

# Department of Anthropology

## Formatting Guidelines

### Theses/Research Papers and Dissertations

Revised July 2010, corrections April 2012, October 2014, **April 2018, October 2018**

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The Graduate School guidelines determine:

1. organization of material
2. general information about tables and figures
3. maps, pictures, appendices, and color
4. paper, printing
5. margins, indentations, pagination
6. examples of title page, abstract, vita

The departmental rules determine:

1. page number placement within the body of the paper
2. style of headings and subheadings
3. reference citations
4. use of bold and italics
5. style used for tables and figures

If you have questions do not hesitate to contact the Graduate Secretary in the Anthropology Graduate Studies office, 453-5037, or at the Graduate School please contact:

Theses/Dissertations	<b>Dr. Rose Moroz</b>	618-453-4570
Research Papers	<b>John Russell</b>	618-453-4529
General graduation procedures	<b>Kelly Mason</b>	618-453-4550

**This recent guideline revision supersedes all previous editions. Take this into consideration as you review previous theses/dissertations from the library or department. Where the department guidelines are more specific and restrictive than those of the Graduate School, you must conform to the department formatting guidelines. If they are in conflict, you must conform to the Graduate School guidelines.**

## General Instructions

**Thesis/Dissertation.** Each candidate for an advanced degree must present evidence of competence in research and writing. Please refer to the departmental procedures manual for a description of the requirements for completion of the MA or PhD degree in Anthropology.

**Filing of Dissertations, Theses and Research Papers** The Graduate School requires that the final draft be submitted electronically, as a single pdf file (including all tables, figures, etc.). Instructions for creating and uploading the pdf file are on the Graduate School website.

An original approval sheet for passing the oral defense, signed by the student's committee, and the original cover page signed by the committee member and the department chair, must be delivered to the Graduate School by the deadline for graduation. The Anthropology Graduate Studies Secretary holds these forms until the department chair and all members of the committee have provided the appropriate signatures, **then hand-delivers the forms to the Graduate School.**

**Human Subjects.** All copies of research papers, theses and dissertations submitted to the Graduate School that need the human subjects approval as defined by the Human Subjects Committee must include a copy of the approval form.

**Permission to Reproduce Copyrighted Illustrations and Tables.** If you reproduce copyrighted figures or tables you must include in an appendix the letter or email from the copyright holder granting permission to reproduce. For details see links at <https://gradschool.siu.edu/current-students/thesis-dissertation-researchpaper/copyright.php>.

**Deadline Dates for Submission.** The dates are posted in the department and at the Graduate School for both deadline to apply for graduation and the submission of papers. These deadlines are firm dates and no extensions will be given.

**Theses/Dissertations.** One pdf copy, uploaded electronically to the Graduate School, and one print copy on acid free paper, submitted loose leaf in a box to the Department, are required. Your committee members may request either paper or digital copies.

**Research Papers.** Students granted a research paper option must submit one pdf copy to the Graduate School electronically to OpenSIUC (see instructions at <https://gradschool.siu.edu/current-students/thesis-dissertation-researchpaper/research-paper-guidelines.php>), and one print copy on acid free paper, submitted loose leaf in a box to the Department. Research papers must conform to the departmental and Graduate School formatting rules for a thesis and formatting guidelines of OpenSIUC.

## ORGANIZATION OF MATERIAL

1. Title Page (template on graduate school website)
2. Copyright statement (when applicable)
3. Approval page (you will reserve a page for this but the approval page itself will be inserted by the Graduate School after we deliver it to them)
4. Abstract (required for theses/dissertations)
5. Acknowledgments (not required)
6. Table of Contents with page references
7. List of tables with page references
8. List of figures with page references
9. Text
10. Exhibits (tables, figures, photographs, etc. when not distributed in the text)
11. References Cited (or appropriate title prescribed by style manual chosen)
12. Appendices (not required)
13. Human subjects committee approval form when required
14. Vita sheet (see template on Graduate School web site)

A blank sheet of white paper should be placed at the beginning and at the end of the copy submitted to the Department.

If a dissertation is to be copyrighted, an extra page must be inserted after the title page. The copyright statement is to be centered on the page as follow (see Word template on Graduate School web site):

Copyright by (your name) 20\_\_

All Rights Reserved

## FORMATTING GUIDELINES

**Front Matter.** For most of the front pages and the vita, there are recommended templates on the graduate school website.

<https://gradschool.siu.edu/current-students/thesis-dissertation-researchpaper/etd-templates.php>

You should download these as a framework as you format your document.

**Margins and Indentations.** Margins are one inch on all four sides. Opening pages in body of work (Chapters, Bibliography, etc.) should have a two inch top margin. **Note that although the Graduate School template for Chapter opening uses only a one-inch top margin the Graduate School format guidelines specifically allow the larger margin required by our Departmental format manual. Charts, tables and figures may have larger top margins, but you must consistently use the same top margins for all of them.**

Paragraph indentations should be a uniform five spaces or 3/8 inch. There should be no extra spacing between paragraphs.

