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School of Archaeology, History and Anthropology

Reference guidance

(Archaeology & Anthropology programmes)

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Contents

1. Introduction 3
2. Citing Authors in Your Assignment Text 5
2.1 Citing one author 5
2.2 Citing two authors 5
2.3 A piece of work written by TWO authors 6
2.4 Citing more than two authors 6
2.5 No date? 6
2.6 Page Numbers 7
3.1 Direct Quotes 9
3.2 Paraphrasing 10
4. Reference List and Bibliography 11
4.1 Compiling a Reference List 11
4.2 Referencing Books 12
4.3 Referencing Edited Volumes 13
4.4 Referencing Books with Different Editions 13
4.5 Secondary Citation 13
4.6 Referencing Electronic Books (ebooks) 14
4.7 Referencing Journal Articles 15
4.8 Referencing Electronic Journals (E-Journals) 16
4.9 Referencing Websites 17
4.10 Referencing Newspapers 18
4.11 Referencing Television / Radio Programmes 19
4.12 Referencing Film / Video or DVD 19
4.13 Conference Papers and Presentations 20
4.14 E-mail 21
4.15 Theses 21
4.16 Citing Illustrations 22
4.17 Oddities 23
5. Reference List 24

1. Introduction

In the School of Archaeology, History and Anthropology you will need to reference the information you use when writing your assignments. For Archaeology and Anthropology you will use the **Harvard System**.

This guidance has been prepared to ensure you use the Harvard system correctly and use the format the School of Archaeology, History and Anthropology suggests as appropriate. It will provide you with:-

- Examples of how to reference in your text (essay or assignment)
- Examples of how to place direct quotes in your work
- Examples of how to paraphrase
- How to produce a reference list at the end of your work
- Advice on how to set out your reference list
- An example reference list

This guidance is very important and is the tool you will use when writing any piece of course work in order to ensure you are referencing correctly.

Referencing requires practice so all your course work should be written with this guidance document to hand

Referencing (or citing) means you have acknowledged you have taken ideas or words from an article or book you have read, a CD you have listened to, a DVD you have watched or any other source including the internet and place it into your assignment. It means that others can read your work and check the accuracy of the argument presented and the logic therein. It is essential that any information you have used is referenced correctly. Failure to reference means your work could be considered to be **Plagiarised** which is the equivalent of **cheating** and is a very serious offence which is not acceptable in the University. Plagiarism is an example of Unfair Practice and may result in penalties being applied to one or more pieces of your coursework. Please see Section 7.7 and 7.8 in the Academic Quality Handbook for more information about Unfair Practice and the University Procedures.

PLAGIARISM IS

- **passing off another's work as your own**
- **passing off the work of another student as your own**
- **resubmission of part or all of your own work**

Referencing provides the evidence that you have undertaken your own research enabling you to find the information necessary for in-depth learning. It allows you to gain a broad perspective on different issues and to consider different aspects and points of view in the subjects you study. **This cannot be achieved by simply using class notes and hand out information to complete your assignments.**

The whole process of referencing involves you maintaining a detailed account of every piece of information you use. It is very frustrating to find a useful article or document and then be unable to locate it again if needed because you have not kept an accurate record of its source. Should this be inaccessible, you will have no record of the information and will no longer be able to use it in your essay. **Record keeping is essential (see section on How to find the information you need to compile a reference in Section 4).**

There are examples later in this guide of what information you should record for each type of resource you use.

2. Citing Authors in Your Assignment Text

2.1 Citing one author

DIRECT citation:

You may want to refer to an author directly by stating that they said or indicated something specific. For example:

Hodder (1982) discusses the application of anthropological theory in Archaeology.

The application of anthropological theory in Archaeology has proven useful. This view is supported by Hodder (1982)

Note the date is in brackets AFTER the author's name

INDIRECT citation:

This is when you make a statement and then cite a reference as evidence. For example:

The application of anthropological theory in Archaeology (Hodder 1982)…

The author and date are in brackets AFTER the statement being made

2.2 Citing two authors

DIRECT citation:

Hodder (1982) and Gosden (1999) discuss the application of anthropological theory in Archaeology….

