Technical guidelines papers Faculty of Archaeology
Latest update Oct 2014

Introduction
Since Sept. 1, 2010 there is a faculty standard for all papers, including the BA, MA and RMA thesis, but also internship reports, and all written assignments over three pages. Smaller course work assignments such as summaries and discussion points are not included in this standard.

The purpose in standardising these guidelines for the entire Faculty is to create transparency for student and supervisor, and prevent misunderstandings. The student is expected to apply these unambiguous guidelines consistently. The aim is to teach the students that it is necessary to be consistent in using a particular format. Each discipline or journal uses its own format. Our style or format for all texts, theses and papers is presented below.
The thesis will be checked on these guidelines (= faculty standard) by the Board of Examiners.

Technical aspects
A paper, thesis or book should have a structure that is consistent with general scientific standards. It orders the various elements of the work in a logical way. The paper has to contain the following aspects, in the same order as below (some are optional):

1. Cover
   Front
   • Title (subtitle is optional). The text should be the same as on the title page.
   • Author
   • Figure (optional)
   Flip side
   • Reference of the figure used on the front page
   • Contact details: address, email, telephone number

2. Title page
   • Title and subtitle of the thesis
   • Name student (author) and student number
   • Course and course code
   • Name supervisor(s) (with title, no first names)
   • Specialisation
   • University of Leiden, Faculty of Archaeology
   • Place and date and version (first or final)
A title should define the subject completely and correctly. It should therefore mention:

- Period: dates or culture
- Geography: country, region; if applicable: site(s)
- Subject: material category or theme

3. Table of contents

- The table of contents contains page numbers of each chapter and paragraph

The table of contents should indicate the correct page number of each heading. All text parts are divided into numbered chapters, and those may be further subdivided into numbered paragraphs (for example 1.1). Introduction and conclusion are also part of the numbered chapters of the thesis: the first and final chapter, respectively. Although the table of contents, preface and bibliography are not numbered chapters, they are counted in the page numbering. Therefore, the table of contents starts on page 3 (the title page and its back are p. 1 and 2 resp.). It includes page numbers of each chapter and paragraph and is situated on the right page if two-sided printing is used. Chapters should be numbered, but not the table of contents, preface, and bibliography; however all are included in the page numbering. Each chapter has to start on a new page.

4. Preface/ acknowledgements:

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

5. Main text

One is free in the division in chapters, provided the structure of data presentation and argumentation is logical, non-repetitive and expressed clearly. Language use and spelling should be correct!

The first chapter generally contains:
The motive for the research or problem orientation (why are you going to do your research?). Generally this includes a survey of previous research, results, and possibly what is still lacking, because that is the niche in which you probably will position your research. It also mentions its broader scientific and/or societal significance (why is your research interesting?).
Aims and research questions (what are you going to research?). Which of the questions that have remained unanswered are you going to study in your work?
Methodology and theories used (how are you 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? Be careful of your wording and keep an argument going, do not give a mere enumeration of the chapters you are going to write, but also discuss why you are going to write them.
The last chapter contains the conclusions. It should describe to what extent the aims of the work have been fulfilled and the research questions have been answered. The conclusion refers to the research question posed in the introduction. First, aims and research questions should be shortly restated. Secondly, the methodology is reviewed, focusing on its success and/or shortcomings. Finally the results are discussed, again with an evaluation. Research usually generates new questions. The Conclusion chapter therefore often contains ideas for subsequent research. It should never introduce new data or new references.

The text should conform to the following guidelines:

Text format
- Font type: personal preference
- Font size for the main text is 11 or 12 pts (depending on font type)
- Line spacing 1.5
- Margins left and right 3.5 cm
- Page numbers on every page below the text, except for the cover, the title page is the first page.
- Of course, a full stop or comma is always followed by a space.

Referencing
In the text placed after a particular remark or citation. If you refer to a certain statement or data, you will have to include the page number.
Examples:
- One author or editor: (Camporeale 2008, 43)
- Two authors or editors: (Renfrew and Bahn 1980, 55)
- More than two authors or editors: (De Pous et al. 1987, 23)
- More references at one time: in alphabetical order divided by semicolon (Greene 2003, 12; Renfrew and Bahn 1994, 234)
- Always use primary sources. If that is impossible (very old or out of print books) refer as follows: (Pietersen 1899 in Jansen 2008, 88). In this case, the primary source does NOT appear in your bibliography, as this would erroneously suggest that you have read the work yourself.
- References to different types of sources, such as ancient authors or archival material, are more complex: they will be explained further under point 8: Exceptions.

