

DEPARTMENT OF ANTHROPOLOGY STYLE GUIDE FOR HONOURS THESIS WRITERS

In judging and grading honours theses, the anthropology department evaluates style as well as intellectual content. Therefore, the department has prepared this style guide for student use. Significant departures from the guide must be approved by the department upon recommendation of a thesis committee.

The guide is intended to apply to the first and final draft of a thesis. Where appropriate, it should be adapted to the written proposal and progress report.

General Considerations

The thesis must be word processed on one side of the page only and on good quality, North American letter-size paper. A 2.5-centimeter (one inch) margin is required on all four edges of all pages.

Double spacing is generally required. Exceptions are: extended quotations, which should be single spaced and indented on both sides (for further details, see discussion below); notes, which should be single spaced (individual notes should be separated by two spaces); references cited, which should be single spaced, each entry separated by two spaces; and captions on figure and table pages, which should be single spaced.

Identification of Sections

Sections of the thesis should be ordered as follows. Each section should begin on a new page.

Title page. See the appended model.

Signature page. See one of the bound theses in the anthropology department office.

Acknowledgements. See the appended model.

Table of contents. This may include separate listings for tables, figures, and plates.

Text. Each chapter, but not chapter section, should begin on a new page.

Notes. *American Anthropologist* style is to be followed. Notes are not to appear at the foot of a page. Rather, they are to be numbered consecutively on a separate page, these numbers being keyed to superscript numbers in the text, e.g., "Clyde Kluckhohn's statement¹² . . ." Notes are not to be used as citation references. They are intended, rather, for making observations that are peripheral to some more central argument in the text proper. Information directly pertinent to the thesis should appear in the text. Notes should be used sparingly. See the appended model.

References Cited. All references cited in the text should be listed. Publications not cited in the text should not be included. This is not a bibliography. References cited should begin on a separate page. They should be single spaced, each entry separated by two spaces. They are to be listed alphabetically by last name of senior author, and chronologically for two or more titles by the same author. See the appended model illustrating the form for citing various kinds of references.

Appendices. These are to be labeled consecutively with upper-case letters: Appendix A, Appendix B, etc. If a thesis has one appendix, it should be labeled, simply, Appendix. Each appendix should be titled.

Reference Citation in the Text

References are to be placed in the body of the text, not in notes. Following a quotation or a statement specific enough to need a reference, the citation is placed in parentheses, with the author's name, the year of publication of the work quoted or referred to, and the page or pages cited, thus: (Hymes 1980:122), (Boas 1983:116-119), or (Beals *et al.* 1961:21-22). If the author of the quotation is clear from the text, then the sentence concluding the reference should cite only the year of publication and the page(s), e.g., (1984:115-125). Appropriate credit must be given for figures and photographs that derive from a previously published source. Such credit should appear immediately after the caption in parentheses, e.g., (After Hockett 1965). Hockett 1965 should then appear in references cited. Occasionally it will be appropriate to make in-text citation of one or another form of personal communication to the student. The citation should be of this form: Communicator's name, form of communication, and year of communication, all enclosed in parentheses, e.g., (James Tuck, personal letter, 2006).

The student should consult with the honours thesis committee to determine the proper way to cite Internet and other electronic references.

Pagination

All pages (except the title page[s]) on which any typing, tables, photographs, or drawing appear must be numbered. Beginning with the first page of the text proper, all pages will be marked consecutively with Arabic numerals. Pages preceding the first text page are to be marked consecutively with lower-case Roman numerals, beginning with i. Numbers are to appear two full spaces below and two full spaces to the left of the right edge of the page: ii, viii, 1, 69, etc.

Subheadings

Major subheadings should be typed in upper-case letters, centred on the page, with extra space above and below. Use of second-level subheadings is not encouraged, but if they are essential for clarity they should be typed in upper-case and lower-case letters, underlined, flush with left margin, and with extra space above and below. Subheadings consisting of numbers only are not used.

