

# Paper Format and Citation Rules

## Honor Code

Students are expected to abide by the Rice Honor System (<http://honor.rice.edu/>). Violations include, but are not limited to, cheating on exams, having unauthorized possession of an exam, and submitting the work of another person as your own (aka, plagiarism). When in doubt about what constitutes academic dishonesty, please ask! Ignorance of this policy is not an acceptable excuse for noncompliance.

While the Honor Code system is designed to enforce rules about what is considered acceptable and honorable behavior, Rice does not have a unified Honor Code policy that *defines* these rules. Therefore, we list below a standard set of rules that will apply to academic writing in sociology classes at Rice. All students must follow this format when citing published works. This includes material drawn from books and journal articles (including those assigned for the course, and additional readings that you find to include in written assignments), in addition to personal interviews and information obtained online. Information from class lectures does not need to be cited in-text. If you have any questions, please ask!

## Unless specified otherwise, ALL paper assignments must be/use:

- ✓ Typed
- ✓ Double-spaced
- ✓ Paginated
- ✓ Stapled
- ✓ 12-point font
- ✓ “Normal” character spacing (this is the default setting in Microsoft Word)
- ✓ One-inch margins on all sides

## Citation Rules for Sociology Classes:

All students are required to follow ASA rules for format and style when writing papers for sociology classes. Below we give examples for both in-text citations and the bibliography page. If you have any questions, please ask -- or you can Google “ASA style guide” to find links to several on-line postings that provide additional detail on rules for citing.

### *A. In-text citations*

You must cite the original author if you pull in either exact phrases or sentences, or if you use essentially the same ideas, concepts, or research findings -- even if paraphrasing. That is, even if you rewrite the author’s words, you must still cite the original author as the source of the ideas.

- When referencing work in the body of a paper, you must always include (a) the author name, and (b) the year of publication. Example:

*In her study of men in “women’s professions,” Williams (1995) demonstrates that men are not disadvantaged by their gender minority status in the same way that women often are in predominantly male workplaces.*

- You can also cite multiple authors who draw on the same ideas, who have similar findings on similar topic. Example:

*Men in “women’s professions” often feel their masculinity is called into question by outsiders (Williams 1995; Cross and Bagilhole 2002).*

- Whenever you draw on a new idea, concept, or finding, you must use internal citations with author’s names and years of publications. However, if you are discussing the same article or author in a series of sentences, you only need to provide a citation the first time. Example:

*Miller (1997) demonstrates how the military men in her study engage in gender harassment of their women superiors. She illustrates several forms of this gender harassment, including foot-dragging and rumor spreading.*

**Note:** In the second sentence, there is no citation for the year, as you provided it in the previous sentence. However, if you discuss Miller later in the paper, you will provide the year again to make clear you are discussing the same article.

- When quoting directly, you must also include the page(s) the quote is found on, and enclose the quote in parentheses. Example:

*According to Tran (2002:34), the “way of the way is the way.”*

- For citations with four or more authors, use “et al.” rather than list all author names in-text. Example:

*Research has documented elevated infant mortality rates among children born to teenage mothers (Jackson et al. 1992).*

- Do not use titles of books and articles in your paper, or the author’s first name. Rather, use the author’s last name and internal citations to give the year of the publication. Example:

**INSTEAD of:** *Virginia Valian, in her 1999 book Why So Slow: The Advancement of Women, shows that women in professional occupations often advance more slowly than their men counterparts.*

**USE:** *Valian (1999) shows that women in professional occupations often advance more slowly than their men counterparts.*

- Common mistakes you should take care to avoid:

- ✓ In all of these examples listed above, the period comes AFTER the parentheses, NOT before it. Please remember that the author citation is part of the sentence, so it should be listed before you end the sentence with a period.
- ✓ Many students use too many direct quotes from a book or journal article. Quotes should be used very sparingly, while paraphrasing from the text should be the norm.

## ***B. Bibliography page***

A bibliography page lists all sources cited in the paper. The page should follow the basic format of author, year of publication, title of publication, publisher, and if an article, the volume and page numbers. Here are some examples:

Anderson, Maya. 1978. *Ever Heard of Hip Hop?* New York: Oxford University Press.

Centers for Disease Control and Prevention. 2006. "Cigarette Use Among High School Students – United States, 1991-2005." *Morbidity and Mortality Weekly Reports* 55:724-726.

Cleary, Paul D., Lawrence B. Zaborski, and John Z. Ayanian. 2004. "Sex Differences in Health over the Course of Midlife." Pp. 37-63 in *How Healthy Are We? A National Study of Well-being in Midlife*, edited by O.G. Brim, C.D. Ryff, and R.C. Kessler. Chicago: University of Chicago Press.

\*\*Note that all authors after the first author have their first names listed first.

U.S. Census Bureau. 2002. "Hispanics Growing Fast." Washington, DC: U.S. Department of Commerce. Retrieved March 30, 2007. (<http://www.census.gov/hispanic.html>).

Williams, Genia. 1997. "The Lonely Way." *American Journal of Sociology* 42:37-64.

Zenia, Genco. 2007. Personal Interview. Conducted April 2, 2007.

\*\*Only include if person gives permission to be cited by name.