

## **GUIDE FOR THE PREPARATION OF THESES AND DISSERTATIONS AND GRADUATE COURSEWORK 2010**

These pages should be read in conjunction with the section on theses in The University of Auckland Calendar and The University of Auckland *Guide to Theses and Dissertations*. The latter is available from Graduate Centre or download at <http://www.postgrad.auckland.ac.nz>

All graduate-level essays and assignments for Anthropology courses are expected to conform to the general style conventions in this document. MA theses and dissertations must also conform to them. It is wise to introduce this format to your documents before you begin to type ANY text, as it will save time later.

It is suggested that PhD thesis writers check with their supervisors on details of style and format conventions and that they follow these guidelines.

If you follow the advice in this document and take the time to proof your document carefully, your thesis or dissertation grade is likely to be enhanced. Allow at least one week to proof your document, and two weeks to format it before handing it in.

### **Presentation and submission length**

A 120 point thesis or portfolio should be about 30-40,000 words in length. The length of a PhD thesis depends on the subject and type of research involved, and should be discussed with supervisors. The length of a PhD thesis may not, however, exceed 100,000 words without prior permission of the Board of Graduate Studies. Theses and dissertations of lesser points value should be scaled accordingly with a 30 point dissertation being around 10,000 words.

### **Drafts**

Drafts to supervisors should be submitted only when they are readable. This means they are reasonably (although not necessarily perfectly) formatted, double spaced, spell-checked and printed or emailed (by arrangement with supervisors). Very careful proof reading is essential for final examinable versions: check for general layout and readability, tone, spelling, grammar, punctuation, referencing and consistency of form and usage. Make sure you leave sufficient time for this task, because failure to properly proof read can result in a lower grade.

### **Submission**

#### Honours Dissertation (ANTHRO 780)

You must submit three bound copies (spiral binding is fine) of your completed dissertation to the Departmental Postgraduate Administrator in the Anthropology Office. You must also email a pdf file of your dissertation to the Departmental Postgraduate Administrator. Your dissertation must be submitted by the Friday following the end of lectures. This is the Departmental deadline and *supersedes ALL* other deadlines. Late

submissions without formally agreed extensions will be marked following the Departmental policy on late submission.

#### Masters Thesis (ANTHRO 796)

You must submit two hard-bound copies of your completed Masters Thesis (including the Library Consent Form) to the Graduate Centre on or before the due date specified in the Masters Handbook. This date is usually 15 December. You must also email a pdf file of your thesis to Departmental Postgraduate Administrator. The fully bound copies are deposited in the Library once examination is completed. You are expected to submit a third (spiral bound) copy to your supervisor.

#### Research Portfolio (ANTHRO 797)

You must submit your Masters Research Portfolio as a single bound document (this may be a simple plastic spiral binding). You must submit three hard copies of this document to the Departmental Postgraduate Administrator in the Anthropology Office on or before the due date specified in the Masters Handbook. This date is usually 15 December. You must also email a pdf file of your portfolio to the Departmental Postgraduate Administrator.

Your submission should:

1. have a comprehensive, descriptive title
2. include an “abstract”, a single page explaining the various components of the portfolio and their relationships to each other (if any) and identifying all supervisors
3. be numbered consecutively throughout
4. include a table of contents
5. include a blank page separating distinct components (if any).

#### **PhD thesis:**

The three examination copies may be soft-bound. The three final copies (or 2 copies and a pdf) must be bound in full buckram. The paper must be of good quality, and of a suitable texture and weight for the method of production. A4 paper is the norm. Larger material, such as maps, which are to be incorporated may be folded or contained in folders. Folded material is folded in one direction only, no closer than 13 mm to the edge of the typed page. Inform the binder of folded materials as all edges are cut during the binding process. All photographs, with the exception of full page photos, should be printed on document paper, or mounted on guard sheets.

Generally, a minimum of five working days is required to complete a lumbecked volume (lumbecking involves the binding of sheets with a plastic adhesive). Check in advance with the binder to ensure adequate time is available for the binding. Standard binding charges include a title on the spine. If your title needs to be abbreviated, give the binder instructions as to the exact wording required. Special binding and front cover lettering are charged extra – a quote may be obtained before such work is done. It is advisable to discuss with your book-binder any special requirements, particularly regarding overlays, material for binding and lettering to be used.

For more information see the University’s Postgraduate Thesis Information:  
<http://www.auckland.ac.nz/uoa/pid/uoa-home/current-students/cs-academic-information/cs-postgraduate-thesis-information#s3c3>

## Structure

### *General layout*

The following are normally included in a thesis:

a) Preliminary pages in the following order:

Title page

Abstract

Acknowledgements

Table of contents, listing chapter titles and subheadings by page, including appendices

List of figures by page

List of tables by page

List of abbreviations

b) Body of the document, organised into chapters

c) Appendices/appendix

d) References

### *Title page*

The title is centred in the top third of the title page, and should describe the content accurately and precisely, e.g., No Evidence of Menstrual Synchrony in Co-habiting Women. The author's full name should be centred in the middle of the title page.

