Guidelines for Papers Faculty of Archaeology

Contents

Introduction

These guidelines are meant to help students submit consistent and clear assignments, theses and papers. They apply to all work submitted to the Faculty of Archeology more than three pages in length, such as BA, MA and RMA theses, internship reports and written assignments. Shorter course work assignments such as summaries and discussion points are not covered by this guide.

Ensure at all times that anything you submit, whether a final version or a draft, contains no plagiarism by citing sources accurately and quoting and paraphrasing appropriately (for more information on plagiarism, see under the heading Plagiarism in this guide).

All written assignments must be uploaded in the Brightspace module of the designated course and will be checked for plagiarism. Any other form of submission (e.g., e-mail or Teams) will <u>not</u> be accepted. Please note that the date submitted in Brightspace is the official submission date, in case of appeal to the Board of Examiners.

2022 September Version

Guidelines for Papers, Faculty of Archaeology has been used since 2010. The use of APA7 is new since 2021. This edition was launched in September 2022 and replaces all previous editions. Students who started their thesis before September 2020 should use this style guide instead of the previous faculty guidelines. In addition to small changes, more links to APA7 style publications have been added. But the most important change is that a separate section Plagiarism has been added and the section Figures and Tables has been expanded.

2023 September Version

In addition to making small changes, we have included sections on book series and theses. It is important to note that the Faculty's Guidelines are stricter with page numbers than APA7 (chapter 3).

1. Technical Elements

The text format and the text structure as presented here in this chapter differ from APA7.
Follow chapter 1 Technical Elements of the archaeology guidelines, <u>not</u> APA7.

Text Format

- Font type: personal preference, but keep it professional (e.g., Calibri, Times New Roman)
- Font size for the main text: 11 or 12 pt (depending on font type)
- Line spacing: 1.5 or 1.25, but not 1.0
- Page numbers at the bottom on every page, except for the cover; the title page is page 1.

Text Structure (Components)

A structure orders the various components of the work in a logical way. Papers, theses and academic monographs have a structure that is consistent with scientific standards. Below are the components that should be included in student work (as appropriate) in the order listed.

1. Cover
Front of page
- Title (subtitle is optional)
- Name of student (author)
- Figure (optional)

Back side of page (print) or page 2 (digital)
- Source for the figure used on the front page

2. Title Page
- Title and subtitle of the paper, internship report or thesis (should be the same as the title on the cover)
- Name of student (author) and student number
- Course and course code (code can be found in the e-prospectus)
- Name and title of supervisor(s) (no first names)
- Leiden University, Faculty of Archaeology
- Location, date and version type (draft or final)

A title should define the subject in its entirety and accurately. It should therefore contain:
- The period being researched: dates, period name or culture
- Geographical location of research: country, region
- Site(s), if applicable

- Subject: material category or theme

3. Acknowledgements/Preface

(optional)

In the **acknowledgements**, you can thank those who helped you. Keep it professional, polite and concise and not too emotional. Acknowledgements are not compulsory.

A **preface** is not the same as an introductory chapter and usually carries a more personal tone than the rest of the thesis. A description of how the work came into being and expressions of gratitude to certain people may be mentioned in the preface. A preface is not compulsory.

4. Table of Contents

A table of contents (TOC) lists the headings of your chapters and sections, reference list and lists of tables, figures and appendices, with their corresponding page numbers.

Include separate lists of the figures, tables and appendices immediately after the table of contents. The lists should contain the number, full caption (including source) and page number of each figure, table and appendix.

5. Main Text

The text should be divided into chapters, which can be further subdivided into numbered sections.

Chapters should be numbered, with the introduction as chapter 1. The acknowledgements/preface, reference list and abstract are not chapters and therefore not numbered.

Each primary unit (e.g., a chapter, abstract, reference list) begins on a new page. Insert a page break by holding the Ctrl key and hit the enter key (Ctrl+Enter).

Chapter 1/introduction should contain the following:
- A brief survey of previous research and results and a mention of your research's scientific and/or societal significance (*why* your research is important).
- A brief description of what research is still lacking because this is the niche in which you will position your research. Keep it brief.
- The reason for your research or why you are orienting the problem the way you are (*why* you are doing your research).