Quotations

Direct quotations exceeding four lines of typing should be set off from the text by indenting five spaces from the left margin and five spaces from the right, omitting quotation marks. Right justification is not to be employed in the text or any other section of the thesis. Single spaced typing must be used. Material added by the student should be enclosed in square brackets, not parentheses. Emphasis (in italics) should be identified as "in original" or "added." Parentheses should enclose the citation of source at the end of a quotation if it has not already been given in

the text. Omissions in a quotation are indicated by ellipsis, using three dots (periods) where one or more words are omitted. Should this occur at the end of a sentence, a period must follow, e.g., “. . . [Kroeber] emphasized . . . the effect which the introduction of agriculture had upon population density”

Spelling

The student should refer to an accepted standard Canadian dictionary. If two or more spellings are given, the student should use the first listed. In all quotations and titles of books, articles, etc., the spelling of the original is used. Insert “[sic]” immediately after a word which is misspelled in the original. When abbreviations are used, they carry periods: B.C., mm., i.e., etc., with the exception of the most familiar acronyms such as UNESCO. Italicize Linnaean biological names but not their derivatives: *Australopithecus*, but australopithecine. Italicize foreign words such as *passim*, *sui generis*, and *post facto*, unless abbreviated (ca. q.v.).

Numbers

Numbers from one to ten are spelled out in the text unless they are part of an enumeration, such as “. . . 67 infants, 14 children and 5 adults . . .,” or in an arithmetical expression such as “. . . a frequency of 1 in 18.” In referring to parts of books, numbers are not spelled out (Chapter 6 or Page 5). Century designations use numerals, and “century” is not capitalized, as in “17th century.” A decade is referred to as “the 1940s” (not “the 1940’s” or “the forties”). When citing inclusive pages, no digits are dropped (pages 174-177, not 174-77), but when citing a span of years within the same century, the first to digits are omitted (1955-59).

Measurements

Measurements should be in metric units: 34 km., 7.3 m., 69 kg., etc. An English equivalent may be added in parentheses: (3.5 miles, 24 ft., 7.2 lbs., etc.). English terms may be used alone when in a general, not an exact, sense, e.g., “Cultivators seeking more acreage . . .” or “Many miles of coastline . . .” Measurements in quotations should be left in their original form.

Font

The student should use a standard font, for example Times New Roman, and a standard font size, for example 12. The font size should not increase at any point in the thesis. The only acceptable use of decreased font size would be in the production of extensive tables or in subscripts and superscripts, which should be used very sparingly.

Headers and Footers

Footers should not be used. Headers should be used for page numbers only.

Prose Style

There are several excellent published guides to writing formal prose. For a recommendation, ask the department or thesis committee chairperson. The Saint Mary's University Writing Centre can also help.

Proofreading

The first and final drafts of the thesis must show evidence of thorough proofreading. Neither draft should manifest misspellings, errors in typography or punctuation, numbering discrepancies (in pagination, charts, tables of contents, etc.), or flaws in composition such as run-on sentences, inappropriate selection of tenses or failure in subject-verb agreement. Proofreading refers to the total process of recognizing and correcting such errors. In this connection, the student is reminded that the final thesis is graded for both intellectual content and prose style.

Other Considerations

The department understands that on occasion problems will arise to which no explicit reference has been made in this guide. On such occasions the student should consult with the thesis committee.

[ILLUSTRATIVE MODEL FOR TITLE PAGE]

INTENSITY AS A MEASURE OF
TURNERIAN ANTI-STRUCTURE IN
THREE NORTH AMERICAN SOCIETIES

by

Jutta Dayle

A Thesis Submitted in
Partial Fulfilment of
the Requirements for
Honors in Anthropology,
Saint Mary's University
April, 1980

[ILLUSTRATIVE MODEL FOR ACKNOWLEDGEMENTS]

ACKNOWLEDGEMENTS

It has been gratifying indeed that the subject matter of the thesis has received such strong and consistent support. The acknowledgements which follow are a testimony to the commitment to unraveling the prehistory of this province and the Far Northeast area.