Foot- and endnotes
In some specialisations, the use of footnotes is more common than in others. The purpose of foot- or endnotes is to clarify an aspect of your discourse without disrupting the main argument. Here you can place information that is interesting or indirectly relevant. Correct use of footnotes may enrich a thesis; however, be sure to use footnotes sparingly, as they can be very distracting. Consider the possibility that if a sentence does not fit in your main discourse, it may just simply be superfluous.
Figures
- Numbered and placed in text consecutively
- All figures have clear captions either below or next to the figure (never above).
- Reference is included in the caption (Williams 2008, 21).
- If a figure is adapted, please type: (after Williams 2008, 21).
- A figure must be referred to in the text: (fig. 1), etc.
- In the text, figure 1 must be mentioned before figure 2, etc.
- Maps are figures and include location, scale and orientation.
- Big maps can be inserted in the paper as an appendix.

Tables
- Tables are used for lists or charts.
- Tables should also be numbered consecutively, independent from the figures.
- Tables have clear captions above the table.
- Reference is in the caption (Williams 2008, 21).
- If a table is adapted, please type: (after Williams 2008, 21)
- A table must be referred to in the text (tab. 1), etc.
- Similar to figures, table 2 is always placed in the text after table 1 etc. This is independent from the numbering of the figures

6. Abstract
An abstract is written for people who quickly want to get an idea of the content of your research without reading everything. An abstract should therefore be short, c. 500 words for a master thesis (350 for a BA thesis, 150 for the Propedeuse paper) and should never exceed an A4. The abstract is in English, but may (additionally) also be in other relevant languages like Dutch, German, French, Italian, or Spanish. The abstract is placed at the end of the thesis, according to this format.

7. Bibliography
- All literature used in text, figures, tables and appendices appears in the bibliography.
- The references are in alphabetical order of the authors.
- Abbreviations are not permitted: not for journal titles, not for an extensive list of authors. The only exceptions are (ed) or (eds) for editor or editors (NB: no full stop).
- In the case of an extensive list of authors: while in the text you may substitute et al., (after the first author), all authors must be listed in the bibliography.
- First names are abbreviated to initials.
- For classical sources, archive texts, interviews and internet pages there are different rules: see section 8.
The bibliography must conform to the standard below (note the correct use of capital letters, commas and full stops):

**Book:**
Author, Initial(s). and Initial(s). Surname 2nd Author, Year. *Book Title in Italic*. Location of publishing: Publisher.

**Article in Journal:**
Author, Initial. and Initial. 2nd author, Year. Article title. *Journal Title in Italic* volume(issue), pages.

**Examples of the format:**

**Book, single author**

**Book, multiple authors or editors**

**Book in series**

**Chapter or article in an edited volume**

**Conference Proceedings**

**Journal article (including e-journals)**
E-journals without page numbers:

In case there are more articles of one author, keep to chronological order. Articles where the author had co-authors follow alphabetically:

Treaties

Newspaper articles

Laws
Unpublished reports: excavation reports, PvE’s, theses

Although excavation reports are not formally regarded as scientific literature (since they are not peer-reviewed), they are vital data sources in archaeology. Theses are also often used.

Such resources should be added to the bibliography in the following way:

Unpublished thesis

Internal report

Report without author(s)

Report in a series

8. Exceptions in the bibliography

Sources that do not conform to the above format, such as internet pages, classical authors, interviews and archival texts should be placed in separate lists, that are listed prior to the bibliography.

Internet pages

- Internet pages are only allowed if they contain primary information (for example: Archis). Refer to page and date of consultation. Never refer to Wikipedia as the only or primary source of information.
- In the text, an internet page can be abbreviated if it contains a long link. However, the bibliography contains the full address, plus the date the page was accessed. Do not use a hyperlink!
- Example: if you use the Dutch IKAW, that can be downloaded from the RCE website, the text will contain the reference (www.cultureelerfgoed.nl), while the bibliography contains the full link: www.cultureelerfgoed.nl/node/70, accessed on 6 December 2012.
Newspaper article without an author
*The Times* 7 March 2012, 4-5.