- A statement of the aim of your research, main research question, sub-questions (*what* you are going to research). Which of the research questions that have remained unanswered in the literature are you going to study in your work?
- A description of the dataset, methodology and theories used (*how* you are going to use the data to answer your questions). What is the theoretical background of your study and what data are you going to use? These points should be mentioned only briefly in the introduction. You will elaborate them in more detail in the subsequent chapters.
- A "reading guide," a paragraph that briefly outlines the contents of each chapter.

Subsequent chapters (2, 3, 4, etc.)
- The rule of thumb is that every chapter begins with an introduction (approximately half a page) stating which sub-questions and sub-themes will be covered in the chapter and ending with a conclusion (approximately half a page). A common order for the chapters is theory, background (literature study), methodology, case study, analysis, results and discussion. Whether each component gets its own chapter depends on the topic.

Conclusion
- The conclusion is a chapter and therefore is numbered.
- The conclusion *never* introduces new data and new references.
- The main purpose of the conclusion is to ○ Answer the research question posed at the beginning of your thesis; ○ Discuss recommendations for future research that grow out of the new questions
  generated by your research.
- Depending on your subject, you may want to review the methodology you used, focusing on its success and/or shortcomings. This may, however, be better suited for a discussion chapter.
- The conclusion should be 2–5 pages; 1 page is too short and 15+ pages is too long.

6. Abstract

An abstract outlines your research succinctly and briefly and is meant to give readers a quick overview of the content of your research without reading the entire thesis. An abstract should therefore be short, about 500 words for a (research) master's thesis and 350 words for a bachelor's thesis.

The abstract should be in English, but, additionally, may also be in another relevant language like Dutch, German, French, Italian or Spanish. The abstract is placed at the end of the thesis, according to the faculty's structure.

7. Reference List

The reference list is not a chapter and therefore not numbered.

All sources used in the text, figures, tables and appendices must appear in the reference list.

Below you can find examples of APA7 format for the most common types of sources.

8. Appendices

Appendices are not chapters; they <u>do not</u> need a chapter number.

(include as needed)

Appendices are used to present extensive descriptive material relevant to your paper such as explanatory text, inventories and large maps. They are similar to the main text in style and format. All appendices should be referred to in the main text, e.g., (see Appendix A).

There are several cases in which an appendix is included:
• when a detailed body of information is necessary but would distract from the main argument in the text. It is better placed in an appendix.
• To preserve the numbering and detail of large plans and maps. This is often better done in an appendix than in the main text.

2. Style

UK versus American English

APA uses American English, not UK English, but you can use either for your thesis. The difference between the two that comes into play in formatting regards end punctuation and quotation marks. UK English uses single quotation marks and American English uses double marks. UK English places the end punctuation following the quotation mark and American English places it within the quotation mark.

> *Example of American English:* According to Johnson (2012, p. 23), "American English uses double quotation marks."
> *Example of UK English:* According to Johnson (2012, p. 24), 'UK English uses single quotation marks'.

Is First Person ("I") Allowed?

Yes. Don't refer to yourself in the third person ("the author"), but use the pronoun I instead. For more info, see this webpage link.

In general, don't overuse the passive voice. For more information, see this webpage link.

A Note About Punctuation and Spacing

• A full stop or comma is always followed by a single space. An exception to this rule are decimal numerals: 2.5, 3.4, 6.2, etc.
• The decimal separator is a period in English, not a comma like in Dutch.
• Do not use an apostrophe in year dates. It is 1950s, 1460s, 1650s, **not** 1950's, 1460's, 1650's.
• There is a difference between hyphen, En, and Em dash.
  - This is an hyphen and is the shortest. You use the hyphen for phone numbers and readability
  – This is an En dash. An En dash is wider than a hyphen and is used for page ranges.
  — This is an Em dash. An Em dash is wider than an En dash and is used to indicate a break between sentences.
More detailed explanations can be found in links to the official APA style blog.
• The abbreviation of for example is e.g. (not: f.e.) and it should always be followed by a comma, e.g.,
• There is a space between a numeral and a unit of measurement: 30 %, 3 °C, 15 m, etc.
• Use only one space between words. Check your text for correct spacing using the Show/Hide button or the search function in Word to locate double spaces.
  > *Incorrect example:* An example with two spaces.

