explore some of the psychology behind codes used by the west's militaries and how they aided in warfare.

The ability to decipher the code of the enemy enabled the allies to get the upper hand in WWII. American historian Thomas Powers (2001:72) wrote the following:

> The American ability to read Japanese cables, code- named Magic, was one of the small advantages that helped the Allies win time and then the war. Another was the British ability to read the German military communications enciphered with the Enigma machine, code-named Ultra.

If it had not been for this secret coding, perhaps the outcome of the second World War would have been dramatically different. However, the use of military codes was key to the success of American military forces.

TITLE
The title should be centered and double spaced at the top of the page. It should not be italicized, underlined, or bolded.

ADDITIONAL DOCUMENTS
Footnotes, appendices, tables, and figures are in a separate section following the text. Figure captions are left-justified below the figure, and table titles and left-justified above the table.

BLOCK QUOTATIONS
Quotations that are 40 words or longer need to be set apart in a block. They should be single spaced and indented 1/2" from the left margin. Quotation marks are not used with block quotations.

TEXT (P.44-46)

Since the information unveiled was so critical, the cryptoanalysts literally saved the day.

VICTORIAN ENGLAND

In Victorian England, strict parents made it hard for lovers to communicate with each other. According to Wilson (1987:115), a British historian, "Lovers would have to invent their own ciphers, which they used to publish notes in newspapers."

Charles Babbage's Contribution

Charles Babbage loved to read the paper and try to solve the codes. Once, he saw a message from a student inviting his girlfriend to elope. Babbage wrote in their code and advised them not to act so rashly. The girl soon wrote and asked her boyfriend not to write again because their code had been discovered (Martin and Baily 2001).

Considering Babbage's contribution to the development of the

HEADINGS
Headings help you organize the text for readers. The three levels of headings are all the same font size, arranged as follows:

Level 1: FLUSH LEFT, UPPERCASE HEADING

Level 2: *Flush Left, Italicized, Uppercase and Lowercase Heading*.

Level 3: *Indented, italicized, lowercase paragraph heading ending with a period.*

IN-TEXT CITATIONS
The basic format for an in-text citation is (Last name of author year of publication:page number). The page number is only necessary when quoting or referring to a specific passage. If the author's name appears in text, only include year and page number if relevant. When citing two authors, use both last names separated by "and" each time. If a work has three authors, cite all three last names the first time in text, and use *et al.* in subsequent citations. If citing more than three authors, use *et al.*

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REFERENCES (P.37)

REFERENCES PAGE TITLE
The references page follows the section containing additional information. The title is centered, but not underlined italicized or bolded.

HANGING INDENT
Use a hanging indent for the entries longer than one line. Indent 1/2'' from the set margins, after the first line of each entry.

THE PSYCHOLOGY OF CODES   13

References

Edelman, Peter, Harry J. Holzer, and Paul Offner. 2006.

   Reconnecting Disadvantaged Young Men. Washington, DC:

   Urban Institute Press.

Guiles, Melinda and Krystal Miller. 1990. "Mazda and

   Mitsubishi-Chrysler Venture Cut Output, Following Big

   Three's Lead." *Wall Street Journal*, January 12, pp. A2,

   A12.

Logan, John R. 2005. "Re-Placing Whiteness: Where's the

   Beef?" *City & Community* 4(2):137-42

Mason, Karen O. 1974. *Women's Labor Force Participation and*

   Fertility. Research Triangle Park, NC: National Institutes of

   Health.

ALPHABETICAL ORDER
Arrange entries in alphabetical order by author's last name. Use the author's initials for the first and middle names.

REFERENCES
List only the works you used, not everything you read. Further examples can be found in the appendix, p.99, of the *ASA Style Guide*, 3rd Edition.

GUIDELINES FOR THE REFERENCES PAGE (P.193)

In addition to citing sources within a text, ASA requires a *References* page. The following guidelines will help you correctly format some of the most commonly used sources. For further information and examples, refer to the appendix of the *American Sociological Association*, 3rd edition.

BOOK BY A SINGLE AUTHOR (P. 47)
Last name, First name Middle initial. Year. *Book title*. Location: Publisher.

   Ramsay, Guthrie P. 2007. *Race Music: Black Cultures from Bebop to Hip-Hop.* Los Angeles: University of

      California Press.

NOTE: If referencing a book obtained from the Internet, use the same format as above, followed by the date of access (Month Day, Year) and the full URL.

BOOK BY TWO OR MORE AUTHORS (PP. 47-48)
Last name, First name Middle initial., First name Middle initial. Last name, and First name Middle initial. Last name. Year. *Book title*. Location: Publisher.

   Goldthorpe, John H., Catriona Llewellyn, and Clive Payne. 1987. *Social mobility and class structure in*

      modern Britain. 2nd Ed .New York: Oxford University Press.

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ARTICLE IN AN EDITED BOOK OR ANTHOLOGY (P. 49)

Last name, First name Middle initial. Year. "Article or chapter title." Pp. # in *Name of Publication,* edited by Editor name. Location: Publisher.

> Davies, Carole B. 2007. "Caribbean Women, Domestic Labor, and the Politics of Transnational Migration"
>
> Pp. 116-134 in *Women's labor in the global economy: speaking in multiple voices*, edited S. Harley.
>
> Piscataway, NJ: Rutgers University Press.

ARTICLE IN A JOURNAL OR ELECTRONIC JOURNAL (P. 48-49)

Last name, First name Middle initial.Year." Title of article." *Journal Title,* Volume Number(Issue Number):page numbers of article.

NOTE: If using a journal article found online, follow the above citation with: Retrieved from Database on Month Day, Year).

> Barry, Peter B. 2011. "Same-sex Marriage and the Charge of Illiberality." *Social Theory & Practice*
>
> 37(2)333-357. Retrieved from Sociological Collection on January 11, 2012.
>
> Niedomsyl, Thomas and Jan Amcoff. 2011. "Is There Hidden Potential for Rural Population
>
> Growth in Sweden?" *Rural Sociology* 76(2):257-279.

ARTICLE IN A MAGAZINE (P. 102-103)

Last name, First name Middle initial. Year. "Article title." *Magazine Title*, Month Year, pages.

> Fallow, James. 2011. "Hacked!" *The Atlantic,* November 2011, pp. 23-27.

ARTICLE IN A NEWSPAPER (P. 102-103)

Last name, First name Middle initial. Year. "Article title." *Newspaper Title*, Month Day, pages.

> Meckler, Laura. 2012. "Advocate for Hispanics to Join President's Top Aides." *Wall Street Journal*,
>
> January 12, pp. A4, A12.

WEBSITE (NO AUTHOR) (P. 108)

Organization name. Year. "Title." Retrieved Month Day, Year (URL)

> American Anthropological Association. 2012. "About RACE." Retrieved January 12, 2012
>
> (http://www.aaanet.org/resources/A-Public-Education-Program.cfm).

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