

add: citing articles in edited volume  
italicize book and film titles; quotations around article titles

## RESEARCH PAPER STYLE SHEET

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These papers, while based in outside research, should present your own thoughts and arguments on your topic. Be sure to support your arguments with specific reference to material evidence — the published work of others, interviews you have conducted, and/or your own experience. If you choose to use unpublished materials as evidence, you must do this *in conjunction with* published sources. Provide a complete bibliography with full citations at the end of the paper.

### Citing Sources

Bibliographic citations — that is, credit given to others for their facts, ideas, and statements — are an essential part of any research paper. References must always be included, even in rough drafts — this way they can't get lost.

You must always give a reference for:

- direct quotations
- opinions and theories not your own, whether or not you agree with them
- information that is not “common knowledge.” Remember that what one author confidently states as “fact” may not be accepted by another, or may actually be disproved or challenged by more recent publications. Protect yourself by citing your sources.

If you discover that someone else has previously published your own brilliant idea, you may claim it as yours still, but also give credit to her or him, too. Full and generous acknowledgement of the work of others will make your own originality apparent. For example, you could write:

Rowley (1940:122) claims that the archaeological evidence indicates that the Whoopee were vegetarians, but I am convinced that the presence of human bones in garbage piles proves that they were cannibals. This has also been argued by Roger Bingo (1960), but based on linguistic evidence alone.

Note well the citation style. Standard practice in social science writing (Chicago Style) — and what I want for this class — is to provide parenthetical in-note citations. You may use textual footnotes or endnotes (to elaborate or explain something in the body of the paper), but I prefer not to see bibliographic endnotes or footnotes (MLA style using ‘*ibid*’).

As you will notice, a single parenthetical citation may be used to refer to one page in one work, to several pages (connected or disconnected) or to pages in several works. Furthermore, one note may refer to the whole of a work, or to several complete works.

When a parenthetical citation follows a direct quotation, the citation follows the quotation but precedes the sentence's full-stop. The parenthetical citation here comprises (name year:page #).

“Moreover, the sense of personal efficacy that for many youths is lost in the margins of several arenas is reconstituted and regained, especially for males, in the postures and demeanor that control the streets” (Vigil 1978:9).

Please note that this kind of quote would be run in with the text and not separated off from the body of the text using marginal indents. Quotes do not need to be separated from the text unless they *exceed 5 lines* in length or include more than one paragraph. *Indented quotations are not surrounded by quotation marks*. The parenthetical citation will follow as usual, except that the period goes at the end of the quote, and there is no punctuation after the parenthetical cite when the whole thing is indented.

Now, you may like to separate off from the text quotations from *interviews* that you conduct, even if they are shorter than 5 lines. The same style applies: do not use quotation marks around indented material – unless, of course, it’s dialogue:

After World War II, physicians began to present abortion as a method of birth limitation. As Olga, a forty year-old door-to-door salesperson, said to me:

A doctor in Greece won’t tell you we can’t have an abortion, he just tells you only in the case when you have gone many months [in the pregnancy] and the abortion can’t happen, then he’ll tell you no. But one or two months, he pounces on you.

When you summarize material from one section of a book or article by a single author, or where several sources are in essential agreement, indicate this by using a single cite at the beginning of your key sentence:

Anthropologist Roger Rouse (1983) has dedicated an entire study to the exploration of the effect that migration has on Mexican families. His account draws on...

*or*, by citing authors and years of publication at the end of the sentence:

Most studies of *curanderismo* to date have focuses their analyses on the use of the healing system, usually in comparison to the model of Western medical care (Marín 1983; Mayers 1983; Goldkind 1953).

When more than one author is included in a single citation, separate these using a semi-colon. This is because a comma is used to separate different works by the same author.

If you use illustrations, maps, etc., be sure you reference them following the same conventions. You can refer the reader to an illustration in the text using a parenthetical reference (see Fig. 1). Then, provide the citation for the illustration on the page where it appears, along with a caption.

Top Tips:

1) *Never* begin a sentence, “Since the beginning of history...” or anything remotely similar.

- 2) All commas and periods go **inside** quotation marks (“...”).  
All semi-colons and colons go **outside** quotation marks (“...”):
- 3) *data* is plural, *datum* in singular. *media* is plural, *medium* in singular.
- 4) Prefer *active* to passive sentence constructions. This makes for clearer reading, and accords agency where it is due.
- 5) *its* is the possessive form; *it’s* is a conjunction for *it is* or *it has*. Since you will be avoiding conjunctions (unless it’s part of a quotation), you will not spell *its* with an apostrophe.
- 6) Please feel free to write in the first person! This will help you to discern what you are arguing from what the people you cite and discuss are arguing.
- 7) Consider using section breaks with headings to organize your paper.

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