

Anthropology Citation Style Guide, following the Society for American Archaeology: Short Version

Reasons to Cite:

You must give credit to authors for everything in your paper that is not strictly from your own head. This includes general ideas and background information, biographical information, paraphrases of an author's words, as well as direct quotes.

How Often to Cite:

A paragraph drawn from the same source or sources can have a single citation at the end of the paragraph. If there are multiple authors used in the same paragraph, you must cite as many times as you need to make clear whose work is being used at what point. Use your judgment on this.

In the body of your paper, do parenthetical citations as follows:

(1) Simple citation

(Smith 1998) or Smith (1998)

(2) Two authors

(Smith and Jones 2012) or Smith and Jones (2012)

(3) Three or more authors

(Brown et al. 2005) or Brown et al. (2005)

(4) Citation with page numbers, or citing a table or figure. Use with direct quotes of three lines or less, or for specific references like tables, and insert in text as close as possible to the quote or reference. No space between dates, colon and page numbers.

(Smith 1998:3) or Smith (1998:3). (Smith and Jones 2012:78-39) or Smith and Jones (2012:78-79). (Brown et al. 2005:125) or Brown et al. (2005:125). (Taylor 1979:Table 1) or Taylor (1979:Table 1).

(5) Several authors cited in one place, or several references by same author. Use semicolons to separate different authors. Alphabetize by author; multiple works by same author in chronological order, separated by commas—see examples below)

(Ashmore 1986; Collins 1975; Ferdinand 2000, 2003, 2005; Ferdinand and Quasar 1998; Percy et al. 1995; Weston 2000)

(6) Two or more references by same author or authors in same year

(Jones and Brown 1972a, 1972b; Wilson 2012a) or Jones and Brown (1972a, 1972b) and Wilson (2012a)

(7) Two authors, same surname, same year published

(J. Smith 1982; N. Smith 1982) or J. Smith (1982) and N. Smith (1982)

(8) Two authors, same surname, different year published

(Jones 1986; Jones 2011) or Jones (1986) and Jones (2011)

(9) No author specified. Cite the group or agency issuing the report or publication.
(United Nations 1963), (Committee on Ethics 1998) or United Nations (1963), Committee on Ethics (1998)

(10) Government agency, company, or similar entity as author.
(United States Department of Agriculture [USDA] 1975)

Note: Write out the full name, the first time it is used; but if the citation will occur more than once in the text, abbreviate names to the agency's commonly accepted acronyms and place in brackets (as shown in the example above). Thereafter in the text, use the acronym, e.g. (USDA 1975) or USDA (1975).

(11) Web pages and electronic documents. Treat web pages and electronic documents as published data, but cite the document as you would a single- or multiple-authored document, or as one produced by a group or agency, no author specified [as in above categories]. Do **NOT** put the web address in parenthetical citations.

(Glascock 2001; Shackley and Brown 2011) or Glascock (2001), Shackley and Brown (2011). For websites with no author specified, use (Northwest Research Obsidian Studies Laboratory 2001) or (United Nations 2016), or Bowers Museum (2015) or United Nations (2010).

How to Insert Quotes:

Short direct quotes of three lines or less can be inserted into the body of your text. Long quotes of four lines or more must be indented as block quotes.

Block Quotes: Below is an example of a block quote, which you should use for long quotes that would be four or more lines long. Read what it says in the quote.

You should indent the block quote to the same point as you are indenting your paragraphs (e.g. one tab), and double space the text like the rest of your paper. You do not use quotation marks for block quotes. Instead of “regular” in-text citations, the reference for block quote goes in square brackets [Like This 2007:325].

Quotes in General: Please **limit direct quotes, or avoid them where possible.** The papers you're writing for your classes are relatively short, and it is far better for you to write in your own words. Try to use quotes selectively. However, remember that whether it's a direct quote or not, you must still cite references for ALL ideas and information not from your own head. Be sure to paraphrase sufficiently—insufficient paraphrasing is plagiarism.

REFERENCES CITED

[Samples of most common types of references for your Reference List, in SAA format.]