Correct example: An example with one space

More Information
2-page PDF Abbreviations Quick Guide, APA Style 7th Edition
2- page PDF Number and Statistics Guide, APA 7th Edition

3. Plagiarism

Referencing is an essential aspect of academic writing. Avoid any form of intentional or unintentional plagiarism. Ensure at all times that anything that you submit, whether a final version or a draft, is free from plagiarism by citing sources accurately and quoting and paraphrasing appropriately.

The 2-page Appendix in The Rules and Regulations of the Board of Examiners, Faculty of Archaeology, describes plagiarism. In short, plagiarism is a type of fraud; it is "presenting, intentionally or otherwise, someone else's words, thoughts, analyses, argumentations, pictures, techniques, computer programmes, etc., as your own work." Someone else's word includes also AI-software. APA Style offers a similar definition: "Plagiarism is the act of presenting the words, ideas, or images of another as your own; it denies authors or creators of content the credit they are due."

To make it less abstract and more concrete, here are four examples.

Sentence from original source used by student:

> Detailed consideration of context allows the authors to identify a range of burial responses to the second pandemic within a single town and its hinterland.

taken from:
Cessford, C., Scheib, C. L., Guellil, M., Keller, M., Alexander, C., Inskip, S. A., & Robb, J. E. (2021). Beyond plague pits: Using genetics to identify responses to plague in medieval Cambridgeshire. *European Journal of Archaeology, 24*(4), 496–518. https://doi.org/10.1017/eaa.2021.19

Student paper:
In the examples below, the words taken from the original source as used in the student paper are underlined.

Example 1:

Detailed consideration of context allows the authors to identify a range of burial responses to the second pandemic within a single town and its hinterland.

Is this plagiarism? Yes, this is, plagiarism. Quotation marks are lacking and there is no intext citation.

Example 2:

Detailed consideration of context allows the authors to identify a range of burial responses to the second pandemic within a single town and its hinterland (Cressfold et al., 2021).

Is this plagiarism? Yes, this is plagiarism, quotation marks are lacking and the in-text citation does not include the page number of the quotation.

Example 3:

Detailed consideration of context made it possible to identify a range of burial responses to the second pandemic within a single town and its hinterland (Cressfold et al. 2021).

Is this plagiarism? Yes, this is plagiarism. Quotation marks need to be included around the exact wording of the original source, and a page number needs to be included in the citation. And substituting your own words for the authors' if the meaning remains the same is also plagiarism. Using the idea of another author without citing the source is plagiarism.

Example 4:

Cressford et al. (2021) have studied burials from the town of Cambridge and its surroundings dating from the second plague pandemic (1349–1666 in Cambridge). By studying DNA from five cemeteries, they demonstrated that there was not only one burial response to the pandemic, but several (p. 496).

Is this plagiarism? No this is not plagiarism. The student has summarized information from the original source in their own words. Quotation marks are not needed, but the narrative citation and the parenthetical in-text-citation of the page number, clearly indicate the source of the information.

Note: Cite your sources including a page number and add quotation marks where needed. Note that the Faculty of Archaeology applies this rule more strictly than the APA guidelines. Adding a page number is mandatory, except when referring to a work in its entirety.

More Information

Much more can be said about paraphrasing and quoting. Some reading suggestions:

Highly recommended: [Citing Works in Text Using Seventh Edition APA Style](#) 1:00:56

The section Paraphrases and Quotations in the *Seventh Edition Publication Manual of the American Psychological Association* (2020), pp. 269–278

2-page PDF Avoiding Plagiarism Guide, APA Style 7th Edition
7-pages PDF Paraphrasing and Citation Activities APA Style 7th Edition
1-page PDF Six Steps to Proper Citation Infographic APA Style 7th Edition
2-pages PDF Avoiding Plagiarism Guide, APA Style 7th Edition

4. Referencing APA7 Style

You can find more elaborate information at the official APA style website (https://apastyle.apa.org/), the official APA style blog (https://apastyle.apa.org/blog), the *Publication manual of the American Psychological Association: The official guide to APA style,* and *The concise APA handbook: APA 7th edition.* Don't hesitate to use these sources. However, APA is designed for psychology and not archaeology. Therefore, some typical archaeological examples are described below.

In-Text Citations (with examples)

APA format uses in-text citations, not footnotes.

