ASA 6th Edition: Quick Guide

A collaboration of the Metro State University Library and Writing Center

# **RESOURCES**

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

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

# **IN-TEXT CITATION**

* 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, 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 in-text 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 such as for a government report: (NGI 2019).

## ***EXAMPLES 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, format it as a block quote:

Quotes of more than 50 words should be indented as a block without quotation 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.

## ***EXAMPLES FOR A PARAPHRASE***

Chau (2015) praised ASA style.
The scholarly article praises ASA style (Chau et al. 2019:123-27).

## ***EXAMPLES FOR PERSONAL COMMUNICATION***

For interviews, un-recorded class lectures, or anything which cannot be retrieved by a reader, do not make a reference entry. Instead, in your text, make the context clear, and 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Eliza Parad texted “ASA 6th edition is great” (personal communication, unpublished data, May 8, 2019).

## ***CITING A SOURCE WITHIN A SOURCE***

For something cited in your source that 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:

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).

# **REFERENCES 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 and aligned left. The section should be double spaced. List sources alphabetically by the last name of the author. If an entry is more than one line, use a hanging indent.

## ***BASIC FRAMEWORK FOR PRINT OR ELECTRONIC SOURCES***

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

Author’s Last Name, First Name. Year. *Title of Work*. URL or DOI.

* For works with more than one author, invert only the first one (Last name, First name)
* For multi-authored works, list the first 10 authors
	+ For more than 10 authors, list the first 7 and then use “et al.”
* If there is no date, use “n.d.” and provide a date of access
* Titles of books, films, periodicals, websites, and blogs are in *italics*
* Titles of chapters, articles, webpages, posts, and comments are within “quotation marks”

## ***SAMPLE ENTRIES***

### ***Book with three authors***

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

### ***E-book with two authors***

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

### ***Scholarly article in an online journal with a DOI or URL***

Chau, Bernard. 2014. "Sample Article Title." *Made-up Journal Educator* 35(3): 123-129. doi: 1234/madeupjournal/notreal234.

Chau, Bernard. 2014. "Sample Article Title." *Made-up Journal Educator* 35(3): 123-129. <https://www.1234/madeupjournal/notreal234>.

### ***Book chapter in an anthology***

Aziz, Tovah. 2018. “Title of the chapter.” Pp. 123-29. *Title of the book/anthology*, edited by A. B. Morales and B. Chau. St. Paul MN: Publisher Press.

### ***Government reports***

NGI (National Government Institute). U.S. Department of Data, National Institutes of Data. 2019. “Taking data: Support for Data.” https://www.data.gov/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***

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

### ***Film, video, or podcast episodes***

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. 2020. “Citation for Presentations.” Course Notes on ASA Style for Soc. 101, Department of Sociology, Metropolitan State University.

### ***Encyclopedia articles***

*Sociology Online Encyclopedia.* “Professional Practices.” Accessed May 5, 2023. <https://someaddressorother.org>

### ***Web pages and blog posts***

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 5, 2023. 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 and 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.” Twitter, May 7, 9:05 a.m. <https://madeupfakeurl.com>

# **STUDENT PAPER FORMAT**

## ***GENERAL***

* **Font**: Use one consistent font; 12-point Times New Roman is preferred
* **Spacing**: double spaced; single space block quotes
* **Section order**: title page, abstract, body of paper, endnotes, references, tables and figures, appendices
* **Page numbers**: do not number the title page, page 1 should be the first page of text
* **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:

**ASA Style 6th Edition Uses a Centered, Bold Title**

Noam D. Plume

 Metropolitan State University

WRIT 111: ASA Style for All

May 5, 2023

## ***TITLE AND HEADINGS***

|  |  |
| --- | --- |
| \*Title on page 1 | ASA Style 6th Edition uses a Centered, Bold Title |
| First Level | ALIGNED LEFT, FIRST-LEVEL HEADING IS ALL CAPS |
| Second Level | *Aligned Left, Italic Second-Level Heading* |
| Third Level | *Indented aligned left italic third-level heading*Start text on the same line that begins the paragraph |

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