Information regarding the degree, subject, university and date is centred in the lower third of the page. The preferred form of wording is:

“A thesis [dissertation] submitted in partial fulfilment of the requirements for the degree of Master of Arts in Anthropology, University of Auckland, 2007”,

and the equivalent for the PhD where the wording is “...in fulfilment”....

### *Abstract and key words*

The abstract summarises the objectives and conclusions clearly. It is for use by agencies that maintain indexes of current research. Students should also include a list of about six key words, below the abstract, which are used in computer-based systems of literature search. The abstract should not exceed 300 words.

### *Acknowledgements*

The purpose of acknowledgements is to formally recognise the help of individuals and institutions who have assisted towards the completion of a thesis or dissertation. This may include acknowledgement of the provision of unpublished information and equipment, material assistance in the form of funding, and advice and supervision.

### *Table of Contents*

The table of contents lists the chapter numbers and any chapter titles. Dot leaders extend from the last word of the chapter title to the page number on the right hand margin of the page.

For example:

Chapter 2 – Historical Background. . . . .12

### *List of abbreviations*

With the exceptions detailed below, any abbreviations used in the thesis should be listed on this page, the abbreviated form starting from the left hand margin, with the full form to the right, either following dot leaders or aligned vertically, suitably spaced to accommodate the longest abbreviation.

For example:

ATL	Alexander Turnbull Library
PD	New Zealand Parliamentary Debates.

There are two classes of abbreviations which need not be listed on this page:

- (i) Certain common abbreviations may be used without explanation. See list below under “Style”.
- (ii) Journal abbreviations (e.g., *Am. J. Phys. Ant.*) may also be used in references without special listing.

Such abbreviations should conform to a standard reference such as Leland G. Alkire, *Periodical Title Abbreviations*, the latest edition of which is held in the Reference section of the Library.

### *Pagination*

Number pages at the bottom centre of each page. Before page one of Chapter 1, use lower case roman numerals. Count the title page, but do not print the number on it. Start page 1 of Chapter 1 with Arabic numerals. Text printed on both sides of the paper is acceptable as long as the result is clear and legible.

### *Tables and figures*

Tables and figures may be on separate pages, or inserted within the text. They should be clearly readable at single page size. Tables provide a means of presenting data as evidence in support of an argument, interpretation or conclusion, and need to be structured carefully to assist the reader. Each table must be referred to in the text, but the table should be complete in itself, and not depend on explanation elsewhere. Chapters which contain a number of tables usually include the tables at the end of the chapter. If, however, there are only a few tables in the chapter, these may be inserted among the text pages following the paragraph within which they are referred to as closely as possible.

Units of measurement and other points requiring clarification should be explained in footnotes to the table. The reference within the table to the footnote should be by superscript letter or number. Each table should be numbered according to its place in the text, preferably by chapter (e.g., Table 2.1 for the first table in Chapter 2) and have a title that reflects its contents as precisely as possible. Table titles are placed above the table. Finally, references to tables within the text should be within parentheses, e.g., (Table 2.1), and the last item below the table should identify the source of information.

Figures include all graphical material, such as diagrams, graphs, maps, photos and drawings. Graphical material generally forms an important means of presenting information in a thesis. All figures should be closely relevant to an argument, observation or conclusion contained in the text. A suitable figure is self-explanatory with all necessary information contained in the title and key.

Normally figures should be black and white, and in a form easily reproduced by photocopying. Colour should be used only where there is a special reason (e.g., GIS photos). All figures should be related to the text.

Each figure is numbered according to its place in the text, preferably by chapter (e.g., Figure 2.1 for the first Figure in Chapter 2). Figure titles are placed below the figure. Reference to a figure should be placed in parentheses at the end of a sentence, e.g., (Figure 2.1).

#### *Notes*

Notes, if any, should be kept to a minimum, and placed at the end of the chapters to which they relate.

#### *Style in the Text*

The final authority on style is *Style Book: A Guide for New Zealand Writers and Editors* (5<sup>th</sup> edition). GP Publications, 1995. (This is a continuation of the New Zealand Government Printing Office Style Book series).

#### *Type*

Use a regular Times Roman 12-point font for all text, endnotes, references, tables, captions and section headings.

#### *Chapter titles and subtitles*

Chapter titles should be centred and written in bold capitals in larger font (e.g., 16 point). First order subtitles are bold upper and lower case at the left margin. If used, second order headings are italicised, upper and lower case at the left margin.

