Guideline for Formatting Bibliographical References and In-Text Citations
Anthropology 111
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This guide will teach you:
• how to properly cite your sources
• how to format bibliographical and in-text citations
• when and how to appropriately use page numbers in in-text citations
• how to quote and avoid citation plagiarism

You should follow the bibliographic and citation standards described here in your three papers for this class, Anthro 111.

SECTION ONE: DISTINGUISHING BETWEEN SOURCES

In order to format a bibliography, you need to be able to distinguish between multiple types of sources. Here, we are focusing on
- journal articles
- sole- or multiple-authored books
- chapters in edited volumes

Journal article
A journal is a scholarly publication that is released once, twice, or more times per year. The best scholarly journals are peer reviewed meaning that each paper undergoes careful scrutiny from other scholars before it is published. Some examples of archaeological journals are American Antiquity, Journal of Anthropological Archaeology, and Current Anthropology.

Each issue of a journal contains multiple independent articles, each authored by one or more scholars. The important components of a journal article citation are the title of the article, the authors of the article, the title of the journal itself, the volume number, and the page numbers of the article. One example of a journal article from the syllabus is:

Hayden, Brian
1990 Nimrods, Piscators, Pluckers, and Planters: The Emergence of Food Production.

Single or multiple authored book
In a single or multiple authored book, the entire book is written by one person only, or is jointly-authored as a collaboration between two or more individuals. The key is that the entire work is authored solely by the author(s) listed on the cover. The primary course text is an example of a single-authored book:

Trigger, Bruce G.
An edited volume, is a collection of chapters by different authors, with the overall product edited by one or more people. The keys to recognizing an edited volume are to ask yourself: (1) does the title page say “edited by…”; and (2) is each chapter within the book authored by different scholars?

In an edited volume, the editor(s) usually write one chapter, but each subsequent chapter is written by a different person or set of people. Edited volumes are united by some theme, which is usually explained in the introduction. The second course text, Kennewick Man, is an example of an edited volume:

Burke, Heather, Claire Smith, Dorothy Lippert, Joe Watkins, and Larry Zimmerman (editors)

SECTION TWO: FORMATTING

There exist many different style guides for formatting a bibliography, the most common of which are perhaps “APA” and “MLA.” In this class we will use the guide provided by the Society For American Archaeology for its journals American Antiquity and Latin American Antiquity.

We have chosen this system for this class because it is common in archaeology, and because it is important to learn how to follow a specific system, regardless of which. This quiz may be very elaborate, but the bibliography for your first paper will be rather simple. You are not required to use sources outside of the syllabus for your papers.

Everything you need to know is here in this guide, but if you ever need or desire the full guide, it can be found here: 

Examples of citations for journal articles, sole- or multiple- authored books, and articles in edited volumes were listed in the first section of this quiz. Further examples are provided below. Study these to understand which parts of a citation go in what order, what is italicized and what is not, and spacing and punctuation. You are expected to follow these formatting details in your papers for this class.

Journal article
Binford, Lewis R.

Sole- or multiple-authored book
Tilley, Christopher
Chapter in an edited volume
Marcus, Joyce

SECTION THREE: STANDARDS FOR PAGE CITATIONS AND FORMATTING IN-TEXT CITATIONS

In addition to having a bibliography that lists all of your sources, credit must be given in the body of your text when you quote, paraphrase, reference, or use in any way the ideas of another person. Failure to do so is considered plagiarism.

Citation of the work you are referencing is usually placed at the end of the thought, paraphrase, or idea that you are borrowing from another author, and is placed in parentheses. The format is author last name, followed by year of publication. The following reference to Dennell (Ex. 1) is an example from page 205 of your textbook.

Ex.1  “Just as many archaeologists had once regarded the study of ancient Egypt and Mesopotamia as being of interest mainly for what it might reveal about the origins of European civilization, so the African Paleolithic seemed to be primarily of interest for what it would reveal about the origins of Europeans (Dennell 1990).”
(Trigger 2006:205)

However, if your sentence begins with the author’s name, the year (and page number if applicable) are placed in parentheses following the author’s name.

The following reference to Fagan (Ex.2) is from page 205 of your textbook. Note the "49." That is the page number in Fagan's 1981 article on which he talks about the lack of interest by historians in precolonial Africa.

Ex.2  “Fagan (1981:49) has observed that similarly almost no historians were concerned with precolonial Africa.”
(Trigger 2006:205)

If the title of a book is explicitly mentioned, the publication year follows in parentheses (see Ex.3).

Ex. 3  “Books, such as Josiah Priest’s American Antiquities and Discoveries in the West (1833), expounding the idea that the Moundbuilders were a lost race of civilized people, quickly became best-sellers.”
(Trigger 2006:160)
When should or shouldn’t you provide page numbers in your in-text citation, as in the citation to Fagan just considered?

You should use page numbers when:

• You present the verbatim words of the author, using quotation marks (see Ex. 4)

| Ex. 4 | “A growing number of archaeologists have come to agree with the philosopher and archaeologist R. G. Collingwood (1939:132) that ‘no historical problem should be studied without studying…the history of historical thought about it’.  
(Trigger 2006:1) |

Note that in Ex. 4, the citation is placed after the author’s name because he is explicitly mentioned. However, if Trigger had simply presented the quote, the reference (including authors name, year, and page number) would immediately follow the quotation:

“No historical problem should be studied without studying…the history of historical thought about it” (Collingwood 1939:132).

You should also use page numbers when:

• You reference and/or paraphrase a specific part, thought, or idea within an article or book (see Ex. 5 below)

| Ex. 5 | “As Glyn Daniel (1950:244) has noted, one of the keynotes of evolutionary archaeology was the idea that the development of different groups of human beings could be represented in a single sequence and read in a cave section, just as the geological sequence could be read in stratified rocks.”  
(Trigger 2006:153-154) |

The only sure time when page numbers are not needed is when you are referencing the broader argument of the article or book in general (see Ex. 1 above), or simply mentioning the work (see Ex. 3 above).

Most importantly, when considering whether or not to use page numbers in your in-text citations, think about your reader. If your reader wants to follow up on an idea you are citing and return to the original work, will he or she need a page number to locate what you are referencing? In a book (think Trigger), the answer is often yes.
SECTION FOUR: EFFECTIVE USE OF QUOTATIONS

When to use quotations

Typically, direct quotations of another author’s work should only be used when absolutely necessary. Quotes should not be used in lieu of or as substitute for your own explanation, but rather to further your point (UCLA Library’s guide to citing sources, Introduction).

Most of the time, it is best to describe another author’s idea in your own words, being sure to cite their work, without using quotations. If you absolutely must use a quotation, make sure it is justified; in other words, be certain that you explain the idea of the quote in your own words, showing how the quotation advances the argument of your paper.

A note on quotations and plagiarism

Failure to use quotation marks around an author’s words and/or to cite properly is plagiarism because it constitutes failure to provide credit where credit is due and displays another’s idea or thought as your own.

According to Diana Hacker (1996:354), misquotation can constitute plagiarism in three ways: “(1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words.”

Useful links:
Handout from the Dean of Student’s website:  
http://voh.chem.ucla.edu/vohtar/spring02/classes/103/pdf/plagiarism_handout.pdf

UCLA library guide to citing sources:  
http://guides.library.ucla.edu/content.php?pid=133097&sid=1141394

REFERENCES CITED

Hacker, Diana  

Society for American Archaeology  