Professor Stephen A. Davis was the director of the thesis and the topic was his suggestion. I am grateful to him for introducing me to the world of aboriginal Nova Scotian ceramics with all of its challenges and gratifications.

Dr. James R. Jaquith was one of the advisors. His constant encouragement for an early commencement date to a very large degree determined the amount and detail of the Nova Scotian description. I thank him for his foresight.

Dr. Harold F. McGee was an advisor also and is thanked for his ability to bring the past to life. I am grateful for his inspiration and his encouragement.

Patricia Allen from the Archaeology Branch of Historical Resources Administration in Fredericton set aside one day of her own busy schedule to familiarize me with the Oxbow and Fulton Island collections. She also assumed the role of outside reader of the thesis; her comments and support are appreciated. Ms. Allen also permitted the use of information from an as yet unpublished report on the Oxbow ceramics.

Dr. David Kennlyside, Atlantic Provinces Archaeologist from the National Museum in Ottawa, offered critical comments, especially concerning the analysis of the category of decorative treatment and has sent photographs of and information about the Vinette 1 sherds. I thank him for supporting a student whom he has never met.

Mr. Robert Ferguson of the Archaeology Section of Park Canada in Halifax has made several contributions to the thesis. He permitted me to describe all of the sherds from the Eel Weir site and permitted the use of information from an as yet unpublished report on the 1982 test excavation of the Eel Weir site. The inclusion of this material has been a definite asset to the thesis.

Mr. Douglas Ross was the director of the Eel Weir excavation and I thank him for his encouragement, especially during the initial stages of thesis development.

I thank Ruth Holmes Whitehead of the Nova Scotia Museum for her ideas on the advantages of birchbark, its many benefits to aboriginal peoples in Nova Scotia -- past and present -- and its possible temporal distribution.

I have been fortunate to have the long-standing support of several fellow students. Gary Hall has been with the thesis from its inception. In addition to his role as a sounding board for my ideas, Gary made lithics for the purpose of my experiments on decoration with plasticine and over last summer collected fish, bird bones, and beaver teeth for the same purpose. I thank him for his interest in the archaeology of this area.

I thank both Helen Merrill and Helen Sheldon for their advice and especially for their support during the frustrating times.

Donna MacIntyre typed portions of the thesis and I thank her for her assistance and support.

The Nova Scotia Museum made available most of the ceramic collections which constitute the data base of the research and I thank them for permitting Brenda Boutilier to supply me with the stored rim sherds.

The National Museum supplied the Merigomish collection.

[ILLUSTRATIVE MODEL OF VARIOUS
TYPES OF REFERENCES]

One Author:

Smith, Clarence D.
1967 Anthropology and the Indian. New
York: John Wiley

Two, Three or Four Authors:

Smith, Clarence D., John F. Smith, and R. S. Jones
1911 Living in the Arctic. Hamilton, New Jersey: Rose.

Note: State [or Province] is specified only when place of publication might be uncertain without it.

More than Four Authors:

Smith, Clarence D., et al.
1967 Economics of the Pygmies. Second ed.
London: Kegan Paul.

Note: List the edition actually cited in the text; date of first publication, if of importance, can be mentioned in the text or parenthetically at the end of the reference entry, thus (First ed. Macmillan 1911).

Corporate Author:

American Friends Service Committee
1970 Uncommon Controversy: The Fielding Letters,
1897-1911. Preface by D. E. Cameron. Seattle: University of Washington Press.

Note: Include subtitles of books and monographs rather than short titles only.

Editor, Compiler, Assembler, or Translator:

Alvarez Garcia, Manuel, ed.
1943 Arqueologia, historia, y etnologia de los Tainos.
Havana: Publicaciones de la Junta Nacional de Arqueologia.

Note: The city name is anglicized but the publisher is not; it is the author's responsibility to provide the correct form of names ("Alvarez Garcia, Manuel" and not "Garcia, Manuel Alvarez") and that in Spanish and French titles only the first word and proper nouns are capitalized. For assembler, use "assembler," and for compiler use "comp."