Note: coloured text is used in the examples below to highlight the components of references. Do not use colour coding in your paper, report or thesis.

Single author:
a) Open parenthesis
b) Author's surname
c) Comma
d) Year of publication
e) Comma
f) p. + number (see chapter 3)
g) Close parenthesis

Example: This sentence cites one reference by a single author (Düring, 2006, p. 12).

Two authors:
a) Open parenthesis
b) First author's surname

c) &
d) Second author's surname
e) Comma
f) Year of publication
g) Comma
h) p. + number (see chapter 3)
i) Close parenthesis
 Example: This sentence cites a reference with two authors (Pitts & Versluys, 2014, p. 14).

Three or more authors: a)
Open parenthesis
b) First author's surname
c) et al. (this Latin abbreviation is short for et alia, meaning *and others*. It is not italicized) d)
   Comma
e) Year of publication
f) Comma
g) p. + number (see chapter 3)
h) Close parenthesis

> *Example*: This sentence cites a reference with three authors (Pitts et al., 2002, p.
> 54).

Some Things to Note
Sources can be cited either parenthetically or narratively.

> *Example:* Parenthetical citations are important (Düring, 2006). *Example:*
> Düring (2006) claims that citations are important.

The in-text citation always precedes the terminal punctuation (comma, full stop) but follows quotations marks. An exception are question marks and exclamation marks, if they are part of the quotation.

> *Example:* This phrase cites one reference (Düring, 2006, p. 12), and the second one
> cites two references (Düring, 2006, p. 12; Pitts & Versluys, 2014, p. 14).

> *Example:* "References are important" (Düring, 2006, p. 12).
> *Example:* "Are references important?" (Düring, 2006, p. 12).

Sources are listed alphabetically in the citation, separated by a semi-colon.

Example: This sentence cites two references (Düring, 2006; Pitts & Versluys, 2014).
Incorrect example: This sentence cites two references (Düring, 2006) (Pitts, 2014).

In narrative citations, the page number can be placed immediately following the date or at the end of the quotation. Either is correct, but be consistent.

Example: Düring (2006) argues, "citations are important" (p. 10).
Example: Pitts and Versluys (2014, p. 12) state, "citations are important."

In parenthetical citations, an ampersand (&) is used, but in narrative citations, the word *and* is used.

Example: Citations are important (Pitts & Versluys, 2014, p. 14).
Example: Pitts and Versluys (2014, p. 14) state that citations are important.

When two or more sources by the same author are cited, the surname is only given once and the sources listed chronologically. However, when one of the sources is multiauthored, it is cited separately.

Example: (Pitts, 2003, 2021; Pitts & Versluys, 2014)

Summary of in-text citations

Author type	Parenthetical citation	Narrative citation	More information
One author	(Düring, 2006)	Düring (2006)	
Two authors	(Pitts & Versluys, 2014)	Pitts and Versluys (2014)	
Three or more authors	(Pitts et al., 2002)	Pitts et al. (2002)	
First citation of a group author/organization	(Rijksdienst voor het Cultureel Erfgoed [RCE], 2020)	Rijksdienst voor het Cultureel Erfgoed (RCE, 2020)	Link
Subsequent citation of a group author/organization	(RCE, 2020)	RCE (2020)	

Adapted from: *Publication Manual of the American Psychological Association*, p. 266, Table 8.1.

Capitalization

Please note that the capitalization of journal titles is different from the capitalization of article and book titles in the reference list.

Ahituv, H., & Henry, A. G. (2022). An initial key of starch grains from edible plants of the Eastern Mediterranean for use in identifying archaeological starches. *Journal of Archaeological Science: Reports*, *42*, 103396.
https://doi.org/10.1016/j.jasrep.2022.103396

Article and book titles require sentence case. Only the first word of the title, the first word of the subtitle following a colon, and proper nouns are capitalized.

<u>A</u>n initial key of starch grains from edible plants of the <u>E</u>astern <u>M</u>editerranean for use in identifying archaeological starches
<u>A</u>ctivity, diet and social practice: <u>A</u>ddressing everyday life in human skeletal remains

Journal titles require title case. All major words are capitalized.

