

Formatting Guidelines for Anthropology Students

Colby College

[compiled by Colleen Beal]

Ideas and information for the creation of this style guide were found through two main web sources (<http://www.dartmouth.edu/~sources>, 1998 and <http://www.humanities.byu.edu/>, 2002) and the formatting guidelines for the journal *Ethnography*. The following guide is the preferred format of the Anthropology department at Colby College and contains examples similar to MLA and APA styles.

Getting Started:

At Colby, research papers are an important part of the learning process. We all want to write the best paper we can write. Therefore, it is necessary to keep in mind the significance of a properly formatted reference page throughout the research process. Why you ask? Primarily, a reference page is a crucial tool for the reader. As a good writer, it is your job to supply the reader with information that would allow him or her to review your research and to understand on what basis you are drawing your conclusions. By using a specifically formatted technique, you are helping the reader find the information you used more easily. That's not all! There are many other reasons why citations are necessary. Citations are beneficial in that they show dedication to your work. A clear reference page shows your efforts to find good, precise, information. Work cited pages are also used to give credit where it is due. A good reference page supports your arguments and at the same time helps to establish you as a competent researcher and writer.

What are the different kinds of sources?

There are several kinds of sources that an Anthropology student should be aware of when writing research papers. The most common types of resources are books, journal articles, Internet sources, and chapters in edited books (other, less frequently used resources include newspapers, magazine articles, films, and personal communications). The type of citation depends on the type of source you are using. Furthermore, depending on the source you use, the elements you will include in your reference page as well as the order in which you present them will vary.

In order to cite a source correctly, it is important to remember throughout the research process to keep a clear record of the sources that you consult, including for each source: the author(s), title, type of work, and year of publication. Where relevant you must record place published, publisher, and editor(s) (for books), volume, number, edition/issue, page numbers (for journals); and availability and date of access (for websources) (<http://www.dartmouth.edu/~sources/>, 1998).

When do you cite a source?

It is necessary to cite sources when directly quoting from work that is not your own. Furthermore, you should cite a source when using another's ideas even if you are not quoting the

individual directly. Even if you are using only part of someone else's sentence, it is considered plagiarism if you do not use quotation marks. Lastly, if you are unsure of whether to cite a source, consult with a professor or the Writer's Center and if this is not possible, cite it. In this case, it is better to have too much information than too little!

Parenthetical Documentation:

As a writer in the social sciences, it is important to know how to include in-text citations. The reader uses citations located in the text to find full citations in the reference page. When you cite material, the author's last name and the year of publication enclosed by parentheses is included in the text. If you are quoting another author directly, it is also necessary to include a page number.

Only use the author's last name (surname) in parenthetical documentation.

For Example: (Bell 1997: 34).

If you should use the author's name in the text, simply be sure to follow the name with the date of publication. If you cite the same source within the same paragraph, you may omit the year of publication.

For Example: Alexander (1997) suggests...

If there is more than one author, join the two surnames with 'and.'

For Example: (Jones and Smith, 1996).

However, if there are more than two authors, use the abbreviation et al.

For Example: (Jones et al., 1996).

For "block quotations," (three lines or more) you begin on a new line and the entire block of text is indented. A colon begins the "block quotation," and it is not necessary to insert quotation marks.

Be sure that all of the references you cite in the text of your paper also appear in the reference section/bibliography. You do not need to include sources that you consulted but which did not shape your ideas or provide direct quotations for your paper.

Endnotes and Footnotes

The difference between footnotes and endnotes is that footnotes are listed numerically at the "foot" of the same page where the direct reference is being made. Endnotes are listed numerically at the "end" of an essay or on a separate page entitled "Endnotes" or "Notes." When using in-text citations -- e.g., (Bell 1997) -- to credit your references, you will only need to use footnotes or endnotes if you wish to include additional commentary or explanations that do not

fit easily into the flow of your paper. These are called "discursive notes" and they are used to provide additional discussion that may be of tangential interest or explain something about the topic which is not essential to your argument. These notes can be presented as footnotes or as endnotes.

SCHOLARLY REFERENCE SOURCES:

The following types of sources (journal articles, books, edited books, and chapters in edited books) tend to provide the most reputable, solidly researched, and considered

Journal Articles

Journals are also known as periodicals because they are published (periodically) at regular times from one year to the next. Within each journal there are articles published by different authors.

Author(s) Date. "Title of Article." Title of Journal. Volume number(Issue Number): Page numbers.

EXAMPLES

Single author:

Bernat, J. Christopher 1999. "Children and Politics of Violence in Haitian Context." Critique of Anthropology 19(2): 121-138.

More than one author:

Douglass, William A. and Joseba Zulaika 1990. "On the Interpretation of Terrorist Violence: ETA and the Basque Political Process." Contemporary Studies in Society and History 32(2): 238-257.

More than two authors (fictional):

Castillo, Martin, Georges Bulandier, and Miguel Sanchez 2000. "The American Nuclear Family." American Anthropologist 2(3): 154-172.

When citing a source with multiple authors in your text, you may use the abbreviation et. al. like this:

(Castillo et al. 2000: 154). However, do not abbreviate names in the reference page citations.

Books

Books written by the same author(s).

Author(s) Date. Title of the Book. Place of Publication, Publisher.

FOR EXAMPLE;

Ferme, Marianne 2001. The Underneath of Things: Violence, History, and the Everyday in Sierra Leone. Berkeley, University of California Press.