For example:

## **CHAPTER TITLE**

**First Order Subtitles** (12 pt)  
*Second Order Subtitles* (12 pt)

#### *Margins, spacing and indentation*

Use a 3 cm margin at the left, 2.5 cm at the right, top and bottom. If you print on both sides, alternate the binding margin. No headers, no footers. The body of the thesis is double or 1.5-spaced. Reference lists are single-spaced with no extra space between entries. Quotations in the body of the text that are four or more lines in length are single-spaced and indented. The first line of each paragraph is indented a full tab, ie, five spaces, except after at heading. Justify the left margin only.

#### *Paragraphs*

A paragraph is indented before the first word. There is no extra space between paragraphs. A paragraph contains a series of linked ideas and must contain more than one sentence. The abstract, however, is not indented.

#### *Quotations*

Quotations should exactly reproduce not only wording but also spelling, capitalisation and punctuation of the original. Quotations used in the text are enclosed within double quotation marks. Single quotation marks are used in the case of a quotation within a

quotation. Quotations longer than four typewritten lines are indented one tab from both margins and are not enclosed in quotation marks (word processing programmes provide an automatic indentation function).

The quotation must be faithful to the original; mistakes in the original may be identified by [*sic*] placed immediately after the error. Square brackets [] are also used to add information that makes the intent of the quote clearer. If part of the original is omitted, this should be indicated by three full stops (...), known as ellipses. These are used to remove extraneous material from the quote. There are three ellipses if there is no full stop preceding them or within the deleted material, otherwise there are four. If the omitted text is at the beginning of a short quote, the ellipses precede the opening quotation mark.

Acknowledgement of quotations must immediately precede or, preferably, follow the quotations, as above. Double quotation marks (“and”) are used in pairs to indicate primary quotations under about two sentences in length, or to indicate words or phrases not used in the conventional sense, or to indicate a particular word that is in discussion. Single quotation marks are used to offset a shorter quotation within a longer one. They are also used for glosses of foreign words (e.g., *aliki* ‘chief’).

With short quotes contained in text, if the quote is a separate clause in a sentence or part of a sentence, then any comma or full stop follows the final quotation mark. If a comma or colon introduces the quote, or the quote comprises the full sentence, any full stops are placed *before* the closing quotation mark. With citations in parentheses, any comma or full stop follows the final parenthesis. (For details of attributing other people’s work see “References and Citation” below.)

#### *Colons and semi-colons*

Colons and semi-colons are not used interchangeably. Colons are used to introduce a list or a long quotation or explanation, or between clauses in text when the second clause is an illustration, statement, or amplification of the first. Semi-colons are used in text to separate independent clauses not joined by a conjunction, to separate elements of a series if they contain internal punctuation, or to separate independent clauses joined by a conjunctive adverb (e.g., however, moreover, also, then).

#### *Hyphenation*

Hyphenate only at syllable breaks when hyphenating at the end of a line.

#### *Foreign words*

Foreign words not in regular use in English are underlined or italicised. This includes Māori and Polynesian words.

#### *Taxonomic names*

When taxonomic names are used to refer to plants and animals, they should be italicised, e.g., *Homo sapiens*.

#### *Abbreviations*

The following common abbreviations need not be specially entered in the List of Abbreviations:

Anon.	anonymous
c. or ca	circa – about. Thus, c.1920
cf.	compare with, in the sense of contrast
ch.	Chapter
ed., eds	editor, editors
e.g.,	for example
<i>et al.</i>	<i>et alia</i> , and the others
etc.	<i>et cetera</i> , and so forth
f., ff.	and the following page, pages
ibid.	<i>ibidem</i> , in the same place in the work that is referred to in the immediately preceding note
i.e.,	that is
MS., MSS	manuscript, manuscripts
N.B.	<i>nota bene</i> , take careful note
n.d.	no date of publication shown
n.p.	no place of publication shown
op. cit.	<i>opera citato</i> , in a work cited previously
p., pp.	page, pages
para.	Paragraph
pers. comm.	personal communication
trans.	Translated (by)
viz.,	namely
v	versus

General abbreviations such as etc., e.g., and i.e. are preferably confined to parenthetical references. Ibid., cf., and other scholarly references should generally be avoided or used only in notes. Note that some of these common abbreviations are italicised and others are not. NB., e.g., i.e., and viz. are almost always followed by a comma. As a general rule, when an abbreviation concludes with the same letter as the full word, a full stop is not used (e.g., Dr versus Assoc. Prof.).

### *Metrication*

All data should be presented in metric units. Data drawn from earlier sources may be expressed in Imperial units, with metric units in square brackets. Metric abbreviations, as listed below, are expressed in lower case without full stops.