<u>J</u>ournal of <u>A</u>rchaeological <u>S</u>cience: <u>R</u>eports

Incorrect capitalization: JOURNAL OF ARCHAEOLOGICAL SCIENCE

References (with examples)

General format for books and journal articles
a) Author(s): Surname, comma, initials of the author.
- One space between initials. Write the author's name exactly as it appears on the published work.

b) Year of publication. Open round parenthesis, year of publication, close round parenthesis, full stop.

c) Title of publication.
- A work that stands alone is in italics (book titles, report titles, dissertation titles, journal titles). Titles of book chapters and journal articles are in Roman script (also known as standard or upright script), not in italics.
- Only the initial word of the title, the first word following a colon and proper nouns are capitalized in English titles. An exception is the titles of journals, where all major words are capitalized.
- Non-English titles follow the capitalization conventions of the relevant language, e.g., all nouns are capitalized in German titles.

d) Publisher (for books).

- Including the location of publication was required in APA6 but is not required in APA7. If you wish to include the location of the publisher, then use this format: location, colon, publisher.

e) Journal details. *Journal Title, volume number* (issue number), page numbers.

e) DOI (digital object identifier). If available, always include the DOI. For more [details](#), please consult the APA website.

Books
Düring, B. (2006). *Constructing communities: Clustered neighbourhood settlements of the Central Anatolian Neolithic, ca. 8500–5500, cal. BC*. Nederlands Instituut voor het Nabije Oosten.

Pitts, M., & Versluys, M. J. (2014). *Globalisation and the Roman world*. Cambridge University Press. https://doi.org/10.1017/CBO9781107338920

Schrader, S. (2019). *Activity, diet and social practice: Addressing everyday life in human skeletal remains*. Springer.
More on [books](#)

Book series
Politopoulos, A. (2020). *Creating capitals: the rationale, construction, and function of the imperial capitals of Assyria*. Archaeological Studies Leiden University 51. Leiden University Press.

If the book you are citing is part of a series, you would include the name of the series and the number in your bibliography. The format would look like this:

Author, A. A., Author, B. B., & Author, C. C. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Series title series number. Publisher.

Note that APA7 style provides little explanation of book series. Apart from an example in the *Publication Manual* (p. 323), there are no examples on the official website. Nor do all reference managers export book series. However in archaeology, book and report series are common, such as our APL (Analecta Praehistorica Leidensia), the ASLU (Archaeological Studies Leiden University) and the (NAR) Nederlandse Archeologische Rapporten. For archaeological report series, see below.

Journal articles

Field, M. H., Ntinou, M., Tsartsidou, G., Berge Henegouwen, D. van, Risberg, J., Tourloukis, V., Thompson, N., Karkanas P., Panagopoulou E., & Harvati K. (2018). A palaeoenvironmental reconstruction (based on palaeobotanical data and diatoms) of the Middle Pleistocene elephant (Palaeoloxodon antiquus) butchery site at Marathousa, Megalopolis, Greece. *Quaternary International*, *497*, 108–122. https://doi.org/10.1016/j.quaint.2018.06.01

van den Dries, M. (2011). The good, the bad and the ugly? Evaluating three models of implementing the Valletta Convention. *World Archaeology*, *43*(4), 594–604.

van Oosten, R. (2016). The Dutch great stink: The end of the cesspit era in the preindustrial towns of Leiden and Haarlem. *European Journal of Archaeology*, *19*(4), 704–727. doi:10.1080/14619571.2016.1147677

More on [journal articles](#)

Book chapters

Kuper, H. (2003). The language of sites in the politics of space. In S. M. Low & D. LawrenceZúñiga (Eds.), *The anthropology of space and place: Locating culture* (pp. 247–263). Blackwell.

Note: in the case of a book chapter, the page range includes the abbreviation pp., but page ranges for journal articles do not.

Book chapter in a book series van Wijk, Ivo M., & van de Velde, Pieter (2020). House Societies or societies with houses? Bandkeramik kinship and settlement structure from a Dutch perspective. In V. Klinkenberg, R. van Oosten, & C. van Driel-Murray (Eds.), *A human environment: studies in honour of 20 years Analecta editorship by Prof. Dr. Corrie Bakels* (pp. 167–176). Analecta Praehistoria Leidensia 50. Sidestone Press.

In this example "Analecta Praehistoria Leidensia" (APL) is the name of the series and "50" indicates the series number.

