

## **AnSo Style Guide for Writing Papers**

Updated: January 2005

This style guide is important in particular for senior research papers, but we encourage (and some of us may require) you to use it in other AnSo courses as well.

### **Manuscript Format:**

- \* All text (including footnotes & references) must be double spaced in a 12-point type.
- \* Margins must be at least 1.25 inches on all four sides.
- \* For senior projects, we require a separate title page (a sample is provided below).
- \* Following the title page include: abstract, acknowledgements, body, references.
- \* We strongly encourage you to use sub-headings to organize your paper.

### **Mechanics:**

- \* Page Numbering: Number pages beginning on the second page (as page 2). Carry the page numbers through the endnotes and references sections.
- \* Tables, Figures and other Artwork: Number consecutively throughout the text. Include tables, figures and other artwork either in the text or at the end of the paper grouped by category. Refer to tables, figures and artwork by number (e.g. Table 1, Figure 3). For tables, include a descriptive title and headings for both columns and rows. Each figure must have a descriptive title and appropriate headings.

**Footnotes & Endnotes:** Use footnotes and endnotes to explain or amplify text, cite materials of limited availability, or append information presented in a table or figure. Footnotes should be numbered and included at the bottom of the paper or in a separate section headed "Endnotes." Increasingly, people use endnotes rather than footnotes and use either one sparingly as they tend to disrupt the flow of the text.

### **Miscellaneous Style & Grammar Matters:**

- \* Quotations longer than three lines should be blocked, indented and single-spaced. Blocked quotations should not have quotation marks.
- \* Only use "it's" as the conjunction for "it is"; "its" is the proper possessive.
- \* Commas and periods should be included inside quotation marks. E.g. "...it," she said.
- \* Foreign words in your text should be italicized or underlined. Commonly used foreign words or terms, however, should appear in regular type. E.g.: per se, ad hoc, et al.
- \* When using an acronym, spell out the complete term the first time you use it and present the acronym in parentheses: First use: "The Current Population Survey (CPS) includes..." (Spring 2004:7). Later: "CPS figures show..."
- \* Do not use abbreviations such as etc., e.g., or i.e. in your text. You may use these abbreviations in parenthetical information, however; for instance: (i.e. cultural capital).

**Citations in Text:** Citations help to strengthen claims. The basic format for citations in the text includes the last name of the author(s) and year of publication. Include page number when you quote directly from the work or refer to specific passages. In order to avoid plagiarism (using another person's words without proper citation), you must quote verbatim, using quotation marks and the name, date, and page number in parentheses or

you must paraphrase and mention the source of the idea (name and date only).

- \* If author's name is in the text, follow it with the publication year in parentheses:  
E.g. When Day (2002) studied...; For Wagner (1988), cultural analysis is...
- \* If the author's name is not in the text, enclose the last name and year in parentheses:  
E.g. ...cultural identity (Jones 1994); ...correlation (Burgess 1968; Xu 1971)
- \* If the page number is to be included, it follows the year of publication after a colon:  
E.g. ...Eberhardt (2003:26); (U.S. Bureau of Census 1963:27)
- \* Quotations in the text must begin and end with quotation marks; the citation follows the end quote mark and precedes the period.  
E.g. "In 1999, however, the data were reported by more specific job types which showed that technologically oriented jobs paid better" (Colwell 2004:47).

### Reference List (Bibliography):

- \* References follow text and footnotes/endnotes in separate section headed "References."
- \* All references cited in the text must be listed in reference section.
- \* References should be double-spaced.
- \* List references in alphabetical order by author's last names.
- \* Use hanging indentation (see examples).
- \* Invert authors' name; if two or more authors, invert only the first author's name.
- \* Arrange multiple items by the same author in order by year of publication, earliest first.
- \* Use italics for book and periodical titles.
- \* If no date is available use "N.d." in place of the date.
- \* Include both city and state for place of publication.
- \* For foreign cities provide the name of the country.

