

Style Guide for Papers in Anthropology

2006 September

Overall Rules

1. Except for the references and quotations over two lines long, the paper must be typed (or printed from a computer), **double spaced**, and single sided with a 2-3 cm margin on all sides. Use only **10-12 point fonts**. In order to conserve paper, do not use a front or back cover page. Most instructors find plastic covers and other such devices annoying. Just staple your paper in the upper-left corner.
2. The **title page** contains:
 - (a) the title of your paper,
 - (b) your name and student number,
 - (c) the course number for which the paper is written,
 - (d) the name of the instructor for whom the paper is written, and
 - (e) the date submitted.This can all be arranged in any way you find aesthetically pleasing on the title page. Start the body of your essay on a new page.
3. **Number each page** consecutively. With the staple in the upper left, the upper right margin is a convenient place for numbers, but any consistent place is acceptable.
4. **Quotations** under two lines long should be incorporated into the text of your essay and enclosed in quotation marks. Quotations over two lines are single spaced, inset 1 cm from both left and right margins, and not enclosed in quotation marks. It is often better to use your own words rather than quoting. In any case, the source of all quotations and any information rephrased in your own words must be properly cited.

Do Not "Sentence Splice" Quotations. "Sentence splicing" is the act of incorporating a quote from someone else's material directly into a sentence you are writing. For example: When the spring "... rains falls into the basin, life abounds" (Weatherall 2002:14). Write the sentence in your own words, and then cite the source. For example: When the rainy season begins in the Otumba basin, all forms of life begin to flourish (Weatherall 2002:14).

When you directly quote source materials by using a sentence, a number or statistic, you **MUST** cite the page from the source. For example: Although Mexico has roughly three times the population of Canada, it has 16 times the number of millionaires (INGEI 2000:145). Note that references are cited at the end of the sentence and before the period.

5. At the end of your essay, give the list of **references** – the sources that you have cited in the text of your essay. Use the heading “References”, not “Works Cited” or “Bibliography”. Start references on a new page.
6. Although there are a few cases where they are useful, **footnotes** are generally avoided in anthropological writing. The general rule is that, if the information is important enough to include in a footnote, rewrite the main text to include it. In no case should the reader have to read a footnote to follow the argument of a paper. Endnotes are usually considered very poor form, because they force the reader to flip back and forth.
7. Words in any language other than English (except proper nouns) must be in italics or underlined.

Scholarly sources

An academic source is generally written the way your instructors are insisting that you write your essays. That is, the author of an academic paper or book must cite the source of all material brought together in her writing. The first clue is to look in the back of the book or the end of the paper. There should be either a list of references or a bibliography. Some academic works are cited using footnotes or endnotes. If no sources of information are given, you may be holding fiction or a work written primarily for entertainment, business, or propaganda.

Even if the work is properly referenced, check the dates – a book published in 1998 but with references only in the 1930s may be a new book based on old information. That may or may not be appropriate. Similarly, it may be important to check the major sources of information. For instance, a paper written about the benefits of a drug but based primarily on research conducted by the drug manufacturer may be questionable.

Academic journals and most academic books are also peer reviewed – that is, other academics with expertise in the area are asked to criticise the material before it is accepted for publication. In this process, a lot of junk is rejected.

Academic publications are generally not supported by advertising. Nor are they funded by business, religious, or political organizations. Most government funding is supposed to be indirect and with no strings attached. This ivory tower approach is an attempt to keep research and the dissemination of knowledge untainted by other interests.

Do Not Make Quotations from Class Notes. This is, unfortunately, a common mistake that many students make. Technically, class notes are not from a referenced source. Lectures, and the notes they produce, fall under a category known as "Personal Communications". In order to properly cite a "per. com.", you would require the permission of the individual who delivered the lecture and a particular method of citation. This type of citation is only used when you interview someone or talk with them, formally, about their research projects. Most, if not all, instructors see the use of class notes in research papers as a lack of scholarly activity and poor effort on the part of the student. If you do wish to pursue a point made by your instructor in class, talk with them and ask where you might find the original source material. **Do not cite class notes in a research paper!**

National Geographic, Equinox, and the like are **magazines**, not academic journals. Although the pictures (and even the text sometimes) can be informative, they are primarily designed for entertainment to sell advertising and are not necessarily reliable sources of information. Similarly, encyclopaedias without proper citations do not qualify as scholarly sources even if they do serve as useful guides.

Finally, although the **internet** provides a wealth of information, picking out the treasures from among the murk may be difficult. For your essays and for other times when the reliability of the information is crucial, stick to peer-reviewed online academic journals. Otherwise, use the internet primarily the way you would an encyclopaedia – as a starting guide.