More on [book chapters](#)

Some Things to Note

The author and year in in-text citation need to correspond to the reference list entry.

Example: van den Dries, M. (2011). The good, the bad and the ugly? Evaluating three models of implementing the Valletta Convention. *World Archaeology*, *43*(4), 594–604.

Corresponding in-text citation: (van den Dries, 2011)

References are listed alphabetically by author's surnames. If there are two or more sources by the same author, they are listed chronologically.

Example:

Kuper, H. (2003). The language of sites in the politics of space. In S. M. Low & D. Lawrence-Zúñiga (Eds.), *The anthropology of space and place: Locating culture* (pp. 247–263). Blackwell.

Kuper, H. (2009). *Costume and identity*. Cambridge: Cambridge University Press. https://doi.org/10.1017/S0010417500007143

van den Dries, M. (2011). The good, the bad and the ugly? Evaluating three models of implementing the Valletta Convention. *World Archaeology*, *43*(4), 594–604.

Unlike in-text citations, sources in the reference list with multiple authors should include all authors.

Example:

Haar, J. M., Rosso, M., Suñe, A., & Ollier-Malaterre, A. (2014). Outcomes of worklife balance on job satisfaction. *Journal of Vocational Behavior, 85*(3), 361–373. https://doi.org/10.1016/j.jvb.2014.08.010

corresponding in-text citation: (Haar et al., 2014)

Some Things to Note About (Dutch) Surnames

Many Dutch (and French, German, Spanish) names contain particles and articles (de, den, van). In APA, particles/articles are treated as part of the name. This means that names are alphabetized in the reference list according to the particle/article. This is different from the traditional Dutch convention. "Van" can be written with a small letter (van DrielMurray, van den Dries, van Oosten) or with a capital letter (Van Reybrouck). Just follow the spelling on the book cover.

APA style

Full name	Reference list	In-text citation
J. de Bruin	de Bruin, J. (2015)	(de Bruin, 2015)
M. van den Dries	van den Dries, M. (2015)	(van den Dries, 2015)
R. M. R. van Oosten	van Oosten, R. M. R. (2015)	(van Oosten, 2015)
L. Llorente Rodriguez	Llorente Rodriguez, L. (2015)	(Llorente Rodriguez, 2015)
C. van Driel-Murray	van Driel-Murray, C. (2015)	(van Driel-Murray, 2015)
D. Van Reybrouck	Van Reybrouck (2015)	(Van Reybrouck, 2015)

Theses

For an unpublished source, indicate what it is in square brackets. Here are some typical archaeology examples. For others, please see chapter 5 of *The Concise APA Handbook* (Lida et al., 2020) or visit the APA website.

Theses
A doctoral dissertation or PhD thesis is required to obtain a doctoral degree. APA style distinguishes published and unpublished doctoral dissertations, published is according to the APAstyle definition all theses which are available from online theses repositories. In Dutch science the difference between a published and unpublished thesis is different. Unpublished are theses which are not published as a stand-alone book by an official book publisher. Unpublished doctoral theses can be found in libraries and as of 2010s also in online repositories.

There are 3 possibilities:
There is only an unpublished version (example Van Reybrouck, Manders).
There is only a published version (example Bourgouis, Brandenburgh).
There is both an unpublished version and a published version. Note that published version (in Dutch 'handelseditie') can be different from the unpublished version (example Van Aerde).

Formatting APAstyle:
Published Dissertation [Doctoral dissertation, Name of the University] [Unpublished doctoral dissertation]. Name of the University.

Note that with PhD theses the name of the university is always included. With published doctoral theses, the name of the university is between square brackets, with unpublished dissertations, the name of the university is the publishing body.

PhD theses can be found easily
https://www.library.universiteitleiden.nl/subjectguides/theses#phd-theses-dissertations

