

Archaeology Style Guide for Anthropology 1

Society for American Archaeology Style Guide:

<http://www.saa.org/publications/Styleguide/styframe.html>

Double space everything, including the abstract, block quotes, references, etc

Margins are 1.5 inches

12 point font

Each section should be on a separate page or start a new page

Use active voice (*lightning struck the house* rather than *the house was struck by lightning*)

Review section 3.3.2 for important information on numbers.

Use metric measurement (section 3.3.3)

Radiometric ages and dates are in section 3.3.5

Quotes:

Less than 4 typed lines should be integrated in your text, followed by parenthetical citation. Parentheses need to include Author last name, year of publication, and page number(s). Notice that the period, like MLA, comes after the parentheses close. The year of publication and page number(s) are separated by a colon. Ex: Mental life, as such, cannot be grasped, but we can grasp the intention through the intentional product, "the objective and identical correlate in which mental life surpasses itself" (Ricoeur 1981:50).

Whenever you mention an author, you must follow the author's last name with parentheses and the year of the article/book. Ex: *Jones (1996) explains that...* If the author is cited in a parenthetical aside, the year is in brackets (e.g., Shapere [1985] on the constitution of "observations" in physics, and Kosso [1989] on observation in science generally). See 3.4 for more information.

For more than 4 lines, you need to block quote. There should be 2 lines of space above and below the block quote, which is double spaced itself. Example:

Most of the area is true savannah, the most difficult vegetation for the primitive farmer to cope with, and also the rains in general are undependable. . . . The only incentive for heavy settlement would be on the basis of irrigation agriculture, and . . . [at Zempoala] this incentive was presented [Sanders 1953:76].

Brackets are used in block quotes for the actual citation. If you add material into the quote, surround the added information with brackets. The same thing applies if you add emphasis using italics, which you would follow with [Sanders 1953:76; emphasis added], or if emphasis is in the source text [Sanders 1953:76; emphasis in original]. See 3.3.6 for more information.

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Titles:

Titles of books, journals, poems, and other literary works are italicized when mentioned in the text (ex: *Journal of the American Anthropological Society*); article titles mentioned in the text are in roman type, set off by quotation marks, just like MLA (“Habits of Neanderthals”).

Headings:

(2 lines of space above)

PRIMARY HEADING

(2 lines of space below)

(1 line of space above)

Secondary Heading

(1 line of space below)

Tertiary Heading. (A part of the paragraph with the indentation)

Title page: separate page, numbered as page 1

TITLE: CENTERED AND IN ALL CAPS

Author(s), centered halfway down the page, initial caps only

DO NOT CITE IN ANY CONTEXT WITHOUT PERMISSION OF THE AUTHOR(S)

[The above is centered, a few lines above author(s)'s affiliation]

Author name, address of institution (email address)

Abstract: No more than 200 words. This is the most important part of the paper, because this is what editors read first to decide if they want to see more of your work. If it does not impress them, you will be rejected without your paper being read. It should be a factual summary of the contents and conclusions of the paper, refer to new information that is being presented, and indicate its relevance. The abstract should not be an introduction to the paper or an outline of it with each section being reduced into a sentence.

Introduction: Why should reader care about the research and your essay (1 or more paragraphs)

Background: Discuss other research on your topic and give the context of your own research. You need to make sure that your essay builds on other work, instead of simply restating other work. Also, add natural and/or cultural context to help your reader better understand your essay and its significance when they reach your research. Readers need a brief introduction to your subjects.

Written and Compiled by Denise Slavinski for the University of West Georgia Writing Center, Oct 22, 2008

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<http://www.saa.org/publications/Styleguide/styframe.html>

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Methods: Techniques and methodology so that reader could, if they wanted, replicate your research. Cite others' methods if you used them. Don't fully describe the method unless you created your own. List libraries, archives, laboratory research (protocols, techniques, and instruments), fieldwork (informants, excavation method, specialized equipment), etc. Describe sampling techniques (description of actual observations) – how did you choose this method, artifacts, people, documents?

Results: Report your findings. This section will include tables, graphs, illustrations, etc. to help tell reader what you discovered.

Tables: (see 3.6 for extended information) Use Arabic numerals and number tables in the order they appear in your essay. Each table needs a short title, centered at the top of the page. Titles should not provide background information or analyze data. Example:

Table 2. Weir Family Cemetery Skeletal Summary.

Each column and row should have a brief heading. If no data applies for a particular cell, leave it blank rather than write N/A.

