

DEPARTMENT OF ANTHROPOLOGY

STYLE GUIDE FOR RESEARCH PAPERS

To the student: Learning to write according to the style guide of your intended journal or your employer if you are in industry is an important part of academic and applied studies in any field. Your instructor may want you to follow all or part of this style guide in the preparation of your paper. This is the basic style used in most anthropological journals including *Current Anthropology*, *American Anthropologist*, *Human Behavior*, and *American Antiquity*.

Part I contains general instructions for the technical presentation of research papers. Parts II and III are suggestions for preparing a superior paper and a guide to organizing your paper. Part IV and V illustrate how to cite references to publications you use in writing your paper. Parts VI through VIII offer hints on significant and common grammar and usage problems, addenda that are VERY important for computer users, and the WWW links to the official style guides for the *American Anthropologist*, the *American Journal of Physical Anthropology*, and *American Antiquity*

Part I. General Instructions for Mechanics of Presentation

- A. The manuscript must be typewritten in a 10 or 12 point font, double-spaced, on one side of the page only, on good quality white paper measuring 8 ½ by 11 inches. The print should be sufficiently dark that it is easily readable at arms length: if in doubt, use a new ribbon, toner, or ink cartridge.
- B. The margins should measure no more than 1½ inches nor less than 1 inch at the left and not less than 1 inch at the right. Allow at least a 1 inch margin at both top and bottom. Each double-spaced page with a 12 point font will be about 250 words.
- C. Provide a title page with appropriate title, your name, date, course number, title, and the instructor's name.
- D. The body of the paper should use appropriate headings. Three headings are considered the minimum by some faculty. You do not need to open with a heading of "Introduction." Readers should know that your first paragraphs are introducing the topic.
- E. Number pages consecutively in the upper right-hand corner beginning with page 2.
- F. Place maps, charts, and tables on separate sheets and insert at appropriate places in the text; be sure to include these sheets in your pagination. Only include illustrations which are pertinent to and referenced in your paper.
- G. The pages should be fastened together securely with a single staple in the upper left corner. Do not use a report cover for your paper.
- H. Know what plagiarism is and avoid it by following carefully the instructions contained in Parts IV and V of this guide.
- I. Follow any additional instructions your professor gives about the topic for the paper, the appropriate ways to present the material, and the manner in which the paper will be graded.

Part II. Checklist for a Superior Paper

- A. Is the topic relevant to the subject matter of the course and have you discussed it with your instructor?
- B. Have you formulated your objective (the question you are trying to answer) clearly?
- C. Have you emphasized primary sources over secondary ones, professional journals and monographs over popularly-slanted magazines and books?
- D. Have you come to some conclusion, and is your conclusion related to the objective of your paper? Is the conclusion justified by the material you present? Is your paper tightly organized and logically sound?
- E. Have you followed carefully the instructions regarding plagiarism and the citation of references?
- F. Are the mechanics of the paper good? Is it grammatically and syntactically sound? Are the margins correct and the type readable?
- G. A good paper is not superficial. One of the main reasons for assigning papers is so that you can learn something in depth. If you blow off the assignment, it will be reflected in your grade.

Part III. Organizing the Paper

The following organization is suggested to assist you in achieving maximum effectiveness in presenting your paper.

- A. **Title Page.**
- B. **Abstract (seminar papers only).**
This is a concise, one paragraph summary of the contents of the paper and should not contain any information not included in the body of the paper.
- C. **The Introduction**
The Introduction should relate the topic of the paper to the objectives of the course. It should clearly state the specific objectives of the paper, summarizing what you are attempting to do. Think of the objective in terms of a question to be answered. If you can phrase the question, you are well on your way to a good paper.
- D. **The Body of the Paper**
The body of the paper presents the data and arguments necessary to answer your question fully and objectively. Take care that the data that you present are arranged in a systematic fashion so that their significance may be readily and independently evaluated by the reader.
- E. **The Conclusion or Discussion.**
Summarize your findings and make a final evaluation of your efforts in light of your stated objective.
- F. **References Cited.**
See Part V below

Part IV. Parenthetical Citations in Text

Do not use footnotes, endnotes, or numbered citations. Anthropological writing uses parenthetical citation. All sources of information or ideas used or referred to in your paper must be identified with explicit citations. **Failure to acknowledge the sources of borrowed data and ideas constitutes plagiarism, which may be punished by dismissal from the University (see The University Catalog for 2003-2004, p 28).**

- A. Cite (within parentheses) the author's name, the year of publication, and the specific page or pages on which the material appears. A colon (:) is used after the date when a page reference follows, a comma (,) in the case of a figure or other graphic reference. There is no punctuation after the author's name. The terminal period (.) of the sentence should follow, not precede, the parenthesized information.

Example:

The Feast of the Dead was adopted by the Algonkians of the northern Great Lakes from the Huron of the Ontario peninsula (Hickerson 1960:87-88).

or

Hickerson (1960:87-88) states that the Feast of the Dead was adopted by the northern Great Lakes Algonkians from the Ontario peninsula Huron.

