References Cited

Overview

• In-text citations vary little in format and follow American Antiquity and Historical Archaeology styles.

• Citation rules are discussed by topic under Topic Discussions beginning on page 6.

• Most types of references listed in a technical report’s References Cited section are formatted according to American Antiquity and Historical Archaeology styles.

• Some types of references listed in a References Cited section are formatted according to Midwest Archeological Center rules not found in journals.

• Examples rather than sets of rules are presented in the References Cited Entry Examples section, which starts on the next page.

Basic Requirements

• Report preparation guidelines prohibit References Cited formatting in drafts. Appearance details, such as italics and indentations, are applied at a late stage in report production.

• Entries in the References Cited section are arranged alphabetically by the first author’s last name, and chronologically under an author’s name if one author has more than one entry.

• If one author has more than one publication in the same year, distinguish them by including a, b, c, etc., with the year, e.g., Connor 1991a, 1991b, 1991c, 1991d, 1991e.

• The examples presented below indicate the kinds of information needed about each type of reference. When in doubt about what information to record about a particular reference you are citing, err on the side of recording too many details—it is much easier to delete a few things later than to go back to the original materials to obtain missing information.

When formatting references that do not seem to fit within a particular example “type” as given below, find one or two that are closest to what you are formatting and adapt what you see as best you can. All reference classification systems have exceptions as well as unique, transitional, and borderline cases.

The headings and page numbers listed below are linked to the corresponding sections.

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To return to the Report Preparation Guidelines click on Guidelines or use the “back” button on the