

Department of Anthropology

Formatting Guidelines Theses/Research Papers and Dissertations

Revised April 2008

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, or at the Graduate School please contact:

Theses/Dissertations	Ratna Sinha	618-453-4570
Research Papers	Nancy Vorhees	618-453-4529
General graduation procedures	Pam Durso	618-453-4523

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.

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.

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.

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. Normally, additional final print copies are provided to committee members.

Research Papers. Students granted a research paper option should follow the formatting rules for a thesis. Submission to the Graduate School is by paper copy, not electronic. See the Graduate School formatting guidelines.

ORGANIZATION OF MATERIAL

1. Title Page
2. Copyright statement (when applicable)

3. Approval page
4. Abstract (required for theses/dissertations)
5. Acknowledgments (not required)
6. Table of Contents
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. Bibliography (or appropriate title prescribed by style manual chosen)
12. Appendices (not required)
13. Human subjects committee approval form when required
14. Vita sheet

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 follows:

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 (http://www.siu.edu/gradschl/ETD_templates.htm as of April, 2008).

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

Margins and Indentations. Margins are one and one-half inches on the left (binding edge) and one inch on the other three sides. Opening pages (Chapters, Bibliography, etc.) should have a two inch top margin. Charts, tables and figures may have larger margins than listed but may not go into the required margins.

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. 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 for words from other languages, genus/species/variety names, within quotations to conform to original source, and for book and journal titles both in the text and the bibliography. Underline may be substituted for italics in all of these cases. 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. Word templates that use the Graduate School formatting guidelines are available on the Graduate School web site (the link is on Anthropology website) (http://www.siu.edu/gradschl/ETD_templates.htm).

Page Numbering. The pages preceding the text should be numbered in small Roman numbers. The numerals should be centered between the one and one-half 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 (leaving a one-inch margin), with no trailing period or other punctuation, embellishment, or running headers. If landscape-view pages are numbered IN landscape, the page number must be below the one and one-half inch top margin in that view. It is preferred that the page number be placed as on all other pages. A mechanism for this is given in Appendix A.

Spacing and Section Titles. The body of the document must be double spaced. The document is to be printed on one side only.

Chapter titles – approximately two inches from the top of the paper, all capital letters, centered with three blank lines following (with double spacing on, hit return one extra time after the title).

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

Secondary subsections – mixed case, flush left, underlined, one blank space before (i.e., with double spacing on, hit return one extra time before).

Tertiary and subsequent subsections – mixed case, flush left, underlined as running heads, with one blank space preceding (i.e., with double spacing on, hit return one extra time before), followed by period then text on same line. If you have further subsections, you are encouraged to 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.

Hyphenation. Not allowed at the right margin unless the hyphen is normally part of the word.

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 of the designated journal for your sub-discipline. Page numbers are 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. The last entry must be a parenthetical notation giving (author, year:page##). Omissions in quotations are indicated by 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. Follow sub-disciplinary standards for frequency of use. 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.

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

1. They must each be on a separate page, or small related figures/tables may be grouped on a page (separate from text).
2. They should be given page numbers consecutively with the text and also numbered consecutively as figures or tables by their order of occurrence and listed in a List of Figures/List of Tables in the Front Matter.
3. Maps and pictures should be scanned at 300 dpi or higher resolution and placed in the document directly, or use the computer to design figures and graphs. If not, lettering on graphs and charts, if handwritten, must be of professional quality using black drawing ink. Data must be typed.
4. Charts, tables and figures which are oversize must follow Graduate School guidelines for the pdf submission. They are submitted as a supplemental file.
5. 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.
6. Spacing within the table may be single or double spaced based on the readability of the data.
7. Font style and size should be consistent throughout the document, unless a table requires a smaller size. Six (6) point font should be the smallest used. Titles should be consistent in size and style of font as used throughout the document.
8. Landscape tables, and figures may be used. The top for the title will be on the binding edge of the paper (with a 1 ½ inch margin). However, page numbering should be placed on the page consistent with the rest of the document if possible (see Appendix A).

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.

Bibliography. The bibliography 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	<i>SAA Style Guide</i>
Biological/Physical Anthropology	<i>American Journal of Physical Anthropology</i>
Linguistic Anthropology	<i>Journal of Linguistic Anthropology (AAA Style Guide)</i>
Socio-cultural Anthropology	<i>American Ethnologist (AAA Style Guide)</i>

APPENDIX A

Instructions for inserting a landscape oriented chart or table into a portrait oriented Word document

(NB: these instructions are for Word 2003; menus in Word 2007 are different though the techniques are essentially the same):

Create a separate section within the document in order to create the chart or table.

1. Move the cursor to the end of your text. On the main toolbar, click on **Insert, Break**.
2. Under “section break types”, select **next page**. Click **OK**.
3. Your cursor will be on the new page in the section you created. To orient the page in landscape, go to **Format, Reveal Formatting**. Under “Section” click on **Layout**. On the margins tab you will be able to choose landscape.
4. Create your chart or table.
5. At the end of your chart/table create another break. Reorient the next section into portrait and continue writing.

Insert landscape oriented page numbers on this section:

1. From the top toolbar click on **Insert, Text box**.
2. Click inside the text box. From the top toolbar, click on **Format** and choose text alignment or text direction (however it is labeled). This will allow you to orient the text inside the box. Once you’ve entered your text you can move it to where ever you need it on the page.
3. By default text boxes have a line around them. To remove the line, right-click on that line, choose **Format Text Box...** then change the Line “color” to “no line”.

****Hint:** If you have more than one page in landscape format an easy way to get all their page numbers placed in the same spot on the page is to line up one corner of the text box with the corner of the page, make the text box large enough that the diagonally opposite corner is in the position for the page number, and put the page number there. Copy this text box, then paste a copy onto as many pages as you need, placing each copy on the page by lining up the text box corner with the page corner.

NOTE:

You will have to determine which page number should be there, and manually enter it. If your pagination changes, then you must manually change the number in the text box. When you change section again, you must resume page numbering from the NEXT available number (e.g., landscape page is page 123, resume numbering with 124).