

Please note: that this is the old version.

This version is replaced by: *Guidelines for papers in the BA, MA and RMA programs (Edition Sept. 2021).*

You can find it here:

<https://www.student.universiteitleiden.nl/en/study--studying/study/educational-information/thesis-and-paper-writing/archaeology/archaeology-ba?cf=archaeology&%3Bcd=archaeology-ba&cd=archaeology-ba#tab-2>

https://www.student.universiteitleiden.nl/binaries/content/assets/archeologie/organisatie/examiners/guidelines_papers_faculty_of_archaeology_2021.pdf

Transitional Deadlines for Guidelines Use (theses only)

BA, MA and RMA theses begun **after 1 September 2021** must comply with the new guidelines.

Theses begun **before 1 September 2021**:

- Student graduating 1 February or 1 September 2022 may use either the old faculty guidelines or the new faculty guidelines with APA7.
- Students who submit their thesis after 1 September 2022 should use the new faculty guidelines with APA7.

guidelines papers Faculty of Archaeology

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Introduction

Our style or format for all texts, theses and papers is presented below. All papers, including the BA, MA and RMA thesis, but also internship reports, and all written assignments over three pages need to comply to the technical standards found below. Smaller course work assignments such as summaries and discussion points are not included in this standard.

All written assignments have to be uploaded into Turnitin in the designated Blackboard Module. In case of suspected [plagiarism](#), the [Fraud Protocol](#) (paragraph 7.2) will be implemented. Please note that the date submitted in Blackboard is the official submission date, in case of appeal to the Board of Examiners. Any other form of submission is not considered as valid.

Technical aspects: structure

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 (only for theses and reports Field School or Internship)

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

2. Title page

- Title and subtitle of the thesis
- Name student (author) and student number
- Course and course code (code can be found in the e-prospectus)
- Name supervisor(s) (with title, no first names)
- University of Leiden, Faculty of Archaeology
- Place and date and version (draft 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.

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 resources used in text, figures, tables and appendices appears in the bibliography. Below you can find the format to each different resource.

8. 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.

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- 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.

Format 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

Referencing in the main text

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.

Referencing in the bibliography

If present, always include the [DOI](#) of a paper.

Examples of the format:

Book, single author

Seidler, V.J., 1994. *Recovering the Self: Morality and Social Theory*. London: Routledge.

Book, multiple authors or editors

Schortman, E.M. and P.A. Urban (eds), 1992. *Resources, Power and Interregional Interaction*. New York (NY): Plenum Press.

Book in series

Pare, C.F.E., 1992. *Wagons and Wagon Graves of the Early Iron Age in Central Europe*. Oxford: Oxford University Press (Oxford University Committee for Archaeology Monograph 35).

Chapter or article in an edited volume

Frankel, D., 1991. Ceramic Variability: Measurement and Meaning, in J.A. Barlow, D. Bolger and B. Kling (eds), *Cypriot Ceramics: Reading the Prehistoric Record*. Philadelphia (PA): University of Pennsylvania, University Museum (University Museum Monograph 74), 241-52.

Conference Proceedings

De Maret P., P. Lavachery and B. Gouem Gouem, 2008. Grands travaux publics grandes opportunités archéologiques? Evaluation d'un siècle d'expériences en Afrique, in B.O.M. Naffé, R. Lanfranchi and N. Schlanger (eds), *L'Archéologie Préventive en Afrique: Enjeux et Perspectives: Actes du Colloque de Nouakchott, 1er-3 Février 2007*. Saint-Maur-des-Fossés: Éditions Sépia, 142-52.

Journal article (including e-journals)

Pauli, L., 1985. Einige Anmerkungen zum Problem der Hortfunde. *Archäologisches Korrespondenzblatt* 15(2), 195-206. <https://doi.org/10.1017/S0003581514000213>

E-journals without page numbers:

Currie, E.J., 2001. A Late Period Caranqui Chiefdom in the Northern Highlands of Ecuador: Archaeological Investigations at Hacienda Zuleta. *Internet Archaeology* 10, <https://doi.org/10.11141/issn.1363-5387>.

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

Bednarik, R.G., 1996a. Eneolithic horse burial in Italy. *The Artefact* 19, 102-3.