This view is supported by Hodder (1982) and Gosden (1999)

INDIRECT citation:

Several authors discuss the application of anthropological theory in Archaeology (Coles 1981; Hodder 1982; Gosden 1999).

Remember if you have indicated something is a widely held view or that several authors have suggested a point of view then you should cite several authors where you have read this information.

2.3 A piece of work written by TWO authors

When there are two authors for a work they should both be noted in the text:

DIRECT citation:

Boone and Smith (1998) in their research paper found that….

Research by Boone and Smith (1998) suggests that….

INDIRECT citation:

In a recent critique of evolutionary archaeology it was demonstrated that … (Boone and Smith 1998).

2.4 Citing more than two authors

Where there are several authors' names on a source (more than two), only the first author needs to be referenced in the text followed by '***et al.***' meaning 'and others'

DIRECT citation:

Evans *et al*. (1995) found that the…

INDIRECT citation:

Recent research has found that …… (Evans *et al*. 1995)

2.5 No date?

Rarely there may be a publication which does not have a date. In such cases you indicate this by replacing the date with **nd** (no date).

DIRECT citation:

Thomas (nd) has demonstrated….

INDIRECT citation:

Innovative research (Smith nd) demonstrated that….

Every effort should be made to find the year of publication when using the information in an assignment

2.6 Page Numbers

The general rule for using page numbers is:

- you must always use page numbers when referring to **DIRECT QUOTES** (see section 3);
- if you paraphrase a specific idea or issue which is found on a page or section of a book or article then this can also be given a page number(s).

Page numbers are not always necessary when you paraphrase broad ideas especially when these ideas are at the heart of an author's theory or work or are overriding points which an author repeats throughout their book or article.

The format is as follows when citing page numbers. (Section 3 will provide further examples of using page numbers.)

DIRECT citation:
Sahlins (1972: 123) stated that….

INDIRECT citation:
It has been suggested that the economic behaviours of households is influenced by their inter-relationship and kin networks (Shalins 1972: 123).

123 refers to the page number.

2.7 Citing several works by one author in different years

If more than one publication from an author illustrates the same point and the works are published in different years, then the references should be cited in chronological order (the earliest first). For Example

As illustrated by Hodder (1982, 1986, 1991)...

Sometimes the same author or group of authors have published more than one article in the same year. When citing several pieces of work published by the same author in the same year they need to be differentiated by including a lower case letter after the year for each publication. For example:

When several works are published in the same year and are referred to on one occasion or the same author or group of authors have made the same key points in

several publications they can all be cited by including a lower case letter after the year of publication. For example:

Ethnographical approaches to archaeological interpretation (Hodder 1982 a, b, c) show that...

<u>In Reference List (see Section 4 for more details)</u>:

Hodder, I. 1982a. *The Present Past: An Introduction to Anthropology for Archaeologists* London: Batsford.

Hodder, I. 1982b. *Symbols in Action: Ethnoarchaeological Studies of Material Culture*. Cambridge, Cambridge University Press.

Hodder, I. (ed). 1982c. *Symbolic and Structural Archaeology*. Cambridge, Cambridge University Press

3. Different Ways You Use Referencing in your Work

3.1 Direct Quotes

Sometimes a piece of information is so clear and useful in the context of your assignment that you wish to quote it directly. For example something you have read which you wish to place **word for word** in your essay. This is a direct quote and you must demonstrate that it is a direct quote in your essay. Direct quotes should be used **sparingly** and for **emphasis**. An essay which is one long quote after another is a weak essay and it does not allow you to demonstrate analysis and evaluation skills. It suggests you are unable to make sense of the work yourself. Use quotes with meaning and that support the arguments and issues you are trying to make in your essay. They are evidence for the ideas you have discussed in your assignments.

As a general rule you should not have more than two quotes on any page of an assignment.

When referencing quotes in the text of an assignment you need:

- Author surname;
- Date of publication;
- Page number where quote was found in book or other source;
- Quote itself, in single quotation marks.