LENGTH	AREA
km	kilometre
km <sup>2</sup>	square kilometre
m	metre
m <sup>2</sup>	square metre
cm	centimetre
cm <sup>2</sup>	square centimetre
mm	millimetre
mm <sup>2</sup>	square millimetre
µm	micrometre
µm <sup>2</sup>	square micrometre

nm	nanometre
nm <sup>2</sup>	square nanometre
pm	picometre
Å	Angstrom unit

WEIGHT	VOLUME
kg	kilogram
kl	kilolitre
gm	gram (write gm in scientific copy)
litre	always spell out in text
mg	milligram
ml	millilitre
ig	microgram
il	microlitre
ng	nanogram
nl	nanolitre
pg	pictogram
pl	picolitre

### *Percentages*

In scientific copy write %, in humanistic copy spell out percent.

### *Numbers*

Generally, all numbers nine and under are written in words and numbers greater than nine are written in Arabic numerals (13, 14, etc.), except for rounded numbers such as thirty, one hundred, one thousand, etc. Never start a sentence with a numeral or a numeric date, rather write it out.

### **Language and usage**

Your research should use standard, New Zealand English. The Department of Anthropology is committed to the accurate use of language and the avoidance of assumptions about culture. As such, we reject all language that explicitly or implicitly represents individuals or groups (whether a gender, language group, sex, professional, nation, culture, class, etc.) inappropriately or that reflects political or value judgments or assumptions about that group. As an anthropologist you are expected to be aware of, and appropriately manage the political and cultural implications of the words you use and the ideas you propose (explicitly or implicitly). Some standard practices we encourage are:

- “Persons”, “people”, “individuals”, “humanity”, etc., are preferable to “man, mankind” etc.
- “Firefighter”, “camera operator”, “chairperson”, etc., are preferable to “fire/camera/chair man.”
- Unsuffixes forms (actor, poet etc.) are preferable to actress or poetess, etc., unless the gender is of particular relevance. (E.g. “Bill works as a male model”- unnecessary, but “Male models may be stereotyped as effeminate”—relevant.)
- If you are using pairs of gender-differentiated roles use the role labels for both sexes, e.g., “husbands and wives”, not “men and their wives”.
- Pronouns: When referring to gender-neutral terms for people, the plural pronoun (they/them/their) is acceptable. Other strategies include he or she and s/he,

- Avoid words and phrases that carry value judgements. Words like “civilised” and “primitive” have been problematic ever since they were first used and are especially difficult and are discouraged. Obviously, if you are quoting another author, this may change.

### References and citations

Academic disciplines have different conventions about references. In the Department of Anthropology we use parenthetical in-text references, i.e. (author date) in the style of one of several leading anthropology journals (e.g. *American Anthropologist*, *Current Anthropology*, *JRAI*, *Ethnomusicology*, *American Journal of Human Biology* or a standard style (such as Chicago 15B). Use a single style consistently in your document. Most of these styles are available in the programme ENDNOTE and details are available through the journals’ homepages. You must provide within the text, in parentheses, the following information: the author’s last name, the year of publication: and—where possible—the page number where the piece of information was found. Be sure to use in-text referencing rather than footnote referencing. *Current Anthropology* (2008) style is illustrated in this document.

Lienhardt (1956) shows clearly the importance of belief systems and their effect on realms of social life. The cult of the Rain Queen among the Lovedu (Krige and Krige 1954) and the importance of shades among the Pondo (Hunter 1961) are examples of this. While it is clear how these beliefs help to maintain the respective societies, it does not necessarily illustrate Durkheim’s contention that: “in worshipping God, [humans are] ... really worshipping [their] ... own social system” (Beattie 1966:221).

In this passage, the name of the writer and the year of publication of the reference are given in the text. This information usually appears in parentheses, although if the writer’s name appears as part of the text only the year of publication appears in parentheses. The numbers following the date are the numbers of the page(s) on which the particular information is given. The date and page number(s) are separated by a colon. The words in square brackets have been inserted by the person quoting the paragraph.

Note that the directly quoted material is enclosed in inverted commas to mark where it begins and ends. You must *always* do this when using other people’s words, except when your quotation is more than about three lines in length. For long quotes like this, instead of quotation marks you should provide an offset quotation. Do this by giving the quotation a paragraph of its own, indented along its full length by 1cm on the left margin and, if you wish, on the right also. Some people also use one size smaller font and make such quotations single line spacing. These last two are optional. Do not enclose this indented paragraph in inverted commas.

For example:

Watson has argued that in Kainantu Subdistrict in PNG, a kind of Lamarckian theory of cultural identity, whereby acquired traits are transmitted, predominates over ideas of genetic, or “blood”, inheritance:

The indigenous inheritance is partly a question of parentage but is not fundamentally genetic. It is partly a question of tutelage but is not limited to verbal instruction. The ancestors’ legacy is transmitted through growing up in a particular community (1990:34).

