

Texas Woman's University | Graduate School

ASA 7 Made Easy

A Resource for Thesis/Dissertation Students

Thesis & Dissertation Resources

- **Formatting Video Series:** Step-by-step instruction on how to format your document to meet Graduate School guidelines
- **Technical Manual:** Contains Graduate School guidelines and formatting example
- **Write Site:** The TWU writing center offers online and in-person writing tutoring.
- **Style Guide:** In addition to this guide, the library has a physical copy of the manual and access to the style guide's website.
- **CRDA:** The Center for Research Design and Analysis offers research support for qualitative and quantitative research

At a Glance

This resource covers basic ASA 7 guidelines and some of the most common errors we see students make when using this style guide. If you are not using ASA 7, please refer to the correct style guide resource.

This should not be used as a replacement to the ASA 7 manual. It's a supplemental source that should be used along with the APA manual.

The TWU Library has a physical copy of the ASA 7 manual.

Reminder! Only use one style guide throughout your entire document!

ASA 7 Headings

What is a heading?

A heading identifies different sections within your paper. A level 1 heading introduces a new topic, and levels 2-5 are subtopics that fall under the umbrella of the level 1 heading. Your chapter should always start with a level 1 heading.

If you were writing a paper about dogs, a level 1 heading might be **dog breeds**. After including a paragraph or two on breeds, you might focus on a specific breed. A level 2 heading could be **poodles**. This falls under the category of dog breeds, but it is a more specific category. Next, you might want to write about a poodle trait. A level 3 heading could be **hypoallergenic**. If you switch topics away from dog breeds (maybe you have a paragraph on dog health), you would want to use a level 1 heading because it no longer falls under the dog breed umbrella.

ASA 7 Headings

Formatting Examples

1	FLUSH LEFT, ALL CAPS	
2	<i>Flush left, Italic, Title Case</i>	
3	<i>Indented, italic, first word capitalized, ends with period.</i>	

Number Rules

ASA 7 uses the written number for:

- Numbers less than 10: **nine books**
- Numbers at the beginning of the sentence: **Twelve participants joined the study.**
- Common fractions: **one fifth**

ASA 7 uses the numeral for:

- Numbers 10 or more: **15 subjects**
- Amounts of time: **5 months**
- Percentages: **8 percent**
- Identifiers: **Figure 2**

ASA 7 Tips & Reminders

- ASA frequently refers to the Chicago 18 manual, so CMOS is another great resource
- Back-to-back parentheses should be avoided by separating the information with a semicolon.

(206 vs 216; Jones et al. 2013)

- Do not include parentheses around URLs/DOIs in the reference list
- Once you introduce an acronym, use the acronym consistently for the rest of your document, even in new chapters.

The World Health Organization (WHO) declared it a health emergency. The WHO later retracted this statement.

References & Citations

et al.

ASA 7 uses et al. (which stands for "and others") within in-text citations for 4 or more authors from the first mention.

For 3 authors, list all 3 authors in the first mention then use et al. in each subsequent mention.

References

The Technical Manual has examples of the three most common ASA 7 references

Double check that each citation has a corresponding reference and that each reference has a corresponding citation. The citation should contain the first thing listed in the reference. The spelling of authors' names and the year of publication should match!

Citation Generators

While generators are convenient when working with a long reference list, they are usually incorrect. If you use a generator, double check that the generator has pulled the correct information and in the right format.