GUIDE TO REFERENCES CITED FOR THESIS PROPOSALS AND GUIDELINES—AIS TRACK

Department of Geosciences
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The following guidelines are intended to assist students preparing thesis proposals or theses within the AIS track in the Department. Students who thesis is primarily geared toward an archaeological audience are strongly encouraged to use the format below. The examples that follow are based on the Style Guide for American Antiquity. The following information is adapted from the SAA Journal Style Guide, (rev. January 2003). These guidelines are intended to ensure uniformity and are hopefully inclusive. Questions should be directed to the Graduate Coordinator. The full style guide can be accessed at: http://saa.org/publications/Styleguide/styframe.html

IN-TEXT REFERENCE CITATIONS:

Single Author:
…they became extinct by about 10,000 BC (Grayson 1993).

or
Sassaman (1993) theorizes that the slow spread of pottery…

Two authors, same book:
(Lipe and Varien 1999) or Lipe and Varien (1999)

Three or more authors, same book:
(Cobean et al. 1991) or Cobean et al. (1991)

Several authors cited or several references by same author:
(Ashmore 1986; Coe 1965; de Montmollin 1988; Fox 1987, 1991; and Freidel 1986)

NOTE: Semicolons separate works by different authors and commas separate distinct, chronologically ordered works by the same author. References are ordered alphabetically.

Two or more references by same author or authors in same year
(Jones and Brown 1972a, 1972b) or Jones and Brown (1972a, 1972b)

Government agency, company, or similar entity as author:
(United States Department of Agriculture, Soil Conservation Service [USDA, SCS] 1975)

NOTE: State the complete name of the agency, company, etc., as with any other citation, but if the citation will occur more than once in the text, then abbreviate names to their commonly accepted acronyms and place in brackets. Thereafter when mentioned in the text the citation will be, e.g., (USDA, SCS 1975) or USDA, SCS (1975).
Citation with pages, figures, or tables specified:
(Smith 1977:3), (Jones and Wilson 1971:Figure 2), (Taylor 1964:23, 72–78) or Smith (1977:3), Jones and Wilson (1971:Figure 2), Taylor (1964:23, 72–78)

*NOTE*: Use a colon to separate date of publication from additional information. There should be no space between the colon and additional information. Page numbers must always be given when direct quotations are used in the text, when other authors’ ideas are directly paraphrased, or when specific ideas or data are referenced from a long text. Always use full page numbers in a citation, e.g., 312–315, *not* 312–15.

No author specified: Cite the group or agency issuing the report or the publisher:
(United Nations 1963), (Committee on Ethics 1977), or United Nations (1963), Committee on Ethics (1977)

Primary-source materials (e.g., unpublished archival materials)
Citations for much primary-source material will be archive specific, so that it is impossible to devise a rote formula for citation. Include the name of the archive, title of the work, nature of the material (e.g., letter [optional], collection name, identification number [fascicle, folio, etc.], date [if known], and geographic location of material. Example:
(McHenry County Courthouse, Woodstock, Illinois [MCC] 1880: Deed Book [DB] 1:5); subsequent citation = (MCC 1890:DB 2:10)

Newspapers:
(Weekly Missouri Courier [WMC], 7 July 1838:page numbers [if available])

*NOTE*: After first mention, simply use WMC with date and page.

Personal communication, no publication involved
(Katharina Schreiber, personal communication 1990) or Katharina Schreiber (personal communication 1990)

*NOTE*: Personal communications should be used sparingly and should never be used when a published citation is available for the same information. Written permission to use any information provided in a personal communication must be obtained from the person(s) providing it. Personal communication citations appear only in the text and are not duplicated in the References Cited section.

Web pages and electronic documents:
Treat web pages and electronic documents as published data, but cite the document accordingly as a single- or multiple-authored document, or as one produced by a group or agency (no author specified). For example:

(Glascock 2001; Shackley 2001) or Glascock (2001), Shackley (2001);

**For a group citation use:** (Northwest Research Obsidian Studies Laboratory 2001), or Northwest Research Obsidian Laboratories (2001).
REFERENCES CITED SECTION

**Book, single Author:**
Kelly, R. L.

**Book, multiple authors:**
Hampton, D.R., C. E. Summer, and R. A. Weber

*NOTE*: place only the first author’s name in reverse order.

