

ASA 6th: **New Edition!**

Quick Guide

A collaboration of the Metropolitan State University
Library and CAE Writing Center

RESOURCES

Book

American Sociological Association (ASA) Style Guide, 6th edition, 2019.

This style is based in the *Chicago Manual of Style*, 17th edition (*CMOS*) published in 2017. ASA does not have any online resources specific to the *ASA Style Guide* – they suggest using *CMOS* online guides for anything not covered in their print book.

IN-TEXT CITATION (See also *CMOS* 2017:891-921)

- Use author’s last name followed by publication date and page number: (Chau 2020:12).
- For two authors, use both names; for three authors, use all three names in the first citation and only the first author followed by et al. after that. For more than three authors, always use the first author’s name followed by et al.
- For text sources, use page numbers or short location descriptions; for video or audio sources, use a timestamp.
- For parenthetical citations with more than one source listed, use semicolons between each source: (Casas 2017; Hinle et al. 2015; Aziz 2018).
- Abbreviations for institutional names may be used for in-text citations, see the reference entry example for a government report: (NGI 2019).

For a Quote

Chau (2015:23) said in the journal article, “ASA style is great.”

The podcast presenters said, “ASA style is great” (Chau and Morales 2017:2:03).

When a longer quote is needed, here is how to format one:

Quotes of more than 50 words should be indented as a block without marks. The parenthetical citation should follow the final punctuation rather than be placed in front of it, like this. (Chau, Morales, and Linliu 2017: para. 2)

See page 26 of the *ASA Style Guide* for more details on block quotes.

For a Paraphrase

Chau (2015) praised ASA style.

The scholarly article praises ASA style (Chau et al. 2019:123-27).

For something cited in your source you want to refer to directly in your essay. Do not make a reference entry; instead, provide its author and date in your text and use the phrase “quoted in” in front of the parenthetical citation for the source you read (*CMOS* 2017:919):

Stratton and Gomez argue in their 2018 article, “President’s Great Sayings” whether Abe Lincoln actually said, “Whatever you are, be a good one” (quoted in Chau 2019:145).

For interviews, un-recorded class lectures, talks, or anything which cannot be retrieved by a reader. Do not make a reference entry, instead, in your text make the context clear, provide the name and a full date.

The teacher said to use ASA in class (Ben Chau, personal communication, May 4, 2020).

Eliza Parad texted “ASA 6th edition is great” (personal communication, unpublished data May 8, 2019).

REFERENCE SECTION

Create a separate section, **not** a separate page. The reference section can go on the same page as a document’s main text if space permits. It is headed with the word REFERENCES in all capitals but normal text, flush left. The section should be double spaced. List entries alphabetically by the last name of the author. If an entry is more than one line, use a hanging indent.

Basic Frameworks for Print or Electronic Entry

Last Name, First Name, First Name, Last Name, and First Name, Last Name. Year. Title of Work. Location of Publisher: Publisher’s Name.

Author. Year. Title of Work. URL or DOI.

- For more than one author, invert only the first one (Last name, First name). List the first 10 authors for multi-authored works, for more than 10 list the first seven then use et al.
- If there is no date, use n.d. and provide a date of access
- If needed, use short descriptions in square brackets for additional explanation
- Titles of books, films, periodicals, websites, and blogs are in italics, *Like This*; titles of chapters, articles, webpages, posts, and comments are within quotation marks, “Like This.”

SAMPLE ENTRIES

Book with three authors

Chau, Bernard, Maria Morales, and Xi Linliu. 2017. *Some Sort of Title: Subtitle Goes Here*. 5th ed., St. Paul MN: University Press.

E-book with two authors

Chau, Bernard, and Maria Morales. 2014. *Some Sort of Title: Subtitle Goes Here*. St Paul MN: University Press. <http://site.ebrary.com/lib/thiswontwork/itisfake.123456789>.

Article in an online journal with a URL

Chau, Bernard. 2014. "The Totally Fictional Sample Article Title." *Made-up Journal Educator* 35(3). doi: 1234/madeupjournal/notreal234.

Chau, Bernard. 2014. "The Totally Fictional Sample Article Title." *Made-up Journal Educator* 35(3): 123-29. <https://www.1234/madeupjournal/notreal234>.