Unpublished	Published
Van Reybrouck, D. (2000). *From primitives to primates: A history of ethnographic and primatological analogies in the study of prehistory* [Unpublished doctoral dissertation]. Leiden University.	Not applicable
Manders, M. R. (2017). *Preserving a layered history of the Western Wadden Sea: managing an underwater cultural heritage resource* [Unpublished doctoral dissertation]. Leiden University. https://hdl.handle.net/1887/58544	Not applicable
van Aerde M. E. J. J. (2015). *Egypt and the Augustan Cultural Revolution: an interpretative archaeological overview* [Unpublished doctoral dissertation]. Leiden University. https://hdl.handle.net/1887/32818	van Aerde M. E. J. J. (2019). *Egypt and the Augustan Cultural Revolution: an interpretative archaeological overview* Babesch Supplements 38. Peeters Publishers.
Not applicable	Bourgeois, Q. (2013). *Monuments on the horizon. The formation of the barrow landscape throughout the 3rd and 2nd millennium BC* [doctoral dissertation, Leiden University]. Sidestone Press. https://hdl.handle.net/1887/20381 Brandenburgh, C. R. (2016). *Clothes make the man. Early medieval textiles from the Netherlands.* Archaeological Studies Leiden University 30 [doctoral dissertation, Leiden University]. Leiden University Press. https://hdl.handle.net/1887/39627

Olerud, L. (2017). *Battle-axes and binary prehistorians: A reassessment of the gender ideology of the supra-regional Corded Ware culture, in Europe of the third millennium BCE* [unpublished master's thesis] Leiden University. https://hdl.handle.net/1887/83324	

Excavation Reports and Project Briefs

Although excavation reports are not regarded as scientific literature (since they are not peer-reviewed), they are vital data sources in archaeology. Here are examples of several reports that should be included in the reference list:

Project brief

Habraken, J. (2012). Programma van Eisen (PvE) Ruimte voor de Waal—Nijmegen dijkteruglegging binnendijks, Onderzoek plangebied west aandachtsgebied Ha. [Internal Report]. Gemeente Nijmegen.

Report in a series

Archaeological companies publish their reports in their own series. In the following example "Archol report" is the name of the series and "277" indicates the series number. Archol is the publisher.

van de Geer, P., Goddijn, M.A, van de Leije, J., Veselka, B. & Wossink, A. (2015). *Archaeological fieldwork on the Batinah Expressway package 6, Oman*. Archol rapport 277. Archol.

Verschoof, W. B., Sprangers, J., & Keunen, L. J. (2012). *Het Hof van Hillegom; archeologisch vooronderzoek: Een bureau- en inventariserend veldonderzoek*. RAAPrapport 2576. RAAP Archeologisch Adviesbureau.

Note in this example is RAAP Archeologisch Adviesbureau is the publisher and RAAPrapport is the series and 2576 is the number in the series.

Fischer, A.D., van Londen, H., Blonk-van den Bercken, A.L., Visser, R.M. & Renes, J. (2021). *Urban farming and ruralisation in The Netherlands (1250-1850) Unravelling farming practice and the use of (open) space by synthesising archaeological reports using text mining*. Nederlandse Archaeologische Rapporten 068. Cultural Heritage Agency of the Netherlands.

Organizational report without an author (=report by a government agency)

Rijksdienst voor het Cultureel Erfgoed. (2012). *Een toekomst voor groen. Handreiking voor de instandhouding van Groene monumenten*. Brochure Rijksdienst voor het Cultureel Erfgoed.

corresponding in-text citation first time: (Rijksdienst voor het Cultureel Erfgoed, [RCE] 2012)
corresponding in-text citation subsequent times (RCE, 2012)

Note: Organizational acronyms are allowed in in-text citations but must be included in the reference list following the full name of the organization.

Click for more examples.

Listing Other Sources

There are many more "other sources" than described below. Please consult the APA style website if you want to know how to cite newspaper articles, dictionary entries and blog posts.

Website/Webpage
There is an important difference between citing a website in general and a specific page of a website (webpage).
To cite a website, see the explanation here. To cite a webpage, see here.

Ancient sources
Certain sources, such as ancient sources, are considered primary sources. While included in the reference list, they should be listed separately from, and prior to, the secondary sources. These ancient sources are also listed alphabetically, as per *The New Pauly*.

Headings should be used in the reference list: Ancient Sources, Secondary Sources.

The source or name of the author must be written in full, and *not* abbreviated.

In-text citations of these sources should use the standard abbreviations provided by *Der Neue Pauly*, translated in English as *The New Pauly*. The list of standard abbreviations is available online (access through Leiden University).

The in-text citation must indicate the numbering of the exact text passage in Arabic numerals. In the example, the numbers refer to the standard numerical system of the printed version of the classical sources (i.e., Loeb Classical Library). In this example, 52 indicates the book, 24 the section, and 4 the paragraph.

