

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

Capitalization (Follows *Webster's* and *Chicago*)

(a) **Ethnic, Socioeconomic, and Other Groups** (*Chicago* 8.41–8.45)

- Capitalize these terms as noted (unless author objects): African American, Afro-American, Alaska Native, American Indian, Asian American, Canadian American, Euramerican, Euro-American, Euro-Canadian, European American, European Canadian, First Nation, Hispanic, Indo-European, Jew, Latina, Mesoamerican, Native American, Pacific Islander, Australian and Canadian Aboriginal and Aborigine
- Lowercase these terms as noted: aboriginal (where not Australian or Canadian); black; highlander, *but* Highlander (where referring to Scottish); indigenous; mestizo; native (as adj. except for specific populations, such as noted above); redneck; white

(b) **Events** (*Chicago* 8.81–8.84)

- Capitalize historical, quasi-historical, political, economic, and cultural events or plans: Battle of the Books, Boston Tea Party, Cold War (20th century, USSR vs. USA), Great Depression, the Holocaust, Industrial Revolution
- Lowercase: California gold rush, civil rights movement, cold war, depression

(c) **Figures, Tables, and Appendixes** (exception to *Chicago*)

- Capitalize in text if they refer to items within the present work, lowercase if they refer to those in other works:
 - In Figure 1
 - As you can see in Table 2
 - In Johnson's figure 1
 - Evidence in Johnson's table 1 agrees with my own (Table 2)

(d) **Historical and Cultural Terms** (*Chicago* 8.77–8.80)

- Where capitalized by tradition or to avoid ambiguity, per *Chicago* and *Webster's* use: Middle Ages, Progressive Era, Restoration, Roaring Twenties, Stone Age
- Lowercase: ancient Greece, nuclear age, romantic period, U.S. colonial period

(e) **Names of Organizations** (including committees, associations, conferences)

- Capitalize full official names, *but* lowercase "the" preceding a name, even where it is part of the official title: the Baltimore City Council, Bureau of the Census, Census Bureau, Circuit Court of Cook County
- Lowercase where they become general: the bureau, city council, congressional, council, county court, federal

(f) **Names of Places** (*Chicago* 8.46–8.63)

- Capitalize geographical and popular names of places: Antarctica, Asia, Atlantic, Back Bay (Boston), Central America, City of Brotherly Love, Foggy Bottom (D.C.), Ivory Coast, North Pole, Orient, the States, Third World (do not hyphenate as adj.), Upper Michigan

- Directions should be capitalized where used as a name but not where used as a direction:
 - Caribbean Islands; Far East; North India; North Pole; Pacific Islands; the South;
 - South India; South Pacific; the Southwest (n.), *but* southwestern (adj.); the West; Westernize
 - northern Michigan, the south of France, southeastern, western Samoa, the Western world
- Lowercase: eastern Europe, western Europe, central Europe. *Exceptions*: use Eastern and Western Europe in the context of the political divisions of the Cold War; use Central Europe in the context of the political divisions of World War I

(g) **Titles and Offices** (*Chicago* 8.21–8.35)

- Capitalize civil, military, religious, and professional titles only where they immediately precede the name. In formal usage, such as acknowledgments or lists of contributors, capitalize the title following the name: B.A. in anthropology; Judy Jones, Smith Professor Emeritus at Yale University; Professor Jones, associate professor of education studies; a professor emeritus; Henry Trueba, chair of the Department of Education Studies; the chairman of the department
- For academic degrees or titles, capitalize where formal, lowercase where informal: Louis Spindler, Ph.D.; a Master of Science degree from University of Virginia; a master's degree in education

(h) **Titles of Works** (*Chicago* 8.164–8.177)

- Capitalize first and last words of titles and subtitles in English. For other languages, follow *Chicago*.
- Capitalize both words in a hyphenated compound (exception to *Chicago*)
- Do not capitalize parenthetical translations of titles in references cited

Italics

(a) **Words as Words**

- Italicize words used as words (e.g., as terms) in written context; but where the context is solely the spoken word, is used for ironic effect, or is a concept, use quotation marks.
 - In Smith 1994 the term *subaltern* implies
 - to keep children on the “right path” academically
 - Bourdieu, who utilized notions of “cultural capital” and “habitus”
 - Bourdieu defines *cultural capital* and *habitus* as

Numbers

(a) **Spell out numbers in the following instances**

- One through ten
- Numbers at the beginning of a sentence
- Numbers used in the approximate sense
 - The area comprises roughly two hundred viable sites; *not* 200
 - About 15 thousand soldiers were killed; *not* 15,000 or fifteen thousand

(b) **Age**

- 24 years old, 11 months old, a 34-year-old woman, in her thirties

(c) Currency

- Assume dollar designations are in U.S. currency. Otherwise (e.g., Canada) use:
- US\$200 (*not* U.S.) and CAN\$200
- Do not use \$ with USD (e.g., \$20 USD), as it is redundant

(d) Dates

- ninth century, 20th century; 1960–65; 1960s (*not* 60s); the sixties; October 6, 1966; April 1993 (no comma); C.E. 1200; 1000 B.C.E.; April 18, *not* April 18th

(e) Fractions

- Hyphenate as both adjective and noun: a two-thirds majority, two-thirds of those present

(f) Inclusive numbers

- Do not elide numbers in a range: 893–897; 1,023–1,045
- Elide year spans (exception to above): 1989–92

(g) “Mid-”

- Hyphenate numbers or numerals: mid-thirties (age), mid-1800s (years)
- Use a long dash (–), rather than hyphen (-), with an open compound: mid–19th century, mid–Cold War

(h) Numbered items, such as parts of a book, are not capitalized

- chapter 5 (in reviews ch. 5 or chs. 5–7), part 2

(i) Ordinals (nd or rd)

- 22nd, rather than 22d; 23rd, rather than 23d

(j) Quantities (*Chicago* 9.3–9.4; 9.19)

- Use numerals above ten and spell out measurement: 26 millimeters, five miles, 15 kilometers (*not* km); *but* in tables, OK to use 26 mm, 5 gm, 10 mph
- Express round numbers above ten million in numerals + words: 20 million
- 20 percent, *but* in tables, OK to use %
- Use commas in four-digit numbers: 1,409; *but* not page numbers (p. 1409)

(k) Statistics (*Chicago* 9.20–9.21; 13.5)

- Decimal fractions: use initial zero only if number can equal or exceed 1
 - 0.3–1.5
 - according to a Chi-square test yielding a value of 4.2, $p < .05$
 - Kappa = .33, $p < .05$
- Use N for sample sizes, *but* use n for sub-groups of samples

(l) Time

- 2:00 p.m., noon

Quotations

- (a) All published quotations must be cited with year and page number(s)
- (1992:7–8)
- (b) Avoid the phrase “cited in” where citing quotes within another work. Use the work listed in references cited and adjust the language outside parentheses
- As Johnson notes (Webber 1992)
 - Do not use: (Johnson, cited in Webber 1992)
- (c) 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.
- (d) Format for block quote:** 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].

Parenthetical Citations:

Sources for all works used must be cited in the text of your manuscript.

(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).

References Cited [Examples of most common types of references 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]

Glascook, Michael D.

- 2018 Archaeometry Laboratory at MURR. Electronic document,
<http://www.rottentomatoes.com>, accessed March 14, 2020.

[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 Metrifcation 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

- 2013 Website by low salt diet advocates. Electronic document,
<http://www.saltisreallybad.com>, accessed December 3, 2020.

[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, 2019.

[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.