Watson is concerned with a situation in which local identities are maintained (etc.)

The indented paragraph is an extended quotation from Watson, 1990. Note that here Watson's name needs to be mentioned only once, since there are no other references and no other material between the first time his work is cited.

If you are citing several publications from the same author and/or several authors in the same brackets, arrange them alphabetically then chronologically. Separate publications from the same author by commas and publications by different authors by semi-colons. See the example here (Beattie 1966, 1972; Leinhardt 1956, 1960).

You will have noted in the examples above that there are three basic formats in which references must be cited:

- a) Where you refer to the author directly in the text. In this case there is no need to repeat the author's name within the reference as well: Sahlins (1972:12) has commented that access to land, and not legal ownership of land, is of primary importance.
- b) Where you cite the author without directly referring to them in the text. In this case all reference material must be included within parentheses: Access to land, and not legal ownership of land, is deemed to be of primary importance (Sahlins 1972:12).
- c) Where you are summarising the author's whole argument. In this case there is no need to give a specific page number: Sahlins (1995) famously argued that Obeyesekere's account of Cook's death was replete with wishful thinking and reverse moralization.

In these examples you have informed the reader who the author is, which of this author's works you are citing (by giving the date of the publication), and, if relevant, the specific location within the work where the piece of information was found (by giving the page number after the colon).

#### *When to include a reference*

Many students have difficulty in knowing just when to cite references. The only real way to learn this is by reading and seeing how other writers have gone about the task. When in doubt, provide a reference—overdoing it is far better than under referencing. This includes material found on web sites. Except for very common phrases, it is a good idea to treat any sequence of three or more words taken directly from another source as a quotation. In general, you should cite references in the following cases:

- a) When quoting directly from another author (i.e., when using their exact words).

For example:

Traditionally, the definition and description of ethnic groups as social categories has been an elusive task. "Questions have arisen as to whether *ethnic groups* should be categorised on the basis of cultural, organisational, political or social factors, or some synthesis of these" (Robbins 1976:280, emphasis added). The problem has not yet been solved, but recent work....

Quotations must be *exact* and any changes should be clearly indicated either by square brackets as mentioned earlier or, if you change the formatting or punctuation, by a note to that effect in the parentheses, as in this example where you want to emphasize the words “ethnic groups”.

You should use direct quotes sparingly. As a general rule they should be used only when an author has phrased something particularly well, or when the actual *words* used are so important that the original meaning might be lost if you were to change them. Where you do use direct quotes, ensure that you incorporate the quote smoothly into surrounding text and make clear that you understand what the author meant by it.

- b) When paraphrasing—that is, closely following but not replicating an author’s words.

Here is a quotation: “[t]he fourth characteristic is that, in a small stable community, anonymity is rare and racial others are everyday figures in the landscape” (Cowlshaw 2004:34).

Here is a paraphrase of the same material: a fourth feature is that in small stable communities, anonymity is unlikely and “racial others” people the landscape (Cowlshaw 2004:34).

In the second case, you must also provide page numbers because you are clearly not just taking the point from Cowlshaw but also the virtual form of your expression. Close paraphrases without precise references are regarded as efforts to claim other people’s words as your own.

- c) When giving facts, data or precise elements of someone’s analysis or argument.

For example:

Among the Pondo a legal marriage cannot take place without the passage of cattle from the groom’s lineage to that of the bride (Hunter 1936:69).

- d) When summarising the arguments of other writers.

For example:

While Poulantzas (1976) has emphasized the importance of class consciousness, it should also be remembered that one cannot....

*Citing a citation or quotation in another author’s work:*

If you are using the work of someone cited or quoted by a work you have consulted, you need to make this clear. In the body of your essay, reference as follows:

According to Boas (1928:11, quoted in Rabinow 1991:60) “a clear understanding of the principles of anthropology illuminates the social practices of our time...”.

You should also distinguish between works that are cited by another and works that are quoted by another. For example, if Rabinow used Boas’s exact words, you should follow the format above. However, if Rabinow is paraphrasing Boas’s words, you would cite it as follows:

According to Boas (1928, cited in Rabinow 1991), . . .

In the list of references (see below) you do not include Boas but you do include: Rabinow, Paul, 1991. Resolutely late modern, in *Recapturing Anthropology: Working in the Present*, ed R. Fox, 59-72. Sante Fe: School of American Research Press.

#### *Websites and electronic materials*

You should check with your course convenors whether it is acceptable to use web sites and blogs and what kinds of sites are acceptable. The quality and reliability of these is highly variable and the vast majority are not scholarly materials. Do note that Wikipedia and similar sites are often regarded as totally unacceptable by many course convenors.