> *Example:* (Cass. Dio 52, 24, 4).

Wherever applicable, translation details should be included.

> *Example:*
> Cicero, *De lege agraria*. Translated by J. H. Freese. Cambridge, MA: Harvard University Press (Loeb Classical Library), 1930.
>
> Note: This deviates from APA7.

Interviews
Some area specializations, such as Museum Studies, make frequent use of interviews. Interviews carried out by the student should be included as an appendix. The appendix should be referred to in the text, e.g., (see Appendix A), similar to figures and tables.

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Citing Works in Text Using Seventh Edition APA Style 1:00:56
Creating References Using Seventh Edition APA Style 1:10:23

5. Figures and Tables and Appendices

APA style for tables and figures is elaborate and specific, but the type of figures used in psychology differs from figures in archaeology so archaeology-specific examples are described below.

Archaeology figure components:

1) **Designation (Figure or Table)**: Designate whether the material is a figure or table. Maps, charts, images, and pictures are all figures.

2) **Number**: The figure number appears below the figure, along with the designation. The table number and designation appear above. The title, caption, and source follow the number.

There are two methods for numbering **figures** and **tables**:

    1) sequentially throughout the thesis: Figure 1, Figure 2, Figure 3, etc.

    2) sequentially by chapter: Figure 2.1 (first figure in chapter 2), Figure 2.2 (second figure in chapter 2), Figure 3.1 (first figure in chapter 3), etc.

3) **Title:** Give the figure or table a concise, explanatory title (5–12 words). Use sentence capitalization.

4) **Explanation:** Directly after the title, information in sentence form can be added that describes the content of the image in more detail. For example, why is this image important?

5) **Source:** The description ends with the source, which uses the following format (collection, object number, persistent identifier if available, otherwise provide a link).

Example 1:

(Rijksmuseum Amsterdam, objectnr SK-A-1451, http://hdl.handle.net/10934/RM0001.COLLECT.8097).

Example 2:

Figure 2.1 Title of the figure [5- 12 words]. Explanation [1 or more sentences]. (British Museum, museum number: 1888,0208.83.b,
https://www.britishmuseum.org/collection/object/G_1888-0208-83-b).

Example 3:

Did you create the figure? If so, include your name as a source (Figure/photograph by YOUR name) but also include any sources from which you drew information. Personal photographs that do not directly contribute to the academic content of the thesis should be avoided.

Figure 2.1 Title of the figure [5- 12 words]. Explanation [1 or more sentences]. (Photograph: Your name).

Do not use: (Source: Your name).

Example 4:
Did you copy the figure from a publication? Use an in-text reference and include a page number and a figure number.

Figure 2.1 Title of the figure [5- 12 words]. Explanation [1 or more sentences]. (Düring, 2006, p. 12, Figure 5).

Do not use the phrase "adapted from" when the figure is identical from the original.

Use this phrase only if you have adapted the figure, *e.g.* you have added some arrows.

A caption can be italics or regular font, but not bold.
There is no need to wrap the text around the figure. Aligning the figure with the text. See the example above.

Callout Figures, Tables and Appendices
Figures and tables must be an integral part of your text. Make sure that you refer to every figure and table in your text. This is known as *callout*.

Some examples
Figure 2.1 shows
Table 3.1 summarizes
…the different sizes of the castles (see Table 3.1) represent…

When you call out a figure or table, always include the number of the table/figure and capitalize the words Table and Figure.

Appendix designations are listed as Appendix A, Appendix B or Appendix 1, Appendix 2, etc. If there is only one appendix, refer to it as the Appendix. No letter or number is needed.

Appendix headings should concisely describe the contents. They should be listed below the appendix designation.

More Information

American Psychological Association. (2020). *Publication manual of the American Psychological Association: the official guide to APA style* (7th ed.) https://doi.org/10.1037/00000165-000

Lida, P., Rachael, R., de Boer, M., Naoko Araki, M., & Agnello, F. (2020). *The concise APA handbook: APA 7th edition*. Charlotte, NC: Information Age Publishing.

For more information, check the official website of APA7, https://apastyle.apa.org/ and the official APAstyle blog (https://apastyle.apa.org/blog)

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