**Fonts and Non-standard Typeface.** The type face should be letter quality **and must be consistent throughout the document, except as noted below.** The print should be dark, clear, and readable. Font style should be standard and not an unusual style such as cursive, script, or Italic. Some standard fonts are listed below.

Arial, Bookman, Courier, Times New Roman.

The body of the paper should use a 10 or (preferably) 12 point font. Headings and subheadings may go up one size and up to 14 point but must be of the same font style as the body of the text.

**Bold** format is not allowed in the body of the text, unless it is within quotations to conform to the original source. It may be used in Figures and Tables.

*Italics* may be used **as required by disciplinary style guides, e.g.,** for words from other languages, genus/species/varietal names, within quotations to conform to original source, and for book and journal titles both in the text and the bibliography. No other use of italics is allowed (including for emphasis)

**Table of Contents/List of Figures and Tables.** Chapter titles will be left justified; primary, secondary, and further subheading levels will each be indented five spaces or 3/8 inches from the next highest level. All titles will be mixed case. Page numbers will be right justified, and connected to the appropriate heading by ellipsis (. . .). These pages may be single or double-spaced. **You can create these manually by using** Word templates available on the Graduate School web site:

<https://gradschool.siu.edu/current-students/thesis-dissertation-researchpaper/etd-templates.php>

**However, we strongly advise that you learn how to have MS Word (or other program) compile these tables and lists automatically; it will save you hours of work and frustration when you are preparing the final version of your thesis or dissertation.**

**Page Numbering.** The pages preceding the text should be numbered in small Roman numbers. The numerals should be centered between the one inch margin on the left and one inch margin on the right, .5 inches from the bottom edge of the paper.

Text pages will be numbered consecutively, including tables and figures, bibliography, appendices and vita. Page numbers will be Arabic, in the top right corner, with no trailing period or other punctuation, embellishment, or running headers. See Appendix A for the correct (landscape) position and orientation on landscape-oriented pages

**Spacing and Section Titles.** The body of the document must be double spaced. The document is to be printed on one side only. Note that although some details here differ from the Graduate School template, the instructions here are allowed by the Graduate School format guidelines. See next page for example of each of these heading levels.

***Chapter titles*** – approximately two inches from the top of the paper, all capital letters, centered, CHAPTER N on one line then hit Enter twice and put CHAPTER TITLE on its own line, with an extra blank line following (with double spacing on, hit return twice after the title).

***Primary subsections*** – mixed case, centered, extra blank line before and after (i.e., with double spacing on, hit return one extra time before and after).

***Secondary subsections*** – Capital on first word only, flush left, underlined, one blank line before (i.e., with double spacing on, hit return one extra time before). On own line, then return to start text on next line.

***Tertiary and subsequent subsections*** – Capital on first word only, flush left, underlined, with one blank line preceding (i.e., with double spacing on, hit return one extra time before), followed by period then text on same line. If you wish to use fourth-level subsections, you may use the optional lettering / numbering system below.

***Optional:*** subsections of chapters may be identified by letters and numbers or numbers alone (e.g., section II.A.3.b or 2.1.3.2), particularly if there are subsections beyond the tertiary level.

To achieve the correct spacing for headings, it helps to have your word-processing program display the paragraph marks. They will be visible on screen but will not print. In MS Word, on the HOME tab click on the button that has a paragraph mark (¶); you will see the paragraph marks displayed on screen. On the next page is screenshot of a page that has the correct formatting and spacing for chapter titles and headings.

Enforce widow and orphan control, to prevent a heading from being the last line on a page, or for the last line of a paragraph from being the first line at the top of a page.

¶

¶

## CHAPTER 1¶

¶

## INTRODUCTION¶

¶

→ Between paragraphs of ordinary text there will be only one paragraph mark. It will be right after the final period of the first paragraph.¶

¶

## Primary Heading¶

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→ For primary headings (first level below the chapter title) hit Enter one extra time before and after the heading. The result is two consecutive paragraph marks, which you can see above (one at the end of the text line and then another on its own line).¶

¶

Secondary heading¶

→ Secondary headings have two consecutive paragraph marks before, but only one after (i.e., the one at the end of the actual heading).¶

¶

Tertiary heading. The text follows on the same line as the tertiary heading.¶

**Hyphenation**. Not allowed at the right margin unless the hyphen is normally part of the word. That is, do not split a single word across lines, but “absent-minded” can be split because it always has the hyphen.

**Foreign Language Words**. Foreign words should be spelled correctly, including all necessary accents, following established dictionaries or (if none exist) linguistically accepted standards for that language. They should be identified by italics or underlining in every occurrence.

Glosses for foreign words/language material may be enclosed in single quotes.

**Citations/Quotations**. Citations in text should follow the style manual for **your sub-discipline (SAA Style Guide for archaeology, AJPA Style Guide for biological anthropology, Chicago Manual of Style author-date style for sociocultural and linguistic anthropology)**. Page numbers are always required for direct quotations or close paraphrasing.

Quotations longer than three (3) lines of text should be set off as a block quote by an extra return (blank) before and after, indented at both the left and right margins, double spaced, with no quotation marks. After the period at the end of the quoted passage the citation, including page number(s) should be enclosed in square brackets: [author, year:page##]. Omissions **within** quotations are indicated by ellipsis (. . .) **but do not begin or end the quotation with ellipsis**.