- B. Quotation and paraphrasing. Quotations are passages reproduced with no alteration in the original wording. Indirect quotations are paraphrased statements. Use direct quotations sparingly. Identify direct quotations by means of quotation marks (") or for long quotes single-space them and indent ½ inch from the right and left margins.

Simple Quotation Example:

In speaking of the variations on basic design, Rappoport (1969:5) states "One starts with the simplest outline, the main features."

Long Quotation Example:

In Murdock's (1960:4) recent theoretical discussion of the kindred, the following definition is provided:

It is always Ego-oriented, i.e., composed of persons related to a particular individual (or group of siblings) bilaterally (literally "on both sides"). The members of a kindred, other than the core individual....

Part V. Format for Bibliography or References Cited

A bibliography is a list of all sources relevant to the topic of your paper, whether actually cited in the text or not. References cited includes only those items that you cite in the paper. Most anthropological journals permit only references cited. **The biological science journals have their own, unique system for formatting the references cited. You should get specific formatting instructions from your biological anthropology instructor for those courses.**

References Cited Examples:

American Anthropological Association
2000[1992] Planning for the Future: Current Long-Range Plan for the American Anthropological Association. Electronic document, <http://www.aaanet.org/committees/lrp/lrplan.htm>, accessed January 18, 2001.

Childe, V. Gordon
1939 The Dawn of European Civilization. 3rd Edition. London: Routledge and Kegan Paul, Ltd.

De Laguna, Frederica
1960 The Story of a Tlingit Community: A Problem in the Relationship between Archaeological, Technological and Historical Methods. Bureau of American Ethnology, Bulletin 1972.

Steward, Julian H. (Ed.)
1946 The Marginal Tribes. Handbook of South American Indians, Volume I. Bureau of American Ethnology, Bulletin 143.

Vann Woodward, C.
1968 History and the Third Culture. *Journal of Contemporary History* 3(1):23-35.

The foregoing examples illustrate (in order presented) an electronic document, a book, a monograph in a series, an edited volume, and a journal article.

Some special considerations:

Do not cite lecture notes either as publications or as personal communications without prior permission of the lecturer. As a rule of thumb, classroom lectures are not cited. The only exception might be papers presented in some graduate or undergraduate seminar classes.

Electronic documents from the WorldWide Web are ephemeral. They should ONLY be cited if they contain timely or important PRIMARY information that is unavailable from any other source. Check with your instructor before including electronic document information in your paper.

Listing of authors.

1. List authors alphabetically by last name and spell out both first and last names.
2. When there is more than one author, invert the first and last names for the principal author only.
3. Omit all formal titles except Sir in citing the author's name.

Chronological order of publication listings.

List the works of a given author or set of authors chronologically, earliest first and most recent last. If more than one item is published in a given year, list alphabetically by title within that year and differentiate by appending lower case letters to the date of publication: e.g. 1960a, 1960b, 1960c, etc.

Part VI: Grammatical Addenda

Common errors among anthropology students:

Don't mess with my tutu: "The fisher went down to the sea and two of his friends went too."

Liers and Layers: Tell the dog to lie down. He lay down last night. He has lain there all week. He has been lying there for a long time. Lay the paper on the table. You laid it there yesterday. It has laid there since then. We have been laying papers on that table a long time.

Be alert for unanchored pronouns or confusing referents for pronouns: "Some people like dogs. They are fun." Are dogs or people fun?

Colloquialism and informality are as bad as stilted, jargon-rich writing. Use appropriate language.

Many of our faculty strongly recommend and highly encourage students to reference *The Elements of Style* by Strunk and White for truly sound advice about grammar, syntax, and presentation style.

Part VII: Addenda for Computer users:

Use your grammar checker (and your spell checker). They may not be reliable ALL the time, but they can help guide you past the rough spots. However, you should *Be* wear the *spiel* chigger. Hit corrects works thought Mae knot be rung ant leafs ewe whit a reel mass.

SAVE MULTIPLE COPIES. Hard drives, floppies, CD's, and other media can and do fail on a regular basis. Learn to save your work in TWO different places (floppy and hard drive) periodically to avoid catastrophe. "My computer died" is becoming on a par with "The dog ate my homework" among faculty nationwide. Beware of using that excuse and exercise safe computing.

If you intend to pursue higher education past the baccalaureate level, you may find that a reference managing program like ProCite, Reference Manager, or EndNote will help you organize and maintain your research notes and prepare your final references cited and parenthetical citations for the various academic styles much more easily.

Part VIII: Style Guides of Anthropological Journals:

More details on style can be found on the following web sites. The *American Anthropologist* is the primary style guide for most anthropological writing and should be consulted if you have a situation which is not addressed by this brief style guide.

American Antiquity: <http://www.saa.org/publications/styleGuide/saaguide.pdf>

American Anthropologist: http://www.aaanet.org/pubs/style_guide.pdf

American Journal of Physical Anthropology:

<http://www3.interscience.wiley.com/cgi-bin/jabout/28130/ForAuthors.html>

and

<http://www.bedfordstmartins.com/online/cite8.html>