

# 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*, 7<sup>th</sup> Edition.

## TITLE PAGE (PP.53, 112, 116)

### 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 60 characters.

### AUTHOR INFORMATION

The title page 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, email, and acknowledgements.

Running Head: THE PSYCHOLOGY OF CODES

1

The Psychology of Western Military Codes\*

John Q. Cipher  
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Word Count = 6342

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### PAGE NUMBERS

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, capital letter after the colon.

### STANDARD FORMAT

Double space, and use 12-point serif font (e.g. Times New Roman) on all pages of the paper.

### MARGINS

Margins should be 1 inch all around and on all pages of the paper.

## ABSTRACT (P. 53)

### ABSTRACT

Begin the abstract on a new page. The abstract sums up your paper's purpose and content in no more than 200 words, and it includes important information such as a preview of the thesis statement and main ideas. It should be one paragraph 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 (PP.32, 54, 76-79)

### BLOCK QUOTATIONS

Quotations that are 50 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.

#### THE PSYCHOLOGY OF CODES

3

##### 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.

### 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

Tables and figures are numbered consecutively (e.g. Table 1, Figure 1). Figure captions are left-justified below the figure, and table titles are left-justified above the table. Tables are provided at the end of the essay on separate pages. Use letters for more than one appendix (e.g. Appendix A). If only one, refer to it as Appendix.

## TEXT (P.54-58)

### 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.*

#### THE PSYCHOLOGY OF CODES

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Since the information unveiled was so critical, the crypto analysts 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 Bailly 2001).

### 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.59)

### 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

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#### References

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

*Reconnecting Disadvantaged Young Men*. Washington, DC: Urban Institute Press.

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.

Simko, Christina. 2021. "Memoir and the Sociological Imagination."

*Sociological Forum* 36(1):271-275. doi:10.1111/socf.12672.

### 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 beginning on p. 105 of the *ASA Style Guide*, 7<sup>th</sup> edition.

## GUIDELINES FOR THE REFERENCES PAGE (P. 59)

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*, 7<sup>th</sup> edition.

### BOOK BY A SINGLE AUTHOR (P. 59)

Last name, First Name Middle initial. Year. *Book title*. Location: Publisher. For two authors, use comma before and.

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 (P. 59)

Goldthorpe, John H., Catriona Llewellyn, and Clive Payne. 1987. *Social Mobility and Class Structure in Modern Britain*. 2<sup>nd</sup> ed. New York: Oxford University Press.

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## ARTICLE IN AN EDITED BOOK OR ANTHOLOGY (P. 61)

Last Name, First Name Middle initial. Year. "Article Title." Pages in *Book Title*, edited First Name Last 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 (P. 60)

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

Niedomsyl, Thomas, and Jan Amcoff. 2011. "Is There Hidden Potential for Rural Population

Growth in Sweden?" *Rural Sociology* 76(2):257-79.

## ARTICLES FROM E-RESOURCES (P. 62)

Articles and books obtained from the Internet follow the same pattern as those cited above, with the exception that page numbers are omitted and the URL is included.

Schafer, Daniel W., and Fred L. Ramsey. 2003. "Teaching the Craft of Data Analysis." *Journal of*

*Statistics Education* 11(1). <http://www.amstat.org/publications/jse/v1n1/schafer.html>.

## JOURNAL ARTICLES WITH DIGITAL OBJECT IDENTIFIER (DOI) (P. 62)

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

Persell, Caroline Hodges, Kathryn M. Pfeiffer, and Ali Syed. 2008. "How Sociological Leaders Teach:

Some Key Principles." *Teaching Sociology* 36(2):108-24. doi:10.1177/0092055X0803600202.

## WEBSITES (P. 88-90)

Date of accessed is required only if there is no publication date. If no date is given, use n.d. and include the date you accessed the website. If location and publisher are known, include them, if not, they may be omitted.

Author. Year. "Title of article." Location: Publisher. URL.

WERA (World Education Research Association). n.d. "About WERA." Accessed August 31, 2023.

<https://www.weraonline.org/page/AboutWERA>.