Short quotes (up to approximately 30 words)

'If analogies are unreliable they must also be unscientific' (Hodder 1982: 14)...

Sahlins (1972: 57) suggests that a 'kinship is more significant in primitive society'...

Archaeologists have become increasingly focused on issues of gender divisions in society, primarily because they have begun to question 'Why have archaeologists produced a prehistory of faceless blobs' (Tringham 1991: 97).

Long Quotes (more than approximately 30 words)

The organisation of space and ancient household activities remains elusive to the archaeologist, despite rich ethnographic data that might serve as comparanda.

> If one does not assume households to be faceless units of cooperation, and if one does not assume that housework is a given universal pattern of devalued at-home social action, and if one does not assume that the roles and relations of men and women in domestic space is more or less uniform, and if one does not assume that the built environment

> looks the same to prehistoric eyes as it does to ours, then where does one start? How far can you allow your imagination take you?
> (Tringham 1991: 103).

The long quote, unlike most of your essay, should be single spaced. Long quotes do not therefore need to use quotation marks. It is placed away from the main essay text and is indented on each side.

Quotes should be meaningful and add to the point you are making. Do not use quotes just for the sake of reaching your word limit or because you think you have to. Instead USE SPARINGLY AND FOR EMPHASIS

3.2 Paraphrasing

This is what you often do in essays and other assignment work when you take the ideas and principles you have read and listened to and put them **into your own words**. It is a widely held misconception that only direct quotes need to be referenced. **This is not the case.** Any ideas, theories, opinions or any other information taken from elsewhere must be referenced correctly. The art of writing a good essay is to be able to use your own academic style to weave together other authors' ideas and research results. However, you must cite all the authors that have provided you with this knowledge as you did not come up with the theories or research cited. In fact you must use other people's research as a means to underpin the issues you discuss in an essay or other assignments.

You may, for example, read and be very familiar with **Bourdieu** and **Giddens** but you must always cite correctly where you read about their ideas. This is the nature of academic work where academics are courteous to each other and should never present someone else's ideas as their own. For example:

Analogy is the basis of archaeological interpretation and Hodder (1982) highlights the importance of ethnographic analogy to archaeological interpretation. Cole (1981: 2) even suggests that the identification of an artefact and interpretation of its use would not be possible without recourse to ethnographic studies. More recent studies also highlight the importance of anthropological theory in archaeological explanation (Gosden 1999).

4. Reference List and Bibliography

In text citations, discussed thus far are of no value without a reference list or bibliography at the end of your assignment, providing a full set of details about each source you have cited in your assignment.

A **REFERENCE LIST** is a list of the information you have used in your essay and **every author** cited must correspond **exactly** to the list of sources in your list at the end of your assignment.

A **BIBLIOGRAPHY** is a list of every piece of information you have used even if does not appear in your assignment text.

The School of Archaeology, History and Anthropology uses the Reference List method and this is what you should follow in ALL your assignments

4.1 Compiling a Reference List

The information required will appear on the book, article, video, newspaper, DVD, or other source you use. You must be a detective and ensure you find all the information required to produce a proper Reference List. Therefore while writing your assignments it is a good idea to:

- keep a note book, index cards or electronic document where each time you use any information you note down the reference details in full. If you do this you will not be able to lose important material and can find it easily again if you need to;
- type your reference list for each assignment as you go along. Do not leave the typing of the reference list until the last minute as this is when silly typing errors and omissions creep into the work.

The next section will explain how to set out a Reference List correctly and the format required. **The use of punctuation and brackets when producing a reference list is very important.** You may lose marks for sloppy presentation which does not follow this guidance accurately.

Whatever the source of material you use it is conventional for the author and date to be placed in brackets within the text (see section 2) and for the **full reference** to be placed in the Reference List.

4.2 Referencing Books

Format to follow:

- Author(s)
- Comma after surname
- Full stop after initial
- Date (followed by full stop)
- *Title of book* ***in italics***
- Place of publication (followed by colon)
- Publisher company (in full) (followed by fullstop)

For example:

1 author

Cole, B. 1981. *Anthropology for Archaeologists: An Introduction*. London: Duckworth.

