

# Guidelines for Papers Faculty of Archaeology

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## 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.

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) will not be accepted. Please note that the date submitted in Brightspace is the official submission date, in case of appeal to the Board of Examiners.

### Transitional Deadlines for Guidelines Use (theses only)

*Guidelines for Papers, Faculty of Archaeology* has been used since 2010. The use of APA7 is new in the 2021 version.

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.

## Technical Elements

### 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
- 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

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

(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.

### ***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.
- There is no space between a numeral and a unit of measurement: 30%, 3°C, 15m, 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 o spaces.

*Correct example:* An example with one e space.

***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 Field (2012, p. 23), “American English uses double quotation marks.”

*Example of UK English:* According to Field (2012, p. 24), ‘UK English uses single quotation marks’.

## Referencing APA Style

Referencing is an essential aspect of academic writing. Avoid any form of intentional or unintentional plagiarism. In the case of suspected [Plagiarism](#), the Fraud Protocol (chapter 7) of the Rules and Regulations of the Board of Examiners will be implemented.

The official version of the APA7 style, with examples, can be found at <https://apastyle.apa.org/style-grammar-guidelines/references/examples>  
*The Concise APA Handbook* (Lida et al., 2020) is online, available in Leiden University's library. Some of the examples below are taken from the website.

### In-Text Citations (with examples)

APA format uses in-text citations, not footnotes. For a more elaborate explanation, see chapter 4 "In-text citation" in *The Concise APA Handbook* (Lida et al., 2020).

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 (if needed)
- 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 (if needed)
- 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 (if needed)
- 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 multi-authored, it is cited separately.

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

## 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 details, please consult the APA website, <https://apastyle.apa.org/style-grammar-guidelines/references/doi-urls>

### 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: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/book-references>

### 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 pre-industrial towns of Leiden and Haarlem. *European Journal of Archaeology*, 19(4), 704–727. [doi:10.1080/14619571.2016.1147677](https://doi.org/10.1080/14619571.2016.1147677)

More on journal articles <https://apastyle.apa.org/style-grammar-guidelines/references/examples/journal-article-references>

### Book chapters

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.

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

More on book chapters: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/edited-book-chapter-references>

### *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 work-life 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.

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)

### **Unpublished Reports (Excavation Reports, Project Briefs) and Theses**

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.

#### **Unpublished thesis**

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.

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 dijkeruglegging binnendijks, Onderzoek plangebied west aandachtsgebied Ha*. Intern Rapport Gemeente Nijmegen.

#### **Organizational report without an author**

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: (Rijksdienst voor het Cultureel Erfgoed, 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.

More examples: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/report-government-agency-references>

### **Report in a series**

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

## **Listing Other Sources**

### **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):

[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 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.

## Figures, Tables and Appendices

### Numbering

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

- sequentially throughout the thesis: Figure 1, Figure 2, Figure 3, etc.
- by chapter: Figure 1 in chapter 2 is listed as Figure 2.1, Figure 2 in chapter 2 as Figure 2.2. Figure 1 in chapter 3 as Figure 3.1, etc.

**Appendices** are listed as Appendix A, Appendix B or Appendix 1, Appendix 2, etc.

### Captions

**Figures** and **tables** require captions. A good caption consists of a title and a concise description of the figure. The reader should be able to understand figures and tables without reading the main text.

For a figure, the number and caption are placed below the figure. The source of the figure or the source of information in the figure, if you created the figure, is placed below the caption. Be as specific as possible when citing the source.

For a table, the number, caption and source are located above the table.

**Appendices** require headings briefly describing the contents. They should be listed below the appendix number.

## Reference List

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.  
E-book is available in the library.

For more information, check the official website of APA7, <https://apastyle.apa.org/>