Ancient sources
- Ancient authors are primary sources. All ancient authors and titles used in the text should be listed according to a standard abbreviation system, Der Neue Pauly, translated in English as “The New Pauly”, which can be looked into in the Leiden University Library (ISSN 1574-9347)
- The reference in the text must indicate the numbering of the exact text passages in Arabic numbers, e.g. (Cass. Dio 52, 24, 4).
- In this example, the numbers are referring to the standard numerical system of the printed version of the classical sources (e.g. de Loeb Classical Library). In this example, 52 indicates the book, 24 the paragraph, and 4 the section.
- In the bibliography, this reference will be included under a separate heading: “Ancient Sources”, with all ancient authors in alphabetic order—but in this case, the source or name of the author must be written in full, and NOT be abbreviated. Under each ancient author his different works must be listed, also in alphabetical order (as given by the New Pauly).

Archival Material
In the case of documents from archives (e.g. letters), a different method applies also. Frequently, the author is unknown, and there are no page numbers; therefore it is the archive that is of primary importance.
- In the bibliography, the reference is to be included under a separate heading, with the archives in alphabetic order, written in full, followed by the abbreviation that is used in the text:

Regionaal Archief Leiden (RAL), Stadsarchief 1253-1575 (SA I)
Inv. 84. Stedeboek (1348-1522)
Inv. 387-389 Aflezingsboeken (1505-1574)

- In the text, the reference must indicate the exact passage, for example: (RAL, SA I, inv.nr. 84, f. 24). RAL refers to Regionaal Archief Leiden (Regional Archives of Leiden), SA I to stadsarchief, inv. nr. 84 refers to inventory number 84 from the Stedeboek en f. 24 refers to folio 24.
- Archive files do not have a page number. When referencing the backside of the page (the verso side), the reference would look like the following example: (RAL, SA I, inv.nr. 84, f. 270 vso); when referencing the file’s date: (RAL, SA I, inv.nr. 389, f. 120, 28-01-1574).
• Library pieces that are kept in an archive must also be referenced as archive source (including the location):

Regionaal Archief Leiden, Bibliotheek 111279
*Ordonnantie ende gildebrief van de Bidders, ofte Nooders ter Begraeffenisse* [1659].

**Interviews**

• Some specialisations, such as Museum Studies, make frequent use of interviews as a data source for research. Such sources do not belong in the scientific bibliography, but should be included in a separate list. Interviews carried out by the student should be included as an Appendix; in the text, this (numbered) appendix should be referred to, similar to figures and tables.

**9. List of figures, tables, appendices**

Each list has to be listed separately and should contain page numbers, as well as the numbered figures or tables and the full captions (including sourcing). For example:

**Figures**

Figure 1: Location of the site 5
Figure 2: Overview map of the cemetery (Jansen 2012, 3) 9
(etc.)

**Tables**

Table 1: Overview and characteristics of the site features (after Pietersen 2010) 6
Table 2: Stylistic characteristics of the ceramics 8
(etc.)

**Appendices**

Appendix 1: Excavation plan 64
Appendix 2: Illustrations of the analysed finds 65

**10. Appendices (optional)**

Appendices are used to present extensive descriptive parts of the text, inventories or large maps. In style and format they are similar to the normal text. There are several cases in which an appendix is added:

• when a detailed body of information distracts too much from the main argument in the text, it is better to include it in an appendix, and refer to this appendix in the text, instead.
• In order to preserve the numbering and detail in large plans and maps, it is often better to include these in an appendix, instead of inserting them in the main text.
11. Submitting the Thesis
The final version of the thesis (and every other paper) has to be uploaded into Turnitin in the designated Blackboard Module. In case of suspected plagiarism, the Fraude Protocol will be implemented (see Faculty Website).

Useful references
Styleguide of the SAA: http://www.saa.org/Publications/StyleGuide/stylFrame.html

Please note that these publications do not follow the same style, but may be useful when you deal with difficult references or when you have questions about your thesis in general.

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