2 authors

Shanks, M. and Tilley, C. 1987. *Social Theory and Archaeology*. London: Routledge.

3 authors

Watson, P., LeBlanc, S. and Redman, C. 1971. *Explanation in Archaeology: An Explicitly Scientific Approach*. New York: Columbia University Press.

As you add more authors the penultimate author has **'and'** placed after the initial rather than a comma**.**

In text

While Watson *et al*. (1971) examine scientific approaches to archaeological explanation, Shanks and Tilley (1987) prefer to use an anthropologically informed approach to interpretation.

In Reference List

Cole, B. 1981. *Anthropology for Archaeologists: An Introduction*. London: Duckworth.

Shanks, M. and Tilley, C. 1987. *Social Theory and Archaeology*. London: Routledge.

Watson, P., LeBlanc, S. and Redman, C. 1971. *Explanation in Archaeology: An Explicitly Scientific Approach*. New York: Columbia University Press.

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4.3 Referencing Edited Volumes

Books may sometimes be edited, which means that different authors have contributed different chapters to the book. If a book has editor(s) you add (ed) or (eds) after the name. For example:

Appadurai, A. (ed.) 1986. *The Social Life of Things Commodities in Cultural Perspective*. Cambridge: Cambridge University Press.

Bapty, I. and Yates, T. (eds) 1990. *Archaeology after Structuralism: Post-structuralism and the Practice of Archaeology*. London: Routledge.

When using an edited book if you have only used specific chapters these are what are referenced in your Reference List. For example:

Kopytoff, I. 1986. The Cultural Biography of Things. Commoditization as Process, in A. Appadurai (ed.) *The Social Life of Things Commodities in Cultural Perspective*. 64-91.. Cambridge: Cambridge University Press.

Note that, in this instance, you give the page numbers of the chapter written by Kopytoff. In your essay text you would either cite **directly** Kopytoff (1986) or **indirectly** (Kopytoff 1986).

4.4 Referencing Books with Different Editions

Popular books or books that are very useful are often republished and it is important you note which edition you have read. When referencing a 2nd edition book for example:

Shanks, M. and C. Tilley. 1992. *Reconstructing Archaeology: Theory and Practice*. London: Routledge. (2nd edition)

If it is a first edition book you do not add any information on the edition of the book.

4.5 Secondary Citation

Several text books use examples from other sources. For example if you have read about Ariès it is likely that you have read accounts of his work from text books or

articles rather than from his original writing. You should make this clear in your text. For example:

DIRECT citation:

Ariès (1962 cited in Bolger 2003: 124) suggested that the concept of childhood as a distinct social category emerged during the sixteenth century…

INDIRECT citation:

The concept of childhood as a distinct social category (Ariès 1962 cited in Bolger 2003: 124)….

You only cite the book you actually read in the Reference List:

Bolger, D. 2003. *Gender in Ancient Cyprus. Narratives of Social Change on a Mediterranean Island.* Walnut Creek: Altamira Press.

4.6 Referencing Electronic Books (ebooks)

The format for referencing electronic books is similar to that of conventional books. The author, date and page number (if appropriate) are placed in your text in the same way as a conventional book. For example:

(Gosden 1999:56)

The Reference List citing for an electronic book follows the same format as any book **but you record the date you accessed the book and the relevant URL website address details, as well as indicating the book is an e-book**.

For example:

Bintliff, J.L. (ed) 2004. *A Companion to Archaeology*. Malden, MA: Blackwell Publishing. Available at www.netlibrary.com/Reader [Accessed: 7th October 2010]

Gosden, C. 1999. *Anthropology and Archaeology: A Changing Relationship*. London and New York: Routledge. Available at http://www.netlibrary.com/Reader [Accessed: 7th October 2010]

Hodder, I. 1995. *Theory and Practice in Archaeology*. London: Routledge. Available at www.netlibrary.com/Reader [Accessed: 7th October 2010]

4.7 Referencing Journal Articles

Journals are publications that are published every week, month, quarter etc. They are academic and peer reviewed meaning that the work published in a journal has been judged and scrutinised by experts before being allowed to be included in the publication. These journals are sometimes referred to as periodicals.