Bednarik, R.G., 1996b. Only time will tell: a review of the methodology of direct rock art dating. *Archaeometry* 38(1), 1-13.

Bednarik, R.G., 1998. Bronze Age horse burials in Italy. *The Artefact* 21, 12-8.

Bednarik, R.G., J. Etkinson and P. Old, 1995. Bronze Age horse burials in England. *The Artefact* 12, 12-56.

Bednarik, R.G. and P. Old, 1963. Bronze Age horse burials in Germany. *The Artefact* 1, 12-8.

Legislation

Treaties

Council of Europe, 1992. European Convention on the Protection of the Archaeological Heritage (Revised), Valetta, 16 January 1992. *Council of Europe Treaties* 143. <http://conventions.coe.int/Treaty/en/Treaties/Html/143.htm>, accessed on 27 April 2011.

Laws

Ministerie van Onderwijs, Cultuur en Wetenschap, 2007. *Wet op de Archeologische Monumentenzorg*. Den Haag: Ministerie van OCW. <http://wetten.overheid.nl>, accessed on 29 March 2012.

Newspaper articles

Bongiorni, R., 2011. Leptis Magna salvata dai cittadini, // *Sole 24 Ore* 9 September 2011, <http://www.ilsole24ore.com/art/cultura/2011-09-09/leptis-magna-salvata-cittadini-142247.shtml?uuid=Aa5Dns2D&fromSearch>, accessed on 29 March 2012.

Unpublished reports: excavation reports, project briefs, 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

Reybrouck, D. van, 2000. *From primitives to primates. A history of ethnographic and primatological analogies in the study of prehistory*. Leiden (unpublished Ph.D. thesis University of Leiden).

Project Brief

Habraken, J., 2012. *Programma van Eisen (PvE) Ruimte voor de Waal – Nijmegen dijkeruglegging binnendijks, Onderzoek plangebied west aandachtsgebied Ha*. Intern Rapport Gemeente Nijmegen.

Report without author(s): please refer to the organization, also in the text:

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

Report in a series, please state the series as well:

Verschoof, W.B., Sprangers, J., and L.J. Keunen, 2012. Het Hof van Hillegom; archaeologisch vooronderzoek: een bureau- en inventariserend veldonderzoek.

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: find the primary source they based the information on.*
- 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. References to ancient authors in the text 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): [http://referenceworks.brillonline.com/entries/brill-s-new-pauly/ancient-authors-and-titles-of-works-Ancient Authors and Titles of Works?s.num=0&s.f.s2_parent=s.f.book.brill-s-new-pauly&s.q=ancient+authors](http://referenceworks.brillonline.com/entries/brill-s-new-pauly/ancient-authors-and-titles-of-works-Ancient%20Authors%20and%20Titles%20of%20Works?s.num=0&s.f.s2_parent=s.f.book.brill-s-new-pauly&s.q=ancient+authors) .

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). In addition, the translation used should be indicated.

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

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 alphabetical order, written in full, followed by the abbreviation that is used in the text:

Erfgoed Leiden (ELO), Stadsarchief 1253-1575 (SA I)

See: J.C. Overvoorde, 1937: *Archief der secretarie van de stad Leiden, 1253-1575. Inventaris en regesten*, Leiden.

Inv.nr. 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):

Erfgoed Leiden, Bibliotheek 111279

Ordonnantie ende gildebrieff van de Bidders, ofte Nooders ter Begraeffnisse [1659].

Interviews

- Some specializations, 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.

Figures, tables, appendices

Figures, tables and appendices have to be numbered and appear as separate lists in the paper, after the bibliography. 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). They can be numbered consecutively, but also by chapter (if numbered by chapter, it is easier to insert new figures, but in that case you should include the chapter number as prefix: figure 2.1).

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

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Useful references

Oliver, P., 2004. *Writing your Thesis*. London: Sage publications.

Diepeveen-Jansen, M. and J. Kaarsemaker, 2004. *Publicatiewijzer voor de Nederlandse Archeologie*. Amsterdam: Amsterdam University Press.

Styleguide of the SAA: <http://www.saa.org/Publications/StyleGuide/styFrame.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.

Official Document of the Board of Examiners, CS/JM 2017

For information please contact: examencommissie@arch.leidenuniv.nl