If you are permitted to use such materials, you should be meticulous in your citations. You should save a copy of all web and blog pages you are citing because their content and locations change frequently and you may be called upon to demonstrate the source of your information, claims or quotations. It is insufficient to refer only to an organisation's home page or a blogger's home page unless that is the particular page from which you are taking materials. In the text, reference either the author or the web or blog page you are using or, if those are unavailable, the brief title of that page.

For example:

There is much contention about the antiquity of Wiccan practices (Wicca, 2004). See the sample Reference List entries for electronic and internet materials below.

Note that journals found on the General Library's databases are not treated as internet or www sources, even though they have an electronic address or stable URL.

#### *The reference list or bibliography*

Since you have not given detailed information about the works you have referred to in the body of your essay, you must do so using a Reference List, placed after your essay's conclusion and appendices. Here you must give full citations for all the works you have referred to within the text, as follows:

- List ALL the works you have referred to in the body of your text and ONLY those you have referred to. Do not include any works that you have not referred to in your text.
- Arrange references alphabetically by author and chronologically (least recent first) for each author.
- Do not separate the references by type (e.g., do not separate books from journals). All source types should be integrated into a single list, with the exception of audio recordings and films/videos.
- All references should be formatted using the hanging indent format. Word processing programmes can format hanging indents for you. For example, in Word, select Format>Paragraph, and select hanging indent.
- Do not insert a blank line between references.
- Referencing software can help you format your Reference List automatically. A common one is ENDNOTE, which can be purchased for a small fee directly from the Information Commons.
- Titles of articles in journals are in lower case, except for the initial letter, proper nouns, and after a colon. Use standard headline-style capitalisation in book titles.
- *Italicise* book and journal titles, but not article and chapter titles.

- Theses are unpublished, so their titles should not be italicised.
- Avoid fancy formatting in your bibliography: do not number the entries, do not precede entries with bullets, do not use bold. Use normal text and italics as indicated in our examples; use underlining for URLs only
- Only include the information required and nothing more.

#### *Style for the list of references*

In the Department of Anthropology we allow several recognised anthropological referencing styles. Below you will find reference formats for specific types of works and examples of each. These examples are all based on *Current Anthropology* (2008). You must follow a standard anthropology format as you prepare your Reference List (See Section on ‘In-text Referencing’). N.B.: We have used headings below to help you easily locate relevant formats. Do NOT use such headings or separate your sources by type in your Reference List. We have included examples of the most common items that you will be citing. Occasionally you will need to cite something else. You can seek your lecturer’s or tutor’s advice or check the journal on which you are modelling your style – these are available online through the library.

#### **Articles in journals, magazines, etc.:**

##### *Model:*

Last Name, First Name [or Initial]. Year. Article title. *Journal Title* Vol# (Issue#):Pages.

##### *Examples:*

Firth, Raymond. 1954. Anuta and Tikopia: Symbiotic elements in social organization.

*Journal of the Polynesian Society* 63(2):87–131.

Nonanka, Kay, B., J. Desjardins, H. Légaré, H. Charbonneau, and T. Miura. 1990.

Effects of maternal birth season on birth seasonality in the Canadian population during the seventeenth and eighteenth centuries. *Human Biology* 62 (5):701–17.

For electronic journals in html format only that provide paragraph rather than page numbering, as above but Vol # (issue #): number of paragraphs.<sup>1</sup> E.g.,

Ballantyne, Tony. 2001. Race and the webs of empire: Aryanism from India to the Pacific. *Journal of Colonialism and Colonial History* 2(3): 46 p.

#### **Books**

##### *Model:*

Last Name, First Name [or Initial]. Year. *Book Title*. Edition [if not first]. Location: Publisher.

##### *Examples:*

Browner, Tara. 2002. *Heartbeat of the People: Music and Dance of the Northern Pow-wow*. Urbana: University of Illinois Press.

Firth, Raymond. 1967. *The Work of the Gods in Tikopia*. 2nd ed. London: Athlone Press.

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<sup>1</sup> Some electronic journals allow you to download articles in html as well as PDF format. You should always choose the latter because it guarantees consistency of pagination. HTML articles’ pagination will differ depending on the standard paper size in your area (e.g., A4 vs quarto).

### **Chapters in edited books**

#### **Model:**

Last Name, First Name [or Initial]. Year. Chapter title, in *Book Title*, ed Initial Last Name, Pages. Location: Publisher.

#### **Examples:**

Beaudry, Nicole. 1997. The challenges of human relations in ethnographic enquiry: Examples from Arctic and Subarctic fieldwork, in *Shadows in the Field:*

*New Perspectives for Fieldwork in Ethnomusicology*, ed G. F. Barz and T. J. Cooley, 63–83. New York: Oxford University Press.