Each journal usually has at least 6 different articles within it every time it is published. For example the *Current Anthropology* journal may have around twelve articles covering diverse topics from human evolution and other archaeological themes to articles covering various aspects of social anthropology. Every article will be published by different researchers and experts in from around the world.

As a result you will often only use some of the articles you read in a particular journal rather than the whole journal. For example if you are interested in human evolution then you would read articles from different journals which research this area.

You must therefore indicate in your Reference List what precise article (sometimes referred to as a paper) you have read out of all the possible articles that can be found in the different editions of a journal

Format to follow (print journals):

- Author(s)
- Comma after surname
- Full stop after initial
- Date (followed by full stop)
- Title of article (followed by full stop)
- *Name of journal* ***in italics***
- Volume Number (if given) and Issue Number (if given) (in parentheses) (followed by colon)
- Page numbers (followed by fullstop)

You should indicate the first and last page of the article you used.

For example:

Blake, E. 1999. Identity mapping in the Sardinian Bronze Age. *European Journal of Archaeology* 2(1): 35-55.

Gillespie, S.D. 2001. Personhood, agency, and mortuary ritual: a case study from the ancient Maya. *Journal of Anthropological Archaeology* 20: 73-112.

Henare, A. 2003. Artefacts in Theory: Anthropology and Material Culture. *Cambridge Anthropology* 23: 54–66.

The information you require will usually be found on the front page of the specific article you are using or in the header or footer of the article.

As in all Harvard system references the author date and page(s) as necessary would go in your assignment text in parentheses.

DIRECT citation:

Gillespie (2001: 85)

INDIRECT citation:

(Gillespie 2001)

4.8 Referencing Electronic Journals (E-Journals)

E-journals are referenced in the same way as conventional paper based journals but you add to the end of article details

[Online: Web address] [in square brackets]

[Accessed date] [in square brackets]

Sometimes in this type of article there will be no pages as they may not appear on the screen. If pages are indicated you must add them to your Reference List.

For example:

Carmagnani, A.G. and Pailler, Y. 2009. Stone Bracelet Production in Mali. *Internet Archaeology* 26. [Online: http://intarch.ac.uk/journal/issue26/garin_index.html] [Accessed: 7th October 2010]

Morris, I. 1996. Negotiated Peripherality in Iron Age Greece: Accepting and Resisting the East. *Journal of World Systems Research* 2(12): 1-10. [Online: http://jwsr.ucr.edu/archive/vol2/v2_nc.php] [Accessed: 7th October 2010]

Conventionally you should use information from books, journal articles, e-books and e-journals for your primary research. However, there are other sources you may sometimes use. The next section provides some useful examples.

4.9 Referencing Websites

You should be cautious when using websites Only use websites that your lecturers have advised you to use, or those that are likely to be reputable such as academic or government websites.

In the UK these should end with EITHER **.ac.uk** OR **.gov.uk**

For example:

http://www.soas.ac.uk/

The website for the School of Oriental and African Studies, University of London.

http://www.cadw.wales.gov.uk/

The website for CADW: the historic environment service of the Welsh Assembly Government)

Please avoid the **Wikipedia** site in your assignments as its content is not always accurate. If in doubt ask your lecturer or the library staff.

Format to follow:

- Author or organisation name
- Date (followed by full stop)
- Title of article
- Name of internet site
- Available from Web address in full
- Accessed on [in square brackets]

For example:

Hodder, I. 2009. Çatalhöyük: Excavations of a Neolithic Anatolian höyük. Available from: http://www.catalhoyuk.com/ [Accessed 27th October 2010]

When you cannot find an author use the organisation name. If you want to reference the following archaeology website, for example:

http://www.scottisharchaeology.org.uk/

In essay text:

Through public events Archaeology Scotland plays an important role in the conservation, management, and interpretation of Scotland's archaeological heritage (Archaeology Scotland 2010).