Edited Books

Edited books are compilations of works by different authors consolidated into one book by an editor(s).

Editor(s), Ed(s). Date. Title of the Book. Place of Publication, Publisher.

EXAMPLES

Single editor:

Ferguson, R. Brian, Ed. 2002. Political Disintegration in the Post-Cold War Era: The State, Identity, and Violence. London, Routledge Press.

More than one editors:

Nordstrom, Carolyn and Antonio C. Robben, Eds. (1995). Field Work Under Fire: Contemporary Studies of Violence and Survival. Berkeley, University of California Press.

Book Sections (Separately authored chapters in an edited volume)

Book sections are sources found in an edited volume (that is a separately-authored chapter that is collected with others in an edited book). Book sections must be cited by their actual author(s) rather than the editors of the book.

Author(s) of Section Date. "Title of Section." In Title of Book. Editor(s), ed(s). Place of Publication, Publisher: Page numbers.

EXAMPLE

Brummelhuis, Han Ten 1997. "Mobility, Marriage and Prostitution: Sexual Risk among Thai in the Netherlands." In Sexual Cultures and Migration in the Era of AIDS: Anthropological and Demographic Perspectives. Gilbert Herdt, ed. Oxford, Clarendon Press: 21-42.

Newspaper Articles

Articles found in Newspapers are cited differently than Journal articles. In Anthropology, newspaper articles may be useful because they can provide up to date information about current events or recent political and economic changes.

Title of Article. Date of Publication. *Name of Newspaper* [Place Published], Page number.

FOR EXAMPLE (fictional):

"Forest Fires Devastate Quebec." 2002, July 20. *New York Times*. [New York], F7.

Personal Communications (Interviews)

Because Anthropology uses a lot of fieldwork in research, it is quite possible that you will use personal interviews in your paper. Personal communications range from interviews to personal emails and although it is not considered "recoverable data," it is important to cite where you obtain any information.

Person interviewed. Date of communication. "Subject." Mode of communication (email, telephone, etc.).

FOR EXAMPLE (hypothetical):

Bernier, Emily. 2002, July 18. "Human Rights Information." Interview (Telephone).

For in-text citations: (Bernier, July 18, 2002, personal communication).

Films

It is very likely that you will find documentaries and movies that will supplement your research as well. Therefore, it is important to know how to cite films correctly.

Title of film. Date. Director. Distributor.

FOR EXAMPLE:

Amistad. 1997. Steven Spielberg. Dreamworks SKG.

Magazine Article

Magazine articles are good sources for contemporary information but also may provide insight into past events. Magazine articles are different from Journal articles in that they are not peer-reviewed, academic articles.

Author. Date. "Title of Article." *Title of Magazine*, Page(s).

FOR EXAMPLE (fictional):

Jorgensen, Benjamin. 2002, September. "New Arrivals in Modern Art." *The New Yorker*, 125.

Internet Sources

The Internet is a good source for information. Whenever retrieving research from the Internet it is important to cite the URL so that a reader can find the information you used on the World Wide Web. There are two kinds of online information-online documents and Webpages.

Author(s) of Site. Date "Title of Site." Date Retrieved from the World Wide Web: URL.

EXAMPLES OF ONLINE DOCUMENTS

Flanagan, Catherine. 1995. "Environmental Equity: Broadening the Scope of Environmental Collections." Retrieved July 11, 2002 from the World Wide Web:
<http://www.indians.org/library/equity.html>.

Dartmouth College, Committee on Sources. 1998. "Sources: Their Use and Acknowledgement." Retrieved September 7, 1999 from the World Wide Web:
<http://www.dartmouth.edu/~sources/>.

EXAMPLES OF WEBPAGES

International Film Festival Schedule-Human Rights Watch 2001. Retrieved July 17, 2002 from the World Wide Web: <http://www.hrw.org/iff/2002/ny/schedule.html>.

The World Bank Group 2002. Retrieved July 17, 2002 from the World Wide Web:
<http://www.worldbank.org/html>.

Other Important Details

Avoid initials and use the author(s) full name(s).

Make sure that your reference list is in alphabetical order by surname.

FOR EXAMPLE:

Bernat, J. Christopher 1999. "Children and Politics of Violence in Haitian Context." Critique of Anthropology 19(2): 121-138.

Carter, Donald 1997. States of Grace: Senegalese in Italy and the New European Migration. Minneapolis, University of Minnesota Press.

If you have works by the same single author, list titles by date, then alphabetically by title (if published in the same year).

FOR EXAMPLE:

Mills, Mary Beth 1999a. "Enacting Solidarity: Unions and Migrant Youth in Thailand." Critique of Anthropology 19(2): 175-192.

_____. 1999b. Thai Women in the Global Labor Force: Consuming Desires, Contested Selves. New Brunswick, NJ: Rutgers University Press.

Williams, Raymond 1973. The Country and the City. Oxford: Oxford University Press.

_____. 1977. Marxism and Literature. Oxford: Oxford University Press.

Or if you have works by the same author and including different co-authors, list alphabetically based on the next author in line.

FOR EXAMPLE:

Chhachhi, Amrita 1999. "Walls of Silence and Late Twentieth Century Representations of the Foreign Female Domestic Worker: The Case of Filipina and Indonesian Female Servants in Malaysia." International Migration Review 31(2): 353-385.

Chhachhi, Amrita and Renee Pittin, Eds. 1996. Confronting State, Capital and Patriarchy: Women Organizing in the Process of Industrialization. New York, St. Martin's Press.