These are just rules of thumb. In some cases, non-scholarly sources can provide data to support an argument. In other cases, truly academic works may legitimately lack references. Use caution, and, if you are in doubt, ask your instructor.

Make sure you are familiar with current UBC policies on plagiarism and academic dishonesty.

<http://www.students.ubc.ca/calendar/index.cfm?tree=3.54.111.959>

For some additional insight into this issue see also "Plagiarism: What It is and How to Recognize and Avoid It" at <http://www.indiana.edu/~wts/wts/plagiarism.html>

Citations

Whenever you use someone else's work either directly quoted or paraphrased, you must cite that author. That is, you must tell your reader where you got every piece of information. If you do not cite someone, you are claiming a piece of information as your own; that would be OK if it is, indeed, your own work; but, if you got it from someone else, you are guilty of plagiarism (intellectual theft) if you fail to cite your source.

Every quotation must be cited. For example: "Forest apes are such good moisture conservers that they rarely need to visit predator-haunted water holes. They get enough water from the fruit and vegetation they eat, and from the rain that falls on leaves" (Morgan 1982:45).

Every fact and statistic must be cited. For example: With estimates for the number of languages in the world ranging from 3000 to 10,000 (Crystal 1987:284), it is far from clear that

...

As a rule of thumb, no one should be able to read any sentence you have written and ask, "Says who?"

1. **The Basic Rule:** (Author year:page). That is: left parenthesis, author's surname, space, year, colon, page, right parenthesis. e.g. (Chomsky 1957:12).
2. If you use the name of the author in your own text, omit it in the citation.
e.g. In Chomsky's earliest notable publication (1957:12), he provokes ...
3. If you are **citing an entire work**, rather than a portion, omit the page number.
e.g. The first serious work in syntax (Chomsky 1957) sent linguistic anthropology into ...

4. If you are **citing several pages**, give the start and end page numbers separated by a hyphen. e.g. Chomsky's attack on Markov state models (1957:7-24) begs the question.
5. If there are **two authors**, give both their surnames joined with "and".
e.g. (Maltz and Borker 1982:203).
6. If there are **more than two authors**, give the first surname plus "et al.".
e.g. (Flinn *et al.* 1998). On the reference page, all names are written out in full.
7. If you are citing **several works by the same author**, give the years separated by commas. e.g. (Hymes 1964, 1971).
8. If you are citing **several works by different authors**, separate the works of each author with a semicolon. e.g. (Chomsky 1957, 1971; Hymes 1964, 1971).
9. If an author has **several works in the same year**, distinguish them consistently by appending a letter to the year alphabetically. e.g. (Levi-Strauss 1960a, 1960b, 1962).
10. The most common mistake made by students when referencing sources used for their research papers is incorrectly **citing the proper author in an edited volume**. An edited volume consists of contributions from many authors. You must be certain that you are citing the correct author of the contribution (article) you are using. Please read the section on the next page titled, **Paper in an edited volume**.

References

Each publication that you cite in your paper must be included in the list of references at the end. If you do not cite a publication, do not include it. If you used a publication extensively and did not cite it, however, you should probably go back to check why you failed to cite it.

References are **ordered** alphabetically by the author's surname. If an author has several publications, they are ordered chronologically under the author's name. If an author has several publications in the same year, they are distinguished by the letter attached to the year which must be used consistently throughout the paper.

In anthropological references, special care is taken with **formatting**. Each publication is single spaced, but a blank line is left between entries. Each author starts at the left margin and only the author's name is on that line. On the next line, tab in the equivalent of about three spaces; this is where the year of publication goes. Finally, another tab establishes the line of offset for the rest of the information. This formatting highlights the author's name and years of publication. When you are familiar with the literature, citing an author by year will probably bring a specific publication to mind.

Most contemporary wordprocessing applications have a ruler with movable symbols that represent tabs, margins, and paragraph indentations. To do this formatting conveniently, leave the paragraph indent symbol at the real left margin, move the left margin symbol in about 2.5 cm, and place a left-aligning tab between them at about 5 mm from the left margin.

1. **Book:** author's surname, comma, other names, return, tab, year, tab, title and subtitle, period, space, space, place of publication, colon, space, publisher, period, return, return. If there is more than one author, only the first name is inverted. If the book is an edited volume, use the editor's name(s) as author, but terminate the author line with "ed." or "eds." depending on the number of editors. The title is in italics or underlined. The first word of the title and all lexemes (non-grammatical words) are capitalized. If the book is translated from another language, give the translator's name(s) as indicated below.

Bohannan, Paul and Dirk van der Elst
1998 *Asking and Listening: Ethnography as Personal Adaptation*. Prospect Heights, IL: Waveland Press.