[BOOK, single author]

Bennett, Tony

1995 *The Birth of the Museum: History, Theory, Politics*. Routledge Publishers, London.

[BOOK, multiple authors]

Campton, David R., Charles E. Summer, and Ross A. Weber

1978 *Organizational Behavior and the Practice of Management*. 3rd ed. Cambridge University Press, New York.

[ARTICLE from a JOURNAL]

Csordas, Thomas J.

1988 Elements of Charismatic Persuasion and Healing. *Medical Anthropology Quarterly* 2(2):121-142.

[EDITOR as AUTHOR]

Diskin, Martin (editor)

1970 *Trouble in Our Backyard: Central American in the Eighties*. Pantheon Books, New York.

[CHAPTER from EDITED VOLUME]

Ginsburg, Faye

2002 Screen Memories. In, *Media Worlds: Anthropology on New Terrain*, edited by John Smith and Joe Jones, pp. 39-57. University of California Press, Berkeley.

[WEBSITE with AUTHOR]

Glascok, Michael D.

2001 Archaeometry Laboratory at MURR. Electronic document, <http://www.rottentomatoes.com>, accessed March 14, 2008.

[ARTICLE in a magazine, no author]

Indian Homelands

1991 *U.S. News and World Report*. 8 July:27-28.

[ARTICLE, group author]

Royal Society Conference of Editors

1968 Metrification in Scientific Journals. *American Scientist* 56:159-164.

[WEBSITE with NO AUTHOR (use title of website in lieu of author name)]

Salt is Bad for Your Health

2003 Website by low salt diet advocates. Electronic document, <http://www.saltisreallybad.com>, accessed December 3, 2007.

[WEBSITE of an ORGANIZATION (use name of organization if no author)]

United States Holocaust Memorial Museum

2002 Holocaust Survivors Read Names from September 11, 2001. Electronic document, http://www.ushmm.gov/museum//911_02, accessed May 1, 2008.

[TWO PUBLICATIONS by SAME AUTHOR in same year or different years]

Vexler, Jill

2002a Guest Curator's Essay. *Museum of Jewish Heritage Magazine* 24(5): 452-458.

2002b Theater Theatrics. *Medical Anthropology Quarterly* 15(4):123-124.

2012 *Garage Sales Can be Fun*. University of Cambridge Press, London.

Miscellaneous Tips and Reminders:

(1) Reference Lists must be alphabetized.

(2) Make sure that you cite the reference the same WAY in your text as you have it listed in the Reference List. For example, let's say you use a book written by Joseph Jones and Mary Smith. The order of the authors is important! In publishing, the person who contributed the most, the lead author, has his or her name listed first. YOU need to list them the same way. But also, the Reference List and parenthetical citation must match.

Jones, Joseph and Mary Smith

2012 Whatever the title is. Whatever the publishing information is.

In your paper, you can't then put (Smith and Jones 2012). It MUST be the same as in your reference list, and of course the same as in the actual book. In this case, it MUST be (Jones and Smith 2012).

Why the big fuss? For the sake of the lead author, certainly. ☺ But also, consider the purpose of a reference—it's partly to give credit, and partly to allow further scholarship. Someone reading a work may want to look up one of the references. In a short paper like yours, the reader can figure it out even if the names are out of order. But think if it's a 500 page book with hundreds of references. You MUST put a name in the parentheses that corresponds to the way you have it listed in the Reference List, or the reader might never find it in a huge list.

(3) When you have two authors, do not use the symbol & in your parenthetical citations. That is, you must use (Jones and Smith 2012), NOT (Jones & Smith 2012).

(4) In Reference Lists, make sure you include all the required information. Look at the examples on Pages 3-4 of this guide and follow them!! Single space the entries of your List, and double space between entries. In other words, copy the format as I have illustrated it. This includes spacing of punctuation, placement of periods and commas, italicizing, and etc. All of it is important.

(5) In parenthetical citation, make sure you include all of the required information, but not more than that! See the examples on Pages 1-2 of this guide and follow them exactly.

(6) For questions of format style not included in this guide, please see the link provided in Titanium for the FULL SAA Style Guide.