

**How To Cite Sources
and
Make a Bibliography in Anthropology**
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For all the details on all kinds of style and citation questions, go to the *American Anthropologist* style guide at:

http://www.aaanet.org/pubs/style_guide.htm

How to Cite Sources

When you use someone else's data or ideas, you must cite them in the text and refer to their writing in your bibliography. In anthropology, we use the "scientific citation" system.

Scientific citation in anthropology is very simple. You just put the author's last name(s), date of publication (no comma in between), a colon, and the page number from which you are citing or quoting. You do this right in the text where you are citing. Here is an example:

Twelfth and 13th century English kings had incomes averaging 24,000 times that of English peasants (Lenski 1966:212).

Why do you cite other authors? You cite the source because you are making a statement you could not possibly know about without having read someone else's research (unless you did a study of the documents and made the calculation yourself—in which case you would cite the documents you used).

Why do you cite at the end of the sentence? Usually you cite the source at the end of the sentence so as not to disturb the logic and power of your data.

How do you cite? You cite the author's last name, followed by a space, then the year of publication—no comma—and the page after the colon with no spaces. You put the citation *inside* the sentence so the period comes after. You can do all your citations this way.

What about *op cit*, *loc cit*, and *the like*? Stay away from them.

Are there alternative ways to cite? If you want to emphasize the author's name or the particular study, you may want to mention it in the text before the end of the sentence. Then you can cite like this:

Lenski (1966:212) calculated the incomes of 12th and 13th century English kings to average 24,000 times that of the peasants.

What about footnotes? Do **NOT** use footnotes at the bottom of the page in any anthropological writing. Footnote style is used in some fields but not in anthropology.

What about endnotes? Do **NOT** use endnotes for citations.

When should I use endnotes? Use endnotes ONLY for comments about your main text. For example, you might have an endnote that says "Levi-Strauss insists upon his Marxist credentials despite Marvin Harris's claim that Levi-Strauss is a Hegelian."

Why would I use an endnote? The reason for an endnote is to add something you really want to put in but which you think the reader cares little about or which you think is not essential to your main points but you want to say it anyway.

Could an endnote include a reference? If the comment itself requires a reference, you might include a citation within the endnote, but then you should include it within the endnote using the same style and format for a citation in the regular text.

Do I really need an endnote? Usually not. Keep endnotes to the minimum number possible. Follow this rule: if it is important enough to be in an endnote, it is probably important enough to be in the text. In other words, you can often avoid endnotes entirely.

For all the details on all kinds of style and citation questions, go to the *American Anthropologist* style guide at:

http://www.aaanet.org/style_guide.htm

How to Make a Bibliography—References Cited

Always call your "Bibliography" by the title "References Cited." ONLY list references you actually cite.

If you need to list additional references for some reason, make a separate list called "Additional Sources."

List ALL published and unpublished references in a single list alphabetically by last name of the principle author: books, articles, films, dissertations, edited collections, government documents, internet sources.

In rare cases, you might have occasion to make a separate list, such as a list of individuals interviewed, or a special list of publications of a particular community organization featured in your paper.

How to list a book:

Here is the correct way to put a book title into the references cited:

Lenski, Gerhard

1966 Power and Privilege: A Theory of Social Stratification. New York: McGraw-Hill Book Company.

or

Lenski, Gerhard

1966 *Power and Privilege: A Theory of Social Stratification*. New York:

McGraw-Hill Book Company.

Note:

1. The author's name is last name first name.
2. The year goes on a line below the author's name.
3. The year is set in about 3/10 inches.
4. The title is set a little to the right of the year.
5. Additional lines go a little to the right of the year but not as far as the first word of the title on the previous line.
6. The place of publication is followed by a colon: which is followed by one single space and then the name of the publisher.
7. Periods are inserted after the title and after the name of the publisher.
8. No period is inserted after the date or after the author's name.
9. If you set tabs at 0.3, 0.45, 0.6, and 0.8, you can get the layout in the example above.

Italics versus underlining.

Follow this rule: **use italics whenever possible.**

If you use a modern word processor, use italics. If you have to use a typewriter or an old-fashioned word processor that just doesn't do italics, or if your printer won't do them, use underlining.

How to cite and reference a journal article:

For a journal article, the citation in the text looks the same (Leacock 1978:249), but the bibliographic entry has a few small differences:

Leacock, Eleanor

1978 Women's status in egalitarian society: implications for social evolution. *Current Anthropology* 19:247-55.

Note here that the title of the article has capital letters only for the first word. The name of the journal is italicized (or underlined) and the main words are capitalized—in other words it is treated like a book—and the volume number is followed by a colon followed by the pages of the whole article. Sometimes there is also a number with the volume, as volume 19, number 2. You can then cite 19(2):247-55.

How to cite a chapter in an edited collection:

Lincoln, Charles E.

1986 The Chronology of Chichén Itzá: A Review of the Literature. *In* Late Lowland Maya Civilization: Classic to Postclassic. Jeremy A. Sabloff and E. Wyllys Andrews V, eds. Pp. 141-96. Albuquerque: University of New Mexico Press.

Note in this citation:

1. The word "*In*" gets italics but the title does not.
 2. The editors' names are first name then last name.
 3. If there is only one editor, you would put "ed." instead of "eds."
 4. The place and publisher are done as with any book.
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Special citation problems:

For additional information on bibliography, such as government documents, dissertations, web or internet sources, and other special citation problems, go to the *American Anthropologist* style guide at:

http://www.aaanet.org/style_guide.htm

If you cite an unusual type of document or run into other editorial problems not covered in the sources already mentioned, go to the "Bible" for editors:

The Chicago Manual of Style. Chicago and London: The University of Chicago Press.
Use the most recent edition you can find. Sprague Library should have a copy, and in an emergency, ask your professor for help.



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