Fleischhauer, Günter
1942 *Melanesian Subsistence Strategies*. Translated by Hermann Z. Bohl. Oyama, BC: Worldwide Press.

Hymes, Dell, ed.
1964 *Language in Culture and Society: a Reader in Linguistics and Anthropology*. New York: Harper & Row.
1971 *Pidginization and Creolization of Languages*. Cambridge: Cambridge University Press.

2. **Paper in an edited volume:** author and year as above, tab, title of paper, period, space, "In", space, editor's name(s), comma, "ed." or "eds.", space, book title and subtitle, period, space, place of publication, colon, space, publisher, period, space, space, page range, period, return, return. The title of the book from which the paper comes is in italics or underlined.

Herzog, George
1964 Drum-signaling in a West African Tribe. In Dell Hymes, ed. *Language in Culture and Society: a Reader in Linguistics and Anthropology*. New York: Harper & Row. 312-329.

3. **Journal article:** Author and date as above, tab, title of paper, period, space, journal name in italics or underlined, space, volume number, colon, page range, period, return, return. If a volume of the journal is published in several issues, the sequence is: volume number, left parenthesis, issue number, right parenthesis, colon, page range.

Gumperz, John J.
1967 On the Linguistic Markers of Bilingual Communication. *Journal of Social Issues* 23(2):48-57.

Pike, Kenneth
1960 Toward a Theory of Change and Bilingualism. *Studies in Linguistics* 15:1-7.

4. **WWW source:** Author and date as above, tab, title of site, period, space, less than sign (<), internet address, which is also called the URL, greater than sign (>). If there is an author, use that name. If there is no author, make an acronym of the title of the site and

use that as the author name, both in the references and in citations. If there is a date of publication, use that. If no date is given, use the date on which you consulted the source as the date of publication. If page numbers are given in the document, use them. Otherwise, use the number of the paragraph as a page number. Be certain to copy the URL of your source exactly as it appears on the Internet. An incomplete or incorrect URL address might lead to suspicions of plagiarism.

Benzon, William

1996 Culture as an Evolutionary Arena.

<www.newsavanna.com/wlb/CE/Arena/Arena00>

5. **Reviews** follow the same conventions as other citations, but the author of review is the author you are citing not the author of the text being reviewed. The year under the name of the author of the review is the publication date of the review. As shown in the following examples, all the other relevant information is given for the text under review, in the same order. This holds true whether the item reviewed is a book or journal article. Finally, you must give the source of the review itself.

Pratt, J.

1999 Review of Paul Bohannan and Dirk van der Elst. 1998. *Asking and Listening: Ethnography as Personal Adaptation*. Prospect Heights, IL: Waveland Press. In *Journal of Ethnographic Methods* 17(3):155-157.

Jyll, Jack N.

1976 Review of Dell Hymes, ed. 1964. *Language in Culture and Society: a Reader in Linguistics and Anthropology*. New York: Harper & Row. In *Journal of Linguistic Sophistry* 12:112-113.

Goodenough, Ward

1961 Review of Kenneth Pike. 1960. Toward a Theory of Change and Bilingualism. *Studies in Linguistics* 15:1-7. In *Studies in Linguistics* 16:27-29.

Sample Reference List

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References

Bateez, Hylo and Cy Amang
1982 *Swinging: the Way to Go*. Toronto: Prehensile Press.

Benzon, William
1996 Culture as an Evolutionary Arena.
<www.newsavanna.com/wlb/CE/ArenaArena00>

Neaubeau, Beau, S. Pithikus, and Smilo Dekteez
1995 *Primate Attractions*. Spokane, WA: Opposable Press.

Paniskus, P.
1987a Sex and the Single Primatologist. *International Journal of Ape and Monkey Business* 17(2):122-147.

1987b Furry Temptation and Impression Management during Ethological Fieldwork. In Pongo Pigmayis, Hilo Battease, Pappy Oh, and Mah Kakka, eds. *Ethical Considerations in Field Primatology*. London: Knuckle-Walker Press. 97-123.

1992 *Four Hands on the Floor: a Guide to Ethology and Ethnology among Quadrupedal Primates*. London: Knuckle-Walker Press.

Troglo-Diteez, P.
1994 Keeping a Straight Muzzle in Bipedal Populations. *Journals of Primate Secrets* 62:245-258.

Zappa, Frank and Julia Childe, eds.
1987 *Studies in Quadrupedal Musicology*. Hollywood, CA: Vanity Press.

For other referencing questions not dealt with here see the Style Guide
of the American Anthropological Association at

<http://www.swt.edu/~rw04/anthropology/info/theory/long-style-guide.htm>