**Edition other than first**
Hampton, D.R., C. E. Summer, and R. A. Weber

**Edited Book**
McHugh, W. (editor)

**Article in a Book:**
Driskell, B. N.

**Multivolume Set:**
Beals, R. L., and J.A. Hester, Jr.

*Or*

Bigger, H. P. (editor)

**Titled Volume/Monograph in a series:**
Thomas, D.H.
Journal Article, Single Author:
Jochim, M. A.

Seifert, D. J.

NOTE: if each issue of a journal begins with page 1, the issue number must be included in parentheses, following the volume number.

Journal Article, Multiple Author:
Macphail, R.I., G.M. Cruise, M.J. Allen, J. Linderholm, and P. Reynolds
2003 Archaeological Soil and Pollen Analysis of Experimental Floor Deposits; with Special Reference to Butser Ancient Farm, Hampshire, UK. *Journal of Archaeological Science* 31:175-191.

Dissertation or Thesis:
Hollenbach, K. D.
2005 *Gathering in the Paleoindian and Early Archaic Periods in the Middle Tennessee River Valley, Northwest Alabama*. Unpublished dissertation, Department of Anthropology, University of North Carolina-Chapel Hill, Chapel Hill, NC.

Lankheit, K.

Paper Presented at a Meeting:
Kooyman, B.

Proceedings, Symposia, etc:
Gruhn, R., and A. L. Bryan

Unpublished manuscript:
Caine, C.A., and G. Goltz
Web Site:
Glascock, M. D.
2001 Archaeometry Laboratory at MURR. Electronic Document,
Obsidian Studies Laboratory.

Article in Magazine, no author
The Indian Homeland

Item in a Newspaper (non-authored):
Weekly Missouri Courier (WMC) [Palmyra, Missouri]
1838 [short description of what is being cited, e.g., “Advertisement place by J.H. and A.A.
Stirman”] 7 July: [page numbers if paginated]. Palmyra, Missouri.

Item in a Newspaper (authored):
Martin, J.C.
Star, 2 December: B5.

Unpublished Reports
Kent, S.
1992 The Organization of Storage Areas: A Cross-Cultural Perspective. Manuscript on file,
Anthropology Program, Old Dominion University, Norfolk, Virginia.

Maps, Bulletins, reports, investigations etc.:
Marcher, M.V.
1962 Geology of the Dover Area, Stewart County, Tennessee. Report of Investigations No. 16,
Tennessee Department of Conservation, Division of Geology, Nashville, TN.

Atwater, B. S.

Contract Reports:
Elston, R., J. O. Davis, and G. Townsend
Archaeological Survey. Submitted to USDA Forest Service, Contract No. 3905320. Copies
available from the Nevada Archaeological Survey, Reno
**Other Notes on References Cited:**

1. Alphabetize all references.

2. Use initials only for authors’ and editors’ first and middle names.

3. “Mc” should be alphabetized as if it were spelled “Mae”; last names with prefixes such as “de Montmillon” should be alphabetized under “d”.

4. Two or more works by the same author or authors should be listed chronologically with the earliest first.

5. Two or more works by the same author in the same year should be listed in the order they are first referred to in the text and differentiated by lowercase letters following the date (i.e., 1991a, 1991b).

6. Personal communication and primary source materials should **not** be listed in the References Cited, only in the text.

7. Use of unpublished manuscripts requires **written** permission from the author(s). Cite the year in which the manuscript was written. Do not use “n.d.” If the date is not available, give a best estimate. Give complete information about where an unpublished manuscript can be obtained—do not simply say “manuscript in possession of the author” (see above for full reference).

8. Entries should be flush left with an extra space between each entry.

9. All references cited in the text must appear in the References Cited section and all entries in the References Cited must be cited in the text.

10. YOU are responsible for the accuracy and completeness of all references.