**Discourse**. Follow the guidelines set forth in the most recent edition of the *Chicago Manual of Style*. If your discourse example/analysis is more complex than can be readily accommodated by guidelines therein, clear the format of presentation with your committee.

**Footnotes/endnotes**. Follow sub-disciplinary standards for frequency of use and placement. If included, place as footnotes on the page of reference or as endnotes to each chapter. They should not be endnotes at the end of the entire thesis/ dissertation. **Follow the subdisciplinary style manuals for style and placement of notes for tables and figures**.

**Charts, Figures & Tables**. These should be placed either in the body of the text as close to the first citation as possible or grouped at the end of each chapter.

1. **If placed on the same page as text, they must be separated from the text by extra (blank) lines above and below. Whether to use one double-spaced blank line above and one below, or two above and two below is up to you, but you must be consistent throughout the entire document.**
2. **If you place them at the end of the chapter (the current Graduate School format rules are ambiguous but we have been told this is indeed allowed) they may either be one per page, or small related figures/tables may be grouped on a page. If you do the latter, the top margin and the spacing between figures and tables must be the same in all instances.**

3. If collected at the end of the chapter, the page numbers should continue consecutively with the text. They may be numbered consecutively within chapters with the chapter number (e.g., in Chapter III, Figures 3.1, 3.2, 3.3), or (per *Chicago Manual of Style*) numbered in a single sequence regardless of chapter (e.g., 1, 2, 3, . . . 47, 48, 49).
4. Maps and pictures should be produced/scanned at 300 dpi or higher resolution and placed in the document directly, or use the computer to design figures and graphs. Lettering on graphs and charts, if handwritten, must be of professional quality using black drawing ink. Data must be typed.
5. Charts, tables and figures which are oversize must follow Graduate School guidelines for the pdf submission. They are submitted as a supplemental file. See instructions for “complex objects” at <https://gradschool.siu.edu/current-students/thesis-dissertation-researchpaper/etd-format.php>.
6. Titles and captions should follow the style as they appear in recent published issues of the appropriate sub-disciplinary publication. Generally, table titles are above the table and figure titles are below the figure, but the placement selected must be followed consistently. If your caption is longer than one line, use single-spacing, not double.
7. Spacing within a table may be single or double spaced based on the readability of the data.
8. Font style and size in tables should be consistent throughout the document, unless a table requires a smaller size. Six (6) point font is the smallest allowed in a table. Titles should be consistent in size and style of font as used throughout the document.
9. Landscape tables and figures may be used. The top for the title will be on the binding edge of the paper (with a 1 inch margin). Page numbering will also be landscape. Thus, if your page numbers on other pages are in the upper right of the portrait pages, the page number for a landscape table will be in the upper right of the landscape page. See the example in Appendix A. NOTE: this differs from previous instructions, which required portrait orientation for the page number.

**Appendices.** List of terms, definitions, questionnaires, and other supplemental information which is useful, but not essential to the body of the research paper, thesis, or dissertation may be included in an appendix.

**Color.** Color may be used where essential. Remember that in photocopies of your work the color will not appear.

**References Cited.** The References (or other title as required by subdisciplinary style manual) should be double spaced just like the text. Follow the style of text citation and bibliographic



reference used in the following journals, according to the primary sub-disciplinary focus of your thesis/dissertation:

Archaeology

[SAA Style Guide](#)

Biological/Physical Anthropology

[American Journal of Physical Anthropology](#)

Linguistic Anthropology

[Journal of Linguistic Anthropology \(Chicago Manual of Style author-date system\)](#)

Socio-cultural Anthropology

[American Ethnologist \(Chicago Manual of Style author-date system\)](#)

## **APPENDIX A**

The next page shows the correct placement and orientation of a page number on a landscape page. NOTE: this is different from past versions of this format guidelines, but it is the way the Grad School now requires.

Table 1. Artifacts in “Private Houses” at Tell Asmar.

House No.	Area (m <sup>2</sup> )	Pots	Seals/ Impressions	Tools	Weights	Jewelry	Clay Models and Figurines	Miscellaneous
II	420	21	3 / 1	Copper arrowhead Flint arrowhead 2 flint sickle blades Celt Copper needle Copper fishhook 2 copper blades Copper graver Faience spindle whorl Stone spindle whorl Stone grinder	13	5 copper pins 1 copper bracelet 2 copper rings 1 shell ring from a belt 6 shell beads 3 faience beads 1 faience pendant 1 carnelian bead 1 lapis bead 1 copper bead	2 animal figurines 2 model horns 1 model adze	2 clay cuneiform tablets (“religious content?” in J19:6; “list of workers” in J20:10) 1 copper vanity set Clay plaque Copper ingot Copper bowl Stone vessel Pearly inlay Stone sculpture
XXIII	>218	0	17 / 0	Mace head Flint arrowhead 3 copper chisels 3 copper nails 3 copper hoes 3 copper blades	1	2 copper pins 1 shell bead 1 lapis fly amulet	1 figurine	-