

**University of Waikato
School of Social Science**

Anthropology

**GUIDELINES AND ADVICE ON
PRESENTATION OF WRITTEN ASSIGNMENTS**

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SUBMISSION PROCEDURES AND PENALTIES

Due dates of submission are made clear on handouts for each course. All work for undergraduate courses is to be handed in and collected from the Faculty Information Centre

The Anthropology staff members are keen to ensure the swift assessment of written assignments. Normally, we aim for a turnaround time of two weeks (though this may be difficult to achieve at very busy times of the year, in very large classes, or when staff members themselves are sick). Naturally, for your assignment to be marked and returned quickly requires that you submit it on time. If you have a problem meeting the deadline for a legitimate reason (illness, family crisis, etc.) you will not be penalised provided you apply formally for the extension and negotiate a new submission date. Pressure of work is not a legitimate reason! A form for an extension is available from the Administrator, Room J.2.13.

If you cannot apply for an extension beforehand you may be able to apply for 'Special Consideration in respect of internal assessment'. Please refer to the University Calendar or website for full regulation details.

When an assignment has been marked and returned to the rest of the class, we cannot accept your late assignment on that topic.

ADVICE ON WRITING ASSIGNMENTS

Different course lecturers have their own emphases and impose slightly different criteria for grading assignments, in terms of essay structure, amount of reading required, and emphasis on certain format and presentation standards. Make sure that you read carefully each course handout so that you are aware of the requirements. But at the same time, be aware that the *basic* standards for presentation, argument and referencing are shared across our whole teaching programme.

Some handout material is available with advice on writing. There are also pamphlets and help available from the University's Teaching and Learning Development Unit. For even more detailed advice you may wish to consult one or more of the following works from the Library:

Acheson, Carole

1996 The University Essay: A Comment. *History Now* 2(2): 33-4.

Anderson, Jonathan and Millicent Poole

1998 Assignment and Thesis Writing. Brisbane: John Wiley. (3rd edn.)

Betts, Katherine and Anne Seitz

1994 Writing Essays and Research Reports in the Social Sciences. South Melbourne: Thomas Nelson Australia. (2nd edn.)

Cuba, Lee J.

1997 A Short Guide to Writing About Social Science. New York: Longman. (3rd edn.)

Emerson, Lisa (ed.)

1998 Writing Guidelines for Social Science Students. Palmerston North: Dunmore Press.

Fairbairn, Gavin J. and Christopher Winch

1996 Reading, Writing and Reasoning: A Guide for Students. Buckingham: Open University Press. (2nd edn.)

Rountree, Kathryn

1991 Writing for Success: A Practical Guide for New Zealand Students. Auckland: Longman.

Rountree, Kathryn, and Tricia Laing

1996 Writing by Degrees: A Practical Guide to Writing Theses and Research Papers. Auckland: Longman.

REFERENCING

As an example, note that the list of readings given in the section above uses a Harvard System layout. *Please use a version of this system in all your written work submitted to us for assessment.* If you want more than the basic information presented later in this handout, you can access the internet site of the American Anthropological Association <http://www.ameranthassn.org> under the heading "Publications". That will give you detailed examples of referencing as well as the AAA Style Guide.

It is a fact of life that different subjects and disciplines across the Faculty and University use different systems of referencing. What we are attempting to achieve is a high degree of consistency within the Anthropology and to accustom students to the most widely accepted system within the world of Anthropology. Once you understand the system and its logic, and are able to use a variant of it quickly and easily, you can adapt it for other requirements.

The Harvard System

As noted above, there are several variants of this system. They all operate in terms of the same logic, however. The main goal is to provide bracketed references in the text to the source(s) that you are citing and/ or quoting. The format is generally the following.

According to Marcus (1986: 164-5), "ethnographers of an interpretive bent... have not generally represented the ways in which closely observed cultural worlds are embedded in larger, more impersonal systems".

Note:

- In this instance, the bracketed reference comes immediately after the mention of the author's name. It is not compulsory to do so but is often useful, to distinguish the reference from others by the same author. On other occasions, it is more appropriate to simply put both author, date and page number(s) in brackets after the quotation or reference to the work concerned. Thus, "ethnographers of an interpretive bent... have not generally represented the ways in which closely observed cultural worlds are embedded in larger, more impersonal systems" (Marcus 1986: 164-5).
- In the bracketed references given so far, the date of publication of the source is followed by a colon and the page numbers. There are variants of this form, such as Marcus (1986, pp. 164-5) or Marcus (1986, 164-5). It doesn't particularly matter which one you use but you must be consistent.
- Very long quotations (more than three lines or so) should be separated from the main text and indented.