In Reference List:

Archaeology Scotland 2010. A key centre for knowledge and expertise for Scottish archaeology. http://www.scottisharchaeology.org.uk/ [Accessed 1st October 2010]

If you cannot find a date for a web site you should use n.d. (**no date**). For example:

In essay text:

The evidence from Arediou (Steel n.d.) indicates that LBA farming sites were more complex than the current typology (based largely on survey data) would suggest.

In Reference List:

Steel, L. n.d. Arediou-*Vouppes* (*Lithosouros*) A Late Bronze Age Farming Community on Cyprus. Available from http://www.lamp.ac.uk/riaha/research_projects/bronze_age_in_cyprus.html [Accessed 27th October 2010]

If you cannot find the author, organisation or date, and so cannot verify the veracity of its information, you should avoid the web site

4.10 Referencing Newspapers

Format to follow:

- Author(s)
- Comma after surname
- Full stop after initial
- Year (followed by full stop)
- Title of Article
- *Title of Newspaper* (in italics) followed by edition if required (in rounded brackets)
- Day and Month (followed by colon)
- Page (s)

For example:

Riley, K. 2007. Anthropology: the Great Divide. *The Seattle Times.* 7 October: 27-8.

If the newspaper article is online then you add the relevant web details. For example:

Riley, K. 2007. Anthropology: the Great Divide. *The Seattle Times.* 7 October. [online] Available at:

http://seattletimes.nwsource.com/html/opinion/2003928193_sundayanthro07.html [Accessed: 7th October 2010].

4.11 Referencing Television / Radio Programmes

Format to follow:

- *Title of Programme* (in italics, followed by full stop)
- Episode Number (if available) (followed by full stop)
- Series Number (if available) (followed by full stop)
- Title of Episode
- Channel (followed by full stop)
- Full Date (followed by full stop
- Time of Transmission (followed by full stop)

In text:

In this case in your assignment text you would not cite an author but instead a programme name. For example:

The Hamar are an African tribe renowned for rituals, in which men jump over a line of cattle (*Tribe* 2006).

Parry (*Tribe* 2006) stated that "the Hamar are famous for their rituals, where men prove themselves by jumping over a line of cattle".

These quotes are given **double quotation marks** because you are referring to speech spoken in the programme rather than written quotes.

In Reference List:

Tribe. Episode 2. Series 2.The Hamar. BBC2. 23 July 2006. 2100

4.12 Referencing Film / Video or DVD

Format to follow:

- *Title* (in italics, followed by full stop)
- Date of Release (followed by full stop)
- Director's name (if appropriate) (followed by full stop)
- Place (followed by full stop)
- Production Company (followed by comma)
- Medium Format [in square brackets] followed by full stop

In text:

You *cite* the name of the film or DVD / video with the date rather than an author. For example:

The impact of the modern western world on the !Kung San is exemplified in the film of a Bushman who discovers a coke bottle which dropped miraculously from the sky (*The Gods Must be Crazy* 1981).

In Reference List:

Clash of the Titans 1981. Directed by Desmond Davis. Warner Bros. [Film]

The Gods Must Be Crazy? 1980. Directed by James Uys. C.A.T. Films [DVD]

4.13 Conference Papers and Presentations

Format to follow:

- Author (name comma initial full stop)
- Year of conference (followed by full stop)
- Title of paper (followed by full stop)
- Title of conference (in italics followed by full stop)
- Place of conference followed by comma
- Organisers of conference
- Date of conference

In text:

Steel (2007) explored the material culture of wine production in Bronze Age Cyprus

In Reference List:

Steel, L. 2007. Production and consumption of wine in Bronze Age Cyprus. *First International Conference on Wine in Ancient Greece and Cyprus*. Ikaria. Wiener Laboratory, American School of Classical Studies at Athens. (21-23 September 2007).

If the paper is available on line also include access details. For example:

In text:

Foster (2009) explores the use of pigments in facial decoration during the Badarian period

In Reference List:

Foster, S. 2009. The changing face of civilisation: pigment use in Predynastic Egypt. A*bandoning 'the curse of the mummy': new theoretical approaches and*

methodologies in Egyptology. *Theoretical Archaeology Group*. Durham, University of Durham (17-19 December 2009). Abstract online. [Available at: http://www.dur.ac.uk/tag.2009/_abstract_book.pdf] [Accessed 10 October 2010].