If you refer to tables in your essay (and you should), you must refer to them as (Table 1), (Tables 1 and 2), (Tables 1-3), (Tables 2, 3, and 7) or “As illustrated in Table 1...”

Table footnotes:

1. General notes pertaining to the entire table. Example:

Note: Data from Kent (1991); all dimensions in mm.

2. Notes specific to entry, section, or head. Examples:

aC = child; A = adult.

bContains decorative brass elements identical to those found with Burials 2 and 6.

cData from Owsley et al. (1987).

3. Notes indicating a level of statistical significance. Examples:

* $p < .05$.

** $p < .01$.

Note: Arrange notes, each one beginning on its own line, flush left, in the following order: general notes, specific notes indicated by

Discussion: Discuss the implications of your results and the problems you may have had that could have affected your research. Relate what you found to what you already know (background section). Discuss any biases or deficiencies you may have had. You may talk about how your sampling strategy may have affected the implications of your research.

Conclusion: Take reader back out from your narrow topic to the broader subject. Remind your reader why they should care (So what?) and how your research has affected this broad subject.

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References: List of the sources you used.

Begin with Primary heading REFERENCES CITED on a new page. Everything is double spaced, and there is 1 extra space between entries. Alphabetize by the last names of the authors, and use complete first names and middle initials, if given (i.e., no initials unless the author is known by initials, like C. S. Lewis).

Two or more works by the same author are listed chronologically. If you have two sources by the same author in the same year, list them in the order you refer to them in the text, and differentiate with lower case letters (i.e., 1992a and 1992b).

General order: author(s), date, title, publisher, location of publisher.

Publisher info: For name of publisher, do not include "and Company," "Inc.," "Publishers," "Publishing Company," etc. Except in the most obvious cases (New York, Los Angeles, Chicago, Boston, Lima, Bogotá, Mexico City, Paris, London [England], etc.), include a spelled-out state name (do not use the United States Postal Service abbreviations) along with city, and, if necessary, country.

Title info: reproduce spelling and punctuation of titles exactly as they appear on the title page. The first line of each reference is the author information. The subsequent lines include the title, format, and publishing information.

Book with one author:

Author last name, Author first name

Year *Title in Italics*. Publisher, State.

Green, Heather

1998 *The Biggest Gift*. Random House, New York.

Book with multiple authors:

Author 1 last name, Author 1 first name and Author 2 first name, Author 2 last name

Hampton, David R. and Charles E. Summer

1978 *Organizational Behavior and the Practice of Management*. 3rd ed. Scott, Foresman, Glenview, Illinois.

Editor as the author

McHugh, William P. (editor)

1977 *The Teaching of Archaeology*. Southern Illinois University Press, Carbondale.

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Book or other item, no author

U.S. Government Printing Office

1967 *Style Manual*. U.S. Government Printing Office, Washington, D.C.

Article in a Journal (if each issue begins with page 1, include the issue number in parentheses following the volume number. If each issue in a volume begins its page numbering system where the previous one left off, no issue number is required).

Seifert, Donna J.

1991 Within Sight of the White House: The Archaeology Working Women. *Historical Archaeology* 25(4):82–108.

Item in a newspaper

Last name, First name

Year *Title in Italics*. Newspaper Name Date:Page numbers. City/State.

Noble, John W.

2002 *When Humans Became Human*. New York Times 26 February:D1, D5. New York.

Article with both author and editor (multiple editors are all listed; do not use “et al.”)

Manzanilla, Linda

1999 The Emergence of Complex Urban Societies in Central Mexico: The case of Teotihuacan. In *Archaeology in Latin America*, edited by Gustavo G. Politis and Benjamin Alberti, pp. 93–129. Routledge, London.

Webpage

Glascoock, Michael D.

2001 Archaeometry Laboratory at MURR. Electronic document, <http://missouri.edu/~glascock/archlab.html>, accessed April 12, 2002.

Northwest Research Obsidian Studies Laboratory

2001 XRF Information. Electronic document, <http://www.obsidianlab.com>, accessed April 12, 2002.

Notes

Notes should be used sparingly in a manuscript to provide absolutely essential additional information or clarification only when inclusion of that information in the actual text would prove disruptive to the flow of the manuscript by adding too much detail on a particular point or by additional material tangential to the argument in progress. The section with the text for all notes begins a new page after the end of the References Cited section of the paper, under the primary heading "Notes." Double space all entries, and list each note, paragraph style, beginning with the appropriate number. Example:

1. Surveys currently are being conducted in the Chinchaysuyu, Antisuyu, and Cuntisuyu areas of the Cuzco region. The preliminary results of these surveys supports the findings presented here.