Do not put quote marks ("...") around such a quotation. Example:

Ethnographies have always been written in the context of historic change: the formation of state systems and the evolution of a world political economy. But aside from the use of a few well-established techniques for taking into account change, history, and political economy, ethnographers of an interpretive bent---more interested in problems of cultural meaning than

in social action---have not generally represented the ways in which closely observed cultural worlds are embedded in larger, more impersonal systems (Marcus 1986: 164-5).

The Harvard system dispenses with footnotes or endnotes as the standard format for referencing, except in certain circumstances. You may use them, first, where you have so many references on a particular issue that to place them all in the body of the text would make it too dense and unwieldy. Thus if at one point you wanted to cite all the references on how to write essays and assignments that were listed earlier in this handout, it would probably be best to put a footnote or endnote marker in the text and list the references in the note, as is just about to be done.¹ Or, second, you may use footnotes or endnotes where you want to expand on the point you just made, or take it in a slightly different direction, without disrupting the flow of your argument.

- A reference in the text must appear in the bibliography (or list of “References Cited”). Conversely, any reference cited in your bibliography must have been cited in the text.

In laying out the list of “References Cited” at the end of your essay or assignment, note that:

- The examples given below do not include any words with emphasis such as italics or underlining. Some versions of the Harvard System do allow you to emphasise the titles of books or journals, and you are free to do so, but please be consistent.
- In the list of “References Cited”, you should provide the names of all authors to each reference, but when you cite a work with three or more authors *in the body of your essay*, give just the first author’s surname and et al.
- In the case of books (but not journals,) you should cite both the place of publication and the publisher.
- In the case of journals, you should cite both volume and issue number in the form: 1(2). The first number is the volume number and the second one in brackets refers to the issue. If such information is not available (because the journal lists each issue as a separate number or has only one issue per volume, etc.), then just include the information you have.
- If you cite more than one work by the same author or combination of authors, do not repeat the authors’ names for each reference. List them by date, and for works published in the same year, use ‘a’, ‘b’, etc (see example C below).

Examples of references cited (based on the AAA system):

A. Single-author book

Castles, Stephen
1984 *Here for Good*. London: Pluto Press.

B. Co-authored book

Bonacich, Edna and John Modell
1980 *The Economic Basis of Ethnic Solidarity: Small Business in the Japanese American Community*. Berkeley: University of California Press.

C. Multiple references by one author in the same year

¹ For more detailed advice you may wish to consult one or more of the following works from the Library: Acheson (1996), Anderson and Poole (1998), Betts and Seitz (1994), Cuba (1997), Emerson (1998), Fairbairn and Winch (1996), Rountree (1991), and Rountree and Laing (1996).

Gallimore, Ronald

1983a Something About Nothing. Erewhon: Utopia Press.

1983b Nothing About Something. Utopia: Erewhon Press.

D. Chapter in book with editor(s)

Marcus, George E.

1986 Contemporary Problems of Ethnography in the Modern World System. In James Clifford and George E. Marcus (eds), *Writing Culture: The Poetics and Politics of Ethnography*. Berkeley: University of California Press.

E. Article in journal

Moll, Luis C.

1986 Writing as Communication: Creating Strategic Learning Environments for Students. *Theory into Practice* 25(1) : 102-108.

F. Review

Trueba, Henry T.

1986 Review of *Beyond Language: Social and Cultural Factors in Schooling Language Minority Students*. *Anthropology and Education Quarterly* 17(3): 255-259.

G. Article in newspaper

Reinhold, Robert

1986 *Illegal Aliens Hoping to Claim Their Dreams*. *New York Times*, November 3: A1, A10.

H. Internet document

Ministry for Culture and Heritage/ Te Manatu Taonga

1997 How Important is Culture?

<http://www.cultureandheritage.govt.nz/publications/important/index.html>. (Item sourced 12.11.1999)

If any information is cited from a website, the full URL (Universal Resource Location) should be provided in your Bibliography. Give the author and title of the article, as well as (if possible) the date of which the article was originally placed on a site, the title of the website, and the date on which you accessed and copied the entry. Students should be aware of the fact that material posted on the web is not subject to the same kinds of checks that are given to published journal articles or books. The information may not always be entirely accurate or appropriate in an academic context. This is particularly the case if there is no indication of authorship.

Essays that are based on sources that are entirely web-based will generally receive less favourable grades than essays that are exclusively book-based, or those that are based on a careful mix of published and web-based sources.

The examples given above do not cover every eventuality but they are likely to cover almost every referencing requirement at undergraduate level. If you have questions, ask!