4.14 E-mail

Occasionally you might want to reference (unpublished) information that a colleague has shared with you via email.

Sender's name. (Sender's E-mail address), Day Month Year. Subject of Message. e-Mail to Recipient's INITIALS. SURNAME (Recipient's e-mail address)

Format to follow:

- Author of email (name comma initial full stop)
- Senders email address (in round brackets)
- Date (day month year)
- Subject (in italics followed by full stop)
- Email to recipient's name [in square brackets]
- Recipient's email (in round brackets)

In text:

(Lateman 2010)

In Reference List:

Lateman, D. (d.lateman@lamp.ac.uk) 4/10/10. *RE: ProCite and Internet Reference*. [email to P. Mariner] (p.mariner@lamp.ac.uk)

You must gain permission from the other person before citing an email.

4.15 Theses

University theses and dissertations are an important source of up-to-date information.

Format to follow:

- Author(s) (Comma after surname & full stop after initial
- Date (followed by full stop)
- Title of thesis (followed by full stop)
- Unpublished (MA, PhD) thesis (followed by comma)
- Name of institution (followed by full stop)

In text:

(Jones 2010)

In Reference List:

Jones, N. (2010) Exploring Castles in Wales. Unpublished PhD thesis, Trinity Saint David, University of Wales.

4.16 Citing Illustrations

You may wish to include an illustration from a published source in your assignment. If you do so you should always cite your source in the illustration caption and include the full reference to the source in your Reference List.

To indicate your source in text your write "after" and give bibliographic reference (Author Date: illustration number)

a) Citing a map

Caption:

Map of Arediou showing geological formations, after Bear 1960.

In Reference List:

Bear, L.M. 1960. *Geological map of the Akaki-Lythrodonda Area*. Geological Survey Department, Government of Cyprus, Ordnance Survey.

b) Citing an illustration from a book

Caption:

Mask of Agamemnon, Shaft Grave V Mycenae, after Hood 1978, ill. 159.

In Reference List:

Hood, S. 1978. *The Arts in Prehistoric Greece*. Harmondsworth: Penguin Books.

c) Citing an illustration from the web

Caption:

The Greater Propylaia, after Greek Thesaurus n.d.

In Reference List:

Greek Thesaurus n.d. The archaeological Area of Eleusis. [online] Available from http://www.greek-thesaurus.gr/images/areas/eleusis-great-propylaia.jpg [Accessed 1st October 2010)

4.17 Oddities

Occasionally you may wish to reference authors who are more difficult to place within your Reference List. The following examples should help you.

a) Foreign names:

How do I reference van Dommelen, du Plat Taylor, a Campo etc?

<u>In text:</u>

(van Dommelen 1997)

<u>In Reference List:</u>

These should be organised alphabetically by the first part of the surname (for example du Plat Taylor should be filed under "D"). For example:

a Campo, A.L. 1994. *Anthropomorphic Representations in Prehistoric Cyprus: A Formal and Symbolic Analysis of Figurines c. 3500-1800 BC*. SIMA Pocketbook 109. Jonsered: P. Åströms Förlag.
du Plat Taylor, J. 1952. A Late Bronze Age settlement at Apliki, Cyprus. *Antiquaries Journal* 32:133-67.
van Dommelen, P. 1997. Colonial Constructs: Colonialism and Archaeology in the Mediterranean. *World Archaeology* 28: 305-23.

b) Ancient Sources

Format to follow:

- Name of ancient writer
- Date of publication (of your translation!) (followed by full stop)
- Title of book (in italics) (followed by full stop)
- Translated by & name of translator (followed by full stop)
- Place (followed by colon):
- Publisher

<u>In Reference List:</u>

Please include in main list (in alphabetical order)

Homer 1988. *The Iliad*. Translated by E.V. Rieu. Harmondsworth: Penguin Books (reprint).