Article in an online journal with a DOI

Oke, Ayodeji Emmanuel, Douglas Aghimien, and Abiola Aedoyin. 2018. "SWOT Analysis of Indigenous and Foreign Contractors in a Developing Economy." *The International Journal of Quality & Reliability Management*, 35(6), 1289-1304. doi.org/10.1108/IJQRM-11-2016-0210

Book chapter in an anthology

Aziz, Tovah. 2018. "Format for a Student Paper." Pp.123-29 *The Art of Writing: Academic Scholarship*, edited by A. B. Morales and B. Chau. St. Paul MN: Publisher Press.

Government report

NGI (National Government Institute). U.S. Department of Data, National Institutes of Data. 2019. "Taking data: Support for Data." <https://www.data.gov/publications/madeupnotreal.pdf>

U.S. Department of Justice. Bureau of Data. 2019. *Statistics from States, 2019 Demographic Reports*. Washington DC: Government Printing Office. <http://www.someaddressorother>.

Online databases or research products from data

National Government Institute. U.S. Department of Data, National Institutes of Data. 2019. "Labor Statistics, Minnesota May 2019." doi:1234/madeupnotreal234.

Smith, John and Edo Na Paw. 1997-2007. *The Ten-Year Study of Some People*. St Paul, MN: Academic Research Consortium [distributor], 2009-05-03. doi:1234/madeupnotreal234.

Film, video, or podcast episode (CMOS 2017:873)

Paulson, John, dir. 2018. *Mister Rogers: It's You I Like: A Retrospective of Mister Rogers' Neighborhood*. PBS. <https://metrostate.kanopy.com/video/mister-rogers-its-you-i>.

Chau, Ben. 2020. "Some Scholarly Tips." Produced by the University of Scholars. May 22. Video, 5:13. <https://www.youtube.com/watchmadeupurl>.

Dhau, Charles. 2020. "Citation Style Up Close," number 12. May 5 in *College Life Podcasts* produced by XYZ Studios, podcast, 7:13. <http://www.someaddressorother.com>

Course materials

Mack, Riah T. 2020. "Citation for Presentations." Course Notes on ASA Style for Soc. 101, Department of Sociology, Metropolitan State University.

Encyclopedia article (CMOS 2017:858-59)

Sociology Online Encyclopedia, s.v. "Professional Practices." accessed May, 5, 2021, from <http://someaddressorother.org>

Web page, blog post

Agan, John. 2019. "ASA Sixth Edition Is Here." <https://www.sociocommons.org/madeupurl>.

WHO (World Health Organization). n.d. "The Top 10 Causes of Good Health." Accessed May 4, 2020. <https://www.who.int/fact-sheets/madeupurl.org>

Dhau Carol. 2019. "Talking ASA Citation Style." *College Life* (blog). May 5, 2019.
<https://madeupfakeurl>.

Online news source & social media

Chau, Ari. 2019. "Does the ASA Sixth Edition Meet Its Goals?" Education, *CNN*. July 10.
<https://www.cnn.com/2019/07/10/madeupurl.com>

Agan, John (@AganJ).2019. "Fake post on help for students and researchers with their writing process" Twitter, May 7, 9:05 a.m. <https://madeupfakeurl.com>

STUDENT PAPER FORMAT

General

- **Spacing:** Double space throughout.
- **Font:** Use only one font. 12-point Times New Roman is preferred.
- **Section order:** title page, abstract, body of paper, endnotes, references, tables and figures, appendices.
- **Page numbers:** Start at 1 on the first page of text; do not number the title page.
- **Title page:** on a separate page, place the title about 10 lines from the top, centered, double-spaced, at the bottom of the page place your name and details, like this:

ASA Style 6th Edition Uses a Centered, Bold Title

Noam D. Plume
Metropolitan State University
WRIT 111: ASA Style for All
May 5, 2020

Title and Headings

*Title on page 1

ASA Style 6th Edition Uses a Centered, Bold Title

First

FLUSH LEFT FIRST-LEVEL HEADING IS ALL CAPS

Second

Flush Left, Italic Second-Level Heading

Third

Indented flush left italic level three heading. Start text on the same line which begins the paragraph ...

Note: *Only place the title on page 1 if there is no title page. Use the note to describe content as needed. Any sources for tables or figures should be credited in a parenthetical note and have an entry in the references list.
(*ASA Style Guide* 2019:75)