Green, Roger C. 1979. Lapita. In *The Prehistory of Polynesia*, ed J. D. Jennings, 27–60. Cambridge: Harvard University Press.

### **Theses**

#### **Model:**

Last Name, First Name [or Initial]. Year. Thesis Title. Type of work. Location: Institution.

#### **Example:**

Best, Simon. 1984. Lakeba: A Prehistory of a Fijian Island. Unpublished PhD, Department of Anthropology. Auckland: The University of Auckland.

### **Book reviews**

#### **Model:**

Reviewer Last Name, Reviewer First Name [or Initial]. Year Of Review. Review of *Reviewed Work*, by First Name Last Name. *Journal Title* Vol# (Issue#):Pages.

#### **Example:**

Lewis, E. D. 2006. Review of *Timothy and the Ethnographic Film*, by Lene Pedersen. *American Anthropologist* 108(3):518–519.

### **Web sites and electronic materials**

Citations for electronic sources and web sites are somewhat more flexible as circumstances may vary. Strive to provide as much information as possible, including the following: name of author, name of site, type of source, name of specific text or page, date of the work (if you can find one), date you accessed/downloaded the page (essential), URL.

If you are referring generally to an organisation's web site it may be sufficient to refer to it within the text only and not include a full reference in the Reference List, but adequate referencing usually requires much more than this. You should only refer to the general website or the homepage when the relevant material is on that page.

Electronic articles accessed through the University's online databases, such as JSTOR are not web sources so do not use their electronic address. List the electronic address only for web-based journals without standard journal information on specific issues only.

### **How to cite web pages, etc.**

#### **Model:**

Author/s, Date of upload [check document properties for this], Title of specific pages you are using. *Title of overall site*. Type of resource. URL of the specific pages you are citing. Date of download

*Examples:*

Education New Zealand [Web site]. International student numbers by sector and country of origin: 1998–2002. Accessed [or downloaded] 13 May 2006 at:

[http://www.educationnz.org.nz/facts\\_stats/chart\\_1.pdf](http://www.educationnz.org.nz/facts_stats/chart_1.pdf)

Gilman, Bruce. Forró, the Northeast's uncouth sound that won Brazil's Southeast elite.

*Brazzil Magazine* [Web site]. 24 April 2006. Accessed 25 September 2006 at:

<http://www.brazzil.com/content/view/9585/78/>

Grace, Jocelyn. 2004. Sasak Women Negotiating Marriage, Polygyny and Divorce in Rural East Lombok. *Intersections: Gender, History and Agency in the Asian Context* (10):41 para. Online journal Accessed 29 March 2010:

<http://www.she.murdoch.edu.au/intersections/issue10/grace.html> Downloaded 7th March 2008.

La Guayabita [blog]. Racial profiling on the NYC subway. Entry posted by user 'mbq' 18 February 2008. Accessed 20 February 2008 at: <http://laguayabita.blogspot.com/>

Oxford University Press. *Oxford English Dictionary: Third Edition*. 2002. CD-ROM.

Tamakoshi-Zimmer, Laura, April 2002, Background. *Fieldwork: An Anthropologist in the Field*. Website. [www.melanesia.org/fieldwork/tamakoshi/default.htm](http://www.melanesia.org/fieldwork/tamakoshi/default.htm).

Downloaded 13 August 05.

Walrond, Carl. Tokelauans. *Te Ara: The Encyclopedia of New Zealand* [online resource]. Uploaded 21 September 2007. Accessed 26 February 2008 at:

<http://www.teara.govt.nz/NewZealanders/NewZealandPeoples/Tokelauans>

“Wicca”, 2004. An Overview. *Religious Tolerance.org*

[http://www.religioustolerance.org/wic\\_intr.htm](http://www.religioustolerance.org/wic_intr.htm). Updated 25/3/05. Downloaded 10/3/08

***Personal communications***

Email messages and personal communications are rarely listed in the reference list.

However, their provenance needs to be made clear in the text. Examples: ‘In an email message to the author (31 October 2005), John Doe revealed that...’. ‘In conversation with the author in October 2005, John Doe maintained that...’. Note that these are not usual in student essays and you should check with your course convenor if you want to use them.

***Audio recordings***

*Model:*

Artist/Group [or Composer]. Track Title(s). *Album Title*, Company/Label Catalogue#.

Artist [if composer listed above]. Year Of Issue (recorded [year of recording]).

Country/location [if relevant]. Medium. Supplementary Materials.

*Examples:*

*Chinese Buddhist Music: Chinese Buddhist Ceremonies Recorded by John Levy*, Lyrichord Discs LYRCH222. 2004. Compact disc. Booklet (5 pp.) by Laurence Picken and John Levy.

Loevendie, Theo, Ihsan Özgen, Guus Janssen, and M. van Duynhoven. *Inspirations: Rotterdam Concert*, Kalan Yapum CD035. 2005. Compact disc.

