

## Simplified SAA Citation and Bibliography style guide

Bruce Owen

This is a simplified explanation of the citation and bibliographic format used in the premier American journal of archaeology, *American Antiquity*, published by the Society for American Archaeology. Formats similar to this one are used in many anthropological and archaeological publications. The full details of this format, with examples, are given in

[http://www.saa.org/Portals/0/SAA/Publications/new\\_style\\_guide.pdf](http://www.saa.org/Portals/0/SAA/Publications/new_style_guide.pdf)

You can click to the full style guide from the “SAA Style Guide” link on the class web page.

The condensed guide below should cover what you need to know for most papers, including instructions on how to cite materials from the web, and from this class.

### *Citations in the text*

All direct quotations must be enclosed in quotation marks and have the bibliographic source indicated. Everything inside the quotation marks must be exactly what the author wrote. The only exception is that you may edit parts out, indicating where something is missing with ellipses (three dots) enclosed in brackets. For example:

“Males [...] seem to have a minor role in the beliefs of the time” (Fairservis 1975:155).

Even when you use your own words to explain the information (as you should most of the time), you must still give the source. All factual information that is not common knowledge and has not been discovered by you personally, whether quoted or rephrased, must have the bibliographic source indicated. Common knowledge does *not* include most of the facts and theories in this course, nor does it include much of what you look up in reference books or online. Material from class materials like the posted notes, slides, and handouts by me must be cited correctly, too.

To identify a source, give the author’s last name, year of publication, and page number directly in your text between parentheses, as in (Emery 1991:42). If the source is an extract such as many of our online readings, use the page numbers of the original publication as shown on the pages themselves, not the page count within the pdf file. If a book has been republished, use the latest date given. Multiple pages are shown as (Hyslop 1984:116-137). Sources with two authors are shown as (Johnson and Earle 1987:10). Sources with three or more authors are shown with just the first author named and the Latin “et al.,” standing for “and others”, as in (Sanders et al. 1979:121). Citations in the text normally belong at the end of the sentence, phrase, or idea that came from that source. For example:

Enormous quantities of beveled-rim bowl fragments were found at Uruk (Wenke 1990:338). These bowls, though “surely one of the ugliest ceramic types ever made” (Wenke 1990:338), may be the first mass-produced, standardized, disposable containers (Adams 1960:9).

If the information in several sentences comes from a single source, include the reference only once, at the end of the information. For example:

The Mature Indus civilization extended over almost 500,000 square miles. Harappa and Mohenjo-daro are the two largest well-known sites, possibly political capitals, while a number of similar but smaller sites seem to be subsidiary centers. Several of the major sites share a similar city plan (Allchin and Allchin 1982:167-171).

If information from several sources is mixed into one sentence or paragraph, citing each one after every bit of information could distract from the flow of the writing. In this case, it is acceptable to lump the references together at the end of the sentence or paragraph, separated by semicolons. For example:

A large Early or Middle Shang site at the modern city of Zhengzhou was surrounded by a massive rammed-earth wall that is estimated to have required 200,000 man-years to build. The wall may have been more to restrict access to the elite residential and ceremonial zone than for actual defense (Barnes 1993:126; Chang 1986:331-339; Whitehouse and Wilkins 1986:70).

Exercise judgment when lumping references in this way. Piling all the references at the end of every paragraph is rarely appropriate. This method is never acceptable for direct quotations, which should always have the reference immediately after the quoted material.

It sometimes helps the flow of your writing to refer directly to an author by name. In this case, only the date and page number go in parentheses. For example:

According to Prescott (1961:254), the Inka Atahualpa's translator worked against him.

If you cite multiple sources by the same author from the same year, indicate which is which by adding a lower-case letter after the year. For example:

Shang China was a civilization, according to the “Wasteful Definition” (Owen 2009a:4), yet the Shang capital was not densely urban in the way that western cities are (Owen 2009b:4-5).

Only cite sources that you have actually read. Do not list citations from other works if you have not read them yourself. If you want to cite a fact or quotation that is given in another work and you cannot find the original reference, do so honestly by writing something like “Smith estimated that the site had 2000 inhabitants (cited in Jones 1992:143).” In this case, you have not seen the original work by Smith, but you read about it in Jones (1992:143). You cite Jones as your source, and you include Jones, not Smith, in the list of references cited at the end of the paper.

If you use material from my lecture notes or slides, cite those, not the authors that they describe. This is because you are citing my condensed version of their work (which might even have errors in it), not their actual words. It is still good form to give the original author credit, though. For example, say I summarize Redman’s concept of civilization in a lecture or handout. You could cite it like this:

According to Redman’s “long list” definition (Owen 2009a:1), civilizations have cities.

On the other hand, the extracts from articles and books posted on the class website are equivalent to photocopies of the original work. Cite them as if you would cite the entire publication, giving the original author, date, and page shown in the extracts, not as Owen 2009. They wrote it; I only made a copy for you to download.

Material from the Internet must also be cited correctly. In the text, give the author, year, and page number (if appropriate), just as for any other reference. You may have to search the site to find the author’s name; there is often a “credits” page, or a page about the author. The author may be an institution, like Encyclopedia Britannica or United Nations, if no person is specified. The date is preferably one specified on the page itself. If no date is given, use the year in which you looked at the page.

*List of references*

After the text of the paper, include an alphabetized list of references titled “References Cited”. Every citation in the text must have an entry in the list, and every reference in the list must be cited at least once in the text. Do not include sources you looked at for general background but did not actually refer to in the text. Write out first names of authors, rather than using initials. Book and journal titles are italicized, but chapter and article titles are not, so that each published reference has a single italicized title. A typical book reference looks like:

Trigger, Bruce G.

1993 *Early Civilizations, Ancient Egypt in Context*. The American University in Cairo Press, Cairo.

A typical journal article reference has the volume (often the year number) of the journal, with the issue number in parentheses, followed by a colon and the pages of the article. For example:

Adams, Robert M.

1960 The Origin of Cities. *Scientific American* 203(3):153-168.

The example above is an article in volume 203 of *Scientific American*, issue 3 (probably March), pages 153-168, published in 1960.

If there are multiple authors, only the first one is written last-name first. The rest are in normal order, in the order given in the publication. For example:

Whittaker, John, and Michael Stafford

1999 Replicas, Fakes, and Art: The Twentieth-Century Stone Age and Its Effects on Archaeology. *American Antiquity* 64(2):203-214.

Web pages should also be included in the list of references. The general format is:

Author's <Last Name>, <First Name>

<Year> <Title>. Electronic document, <internet address>, accessed <full date>.

Khan, Omar

1997 The Ancient Indus Civilization. Electronic document, <http://www.harappa.com/har/har1.html>, accessed August 20, 2010.

Posted class notes, slides, and readings by me should be referenced as internet resources, since they are available only from the class website. For example:

Owen, Bruce

2009a Some definitions of “civilization” and “complex society”. Electronic document, <http://bruceowen.com/emciv/pw/341-09s-Definitions-CivAndComplexSociety.pdf>, accessed February 28, 2009.

2009b The emergence of civilization in Mesopotamia: ‘Ubaid and Uruk. Electronic document, <http://bruceowen.com/emciv/341-09s-09-UbaidUruk.pdf>, accessed February 27, 2009.

Note how multiple items by the same author are lumped together below the author’s name, which is only listed once. The lower-case letters are arbitrary and assigned by you to whatever items you use by the author with the same date in this particular paper. Another paper might use “Owen 2009b” to refer to a different item.