### Examples of References:

\* **Books:** Basic form for a book entry is 1) author's last name, followed by a comma and the first name and middle initial, ending with a period, 2) year of publication followed by a period, 3) title of book italicized ending with a period, and 4) place of publication, followed by a colon and name of publisher ending with a period.

**One Author:** De Anda, Roberto M. 1995. *Chicanas and Chicanos in Contemporary Society*. Boston, MA: Allyn and Bacon.

**Two Authors:** Herrera-Sobek, María and Helena María Viramontes. 1995. *Chicana (W)rites: On Word and Film*. Berkeley, CA: Third Woman Press.

**Chapter in Book:** Nathan, Peter E. and Raymond S. Niaura. 1987. "Prevention of Alcohol Problems." Pp. 333-354 in *Treatment and Prevention of Alcohol Problems*, edited by W.M. Cox. Orlando, FL: Academic Press, Inc.

**No Author:** *Manual of Style*. 1993. 14th ed. Chicago, IL: University of Chicago Press. (*List books with no author alphabetically by first significant word in title.*)

\* **Journal Articles in Print:** After author's name, year of publication, title, title of journal, include volume number, colon, page number(s). Use the issue number following the volume number in parenthesis or exact date for journal article prior to the volume number for journals that do not number pages consecutively within a volume.

**One Author:** Garcia, Alma M. 1998. "An Intellectual Odyssey: Chicana/Chicano Studies Moving into the Twenty-first Century." *Journal of American Ethnic History* 18:109.

**Two or More Authors:** Exum, William H., Robert J. Menges, Bari Watkins, and Patricia Berglund. 1984. "Making it at the top: Women and minority faculty in the academic labor market." *American Behavioral Scientist* 27:301-324.

\* **Newspaper & Magazine Articles in Print:**

**Newspaper:** Rimland, Bernard. 2000. "Do children's shots invite autism?" *Los Angeles Times*, April 26, A13.

**Magazine:** Jana, Reena. 2000. "Preventing culture clashes — As the IT workforce grows more diverse, managers must improve awareness without creating inconsistency." *InfoWorld*, April 24, pp. 95.

\* **Articles Retrieved in Electronic Format:**

**From Commercial Databases:** Graham, Lorie M. 1998. "The Past Never Vanishes: A Contextual Critique of the Existing Indian Family Doctrine" *American Indian Law Review*, 23:1. Retrieved May 25, 1999 Available: LEXIS-NEXIS Academic Universe, Law Reviews.

**Web Version of Newspapers:** Clary, Mike. 2000. "Vieques Protesters Removed Without Incident." *Los Angeles Times*, May 5. Retrieved May 5, 2000 ([http://www.latimes.com/news/nation/updates/lat\\_vieques000505.htm](http://www.latimes.com/news/nation/updates/lat_vieques000505.htm)).

**Web Base Journals:** Smith, Herman W. and Takako Nomi. 2000. "Is Amae the Key to Understanding Japanese Culture?." *Electronic Journal of Sociology* 5:1. Retrieved May 5, 2000 (<http://www.sociology.org/content/vol005.001/smith-nomi.html>).

**Information Posted on a Web Site:** American Sociological Association. 2000. "Scholarship of Teaching and Learning Workshop." Washington, DC: American Sociological Association, Retrieved May 5, 2000 (<http://www.asanet.org/members/socwkshp.html>).

\* **Other:**

**Government Documents:** Since the nature of public documents is so varied, the form of entry for documents cannot be standardized. The essential rule is to provide sufficient information so that the reader can locate the reference easily. For example:

United States. Dept. of Housing and Urban Development. 1999. *Rehab a home with HUD's 203(k) : HUD and FHA are on your side*. Washington, DC: U.S. Dept. of Housing and Urban Development.

**Dissertations & Theses:** Valencia, Albert. 1995. "An examination of selected characteristics of Mexican-American battered women and implications for service providers." Ph.D. dissertation, Department of Education, University of the Pacific, Stockton, CA.

TITLE [14 pt]

Subtitle [12 pt]

Author [12 pt]

Date [12 pt]

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