Various Artists. *River of Song: A Musical Journey down the Mississippi*, Smithsonian Folkways Recordings SFW 40086. 1998. Two compact discs.

Audio recordings should be listed in a separate section entitled ‘Discographical References’, following the Reference List.

**Films**

**Model:**

Director’s Last Name, First Name. *Film Title*. Medium. Distributor’s Location: Distributor.

**Example:**

MacDougall, David, and Judith MacDougall. *Photo Wallahs: An Encounter with Photography in Mussoorie, A North Indian Hill Station*. VHS. Canberra: Ronin Films. 1996.

The titles of the films should be in the same form (e.g. italics) as the title of a book or journal. When citing them in-text, use the name(s) of the director(s) and the year, similar to a book—e.g., (Owen 1974), (MacDougall and MacDougall 1996). In the end matter, films should be listed in a separate section entitled ‘Filmography’, following the Reference List.

**Multiple works by a single author**

Where a single author is listed for more than one title, the author’s name is replaced by a triple em dash, as below. References to the same author are placed in chronological order from earliest to most recent. Where there is more than one publication by the same author in the same year, they are distinguished by lower case letters and listed in order of citation in the text.

**Examples:**

Firth, Raymond. 1936. *We, the Tikopia: A Sociological Study of Primitive Kinship in Polynesia*. London: Allen & Unwin.

———. 1954. Anuta and Tikopia: Symbiotic elements in social organization. *Journal of the Polynesian Society* 63(2):87–131.

Groves, Colin P. 1984a. Pigs east of the Wallace Line. *Journal de la Société des Océanistes* 39:105–119.

———. 1984b. Of mice and men and pigs in the Indo-Australian archipelago. *Canberra Anthropology* 7:1–19.

Department of Anthropology: MA Thesis and Dissertation Descriptors		
GRADE	% VALUE	DESCRIPTION
A +	90 – 100	<p>Work of high of exceptionally high quality in the following measures will distinguish an A+.</p> <p>A thesis/dissertation/other work in the ‘A’ grade range will show most of the following:</p> <p>Advanced grasp of the core theoretical and substantive literature relating to the topic.</p> <p>Ability to integrate that literature with the thesis argument.</p>
A	85 – 89	
A -	80 – 84	

		<p>Achievement of aims and objectives defined in the thesis.  Strong evidence of creative, critical or original thought.  Excellent knowledge and understanding of subject matter and appreciation of issues.  Well-formulated arguments based on strong and sustained evidence that is relevant to the argument.  Well structured argument and coherent prose.  Demonstrated skills in field, laboratory, or archival research.  Acknowledgement of secondary sources in the approved style.  Understanding and application of the most effective research methods.  Where appropriate, illustrations, maps, diagrams and tables are well integrated with the text.  Some or most of the work will be of publication quality.</p>
<p>B +  B  B -</p>	<p>75 – 79  70 – 74  65 – 69</p>	<p><i>A B+ should be a very competent piece of work with many of the features that distinguish an 'A'.</i>  <i>A thesis/dissertation/other work in the B grade range will show most of the following:</i></p> <p>Good to strong grasp of subject matter and understanding of major issues though not necessarily of the finer points;  Arguments clearly developed and based on convincing evidence;  Literature and arguments relevant to the topic and research questions;  Some evidence of creative, critical or original thought;  Structured argument and coherent prose.  Some skill in field, laboratory or archival research.  Acknowledgement of secondary sources in the approved house style.  Ability to demonstrate competence in understanding and applying research methods.  Where appropriate, effective use of illustrations, maps, diagrams and tables.</p>
<p>C +  C  C -</p>	<p>60 – 64  55 – 59  50 - 54</p>	<p><i>A C+ should be a satisfactory piece of work with some of the features that distinguish a 'B'.</i>  <i>A thesis/dissertation/other in the C grade range will show most of the following:</i></p> <p>Some grasp of the subject matter, but limited understanding or use of the literature; some grasp of theory and methods, but not necessarily well-integrated.  Arguments not always coherent and well structured or relevant to the thesis topic.  A C grade thesis may be too descriptive, or draw on a limited range of evidence in responding to the issue. It indicates some grasp of factual matter but does not always apply this coherently or thoughtfully to the questions addressed.</p>
<p>D +  D  D-</p>	<p>45 – 49  40 – 44  0 - 39</p>	<p><i>A 'D' grade thesis/dissertation/other work is an unsatisfactory piece of work. This may be as a result of:</i></p> <p>Lack of breadth and depth.  Gaps in the argument or literature.  Simplicity of argument. Lack of evidence to substantiate claims.  Lack of coherent argument and prose. Patchy referencing.  May contain material irrelevant to the topic.</p>