Herodotus 1972. *The Histories*. Translated A. de Sélincourt. Harmondsworth: Penguin Books (reprint).

<u>In Text:</u>

If you are referring directly to the ancient source: (Homer, *Iliad* VI.166).

If you are referring ancient writers from modern books: Homer, *Iliad* VI.166 (from Rieu 1988: 120).

5. Reference List

The references you use throughout your assignment text should be listed in alphabetical order according to author surname or organisation name. Remember, if you have cited a work in-text then you must include this in your Reference List (and vice versa).

You produce a single list. **There is no need to differentiate between the different types of reference. Therefore books, journals articles, websites and any other sources are all in one list.**

An example mock piece of text with a reference list is attached overleaf in order for you to see what an academic piece of writing with correct referencing should look like. Note the Reference List should begin on a new page with a title. The spacing used to produce the list will be the same as that used in your essay (1.5 spacing). Each reference starts on a new line directly underneath the reference before.

Mock section from an essay

Several studies have explored the organisation of space in the ancient household (Tringham 1991; Frankel and Webb 2001; Papaconstantinou 2002; Nanoglou 2008). Nonetheless, the activities practised within the household and those responsible for these remain elusive to the archaeologist, despite rich ethnographic data that might serve as comparanda.

> If one does not assume households to be faceless units of cooperation, and if one does not assume that housework is a given universal pattern of devalued at-home social action, and if one does not assume that the roles and relations of men and women in domestic space is more or less uniform, and if one does not assume that the built environment looks the same to prehistoric eyes as it does to ours, then where does one start? How far can you allow your imagination take you?
>
> (Tringham 1991: 103).

The household underpins social interaction at many levels. Individuals (social actors) become culturally informed beings at the hearth (cf. Bourdieu 1977; Giddens 1984); learning a range of cultural practices – language, survival techniques, traditions and ideologies – through which they develop their own unique sense of identities. 'Habitus is learnt through the process of socialisation, through imitation and encouragement rather than through conscious learning' (Gosden 1999: 126). As such the household is more than the material remains of ancient dwellings, and the residues of activities (food processing, cooking, pottery and tool production to name but a few) enacted therein; it is the social hub where children learn and develop into fully functioning members of the community.

Various methodologies have been developed to investigate the use of space. One key example is the detailed analysis of excavated pottery assemblages specifically to explore aspects of social practice such as identity, food production and consumption (Pitts 2007).

References

Bourdieu, P. 1977. *Outline of a Theory of Practice*. Cambridge: Cambridge University Press.

Giddens, A. 1984. *The Constitution of Society: Outline of a Theory of Structuration*. Berkeley: University of California Press.

Gosden, C. 1999. *Anthropology and Archaeology: A Changing Relationship*. London and New York: Routledge. Available at http://www.netlibrary.com/Reader [Accessed: 7th October 2010]

Frankel, D. and Webb, J.M. 2001. Population, Households, and Ceramic Consumption in a Prehistoric Cypriot Village. *Journal of Field Archaeology* 28: 115-129.

Nanoglou, S. (2008) Building Biographies and Households: Aspects of Community Life in Neolithic Northern Greece. *Journal of Social Archaeology* 8: 139-59.

Papaconstantinou, D. 2002. Life Cycles and the Dynamics of Domestic Architecture: Households in Neolithic Cyprus. In D. Bolger and N. Serwint (eds) *Engendering Aphrodite: Women and Society in Ancient Cyprus*, 33-51. CAARI Monographs 3. Boston : American Schools of Oriental Research.

Pitts, M. 2007. Consumption, Deposition and Social Practice: a Ceramic Approach to Intra-Site Analysis in late Iron Age to Roman Britain. *Internet Archaeology* 21. [Online: http://intarch.ac.uk/journal/issue21/pitts] [Accessed 7th October 2010]

Tringham, R. (1991) Households with Faces: the Challenge of Gender in Prehistoric Architectural Remains. In Gero, J. and Conkey, M. (eds.) *Engendering Archaeology*, 93–131. Oxford: Blackwell.