**[ILLUSTRATIVE MODEL OF VARIOUS TYPES
OF REFERENCES, continued]**

Levisson, Wrangler L.

1943 Totemism. R. S. Peabody, trans. Boston: Little, Brown.
(Original: Le Totemisme aujourd'hui, Paris, 1933.)

Translation of Title Supplied:

Ariga, K.

1949 Nihon Kazoku Seido to Kosaku Seido [Family System and Tenant System
of Japan]. Tokyo: Kawada Shobo.

Chapter in a Book:

James, Jesse J.

1941 An Inquiry into Land Partitioning in Uganda. **In** Essays in Land Tenure in
Africa. Arthur C. Doyle, ed. Pp. 46-91. New York: Crowell.

Publication of More than One Volume:

Peterson, Arthur R.

1969-72 The Quaternary in Retrospect. 4 vols. Denver: Plains Geological
Society.

Note: In the text cite as (Peterson 1969-72:II, 442-443) with "II" identifying the volume
number.

Proceedings and Transactions:

Grijalva de Weiss, Simon

1975 The Costumes of the Aztecs. Atti del XL Congresso Internazionale degli
Americanisti, Roma-Genova, 1972, Vol. 3 Pp. 691-727. Genoa: Tilgher.

Note: Cite by date of publication, not date of meeting or conference, although the latter
is a proper part of the title of the source.

Article in Periodical:

Morley, Sylvanus G.

1901 The Inscriptions of Limon, Honduras. American Anthropologist 11:272-
293.

Note: The issue number is needed only if pagination is not continuous through the volume; when in doubt, include the issue number, thus: *Natural History* 28(3):7-11. For journals, omit place of publication unless needed to avoid ambiguity, as in *Revista de Antropologia*, for which Havana, Trujillo or Seville is needed.

Volume in a Series:

Vernon, Sydney P.

1969 *The Prehistory of the Little Colorado Valley*. *Fieldiana: Anthropology*, Vol. 79.

Boas, Franz

1921 *The Ethnology of the Haida*. 35th Annual Report of the Bureau of American Ethnology, Part 1. Pp. 43-794.

Note: The publisher of the series, the Field Museum of Natural History or the Smithsonian Institution, is not named, as the series is unique and identifiable.

**[ILLUSTRATIVE MODEL OF VARIOUS TYPES
OF REFERENCES, continued]**

Article in A Volume in a Series:

Jones, R. E. M.
1965 A Survey of Maya Architecture. **In** Archaeology of southern Mesoamerica, Part 1. Gordon R. Willey, ed. Pp. 678-740. Handbook of Middle American Indians, Vol. 2. Robert Wauchope, gen. ed. Austin: University of Texas Press.

Note: Only Austin is listed, not Austin, New York, London and Tokyo.

Dissertation or Unpublished Material:

Garrison, Mary R.
1972 Institutionalized Responses to Disease: The Leper through History. Ph.D. dissertation, Anthropology Department, Cornell University.

"In press" is used only for material accepted for and in process of publication; date of publication may be used, if known, with "in press" stated at the end of the entry, or "in press" may replace the date in both text citation and list of references.

"Manuscript" refers to material not published, and an actual or estimated (approximate) date should be used, never "n.d." Supply information about the location of the manuscript, such as Files of the Author; Smith Collection, Folder 72-K, Yale University Library; or Archives of Department of History, Delaware State College, Dover.

In listing an unusual reference [see also below] include information needed to enable a reader to identify and locate the source; when in doubt, include details.

Citation of Anonymous Newspaper/Magazine Text:

Anonymous
1990 Canadian rinks at the world curling championship are on the firing line this weekend. Toronto: Globe and Mail 30 March:A17.

Note: "A17" above locates specific article. For in-text citation, use this form: (Anonymous 1990). If more than one article or book written by the same author and published in the same year are to be cited, use lower-case letters as specific identifiers: 1990a, 1990b, etc.

Citation of Signed Newspaper/Magazine Text:

Fraser, Graham

1990 Rights body assails native treatment. Toronto: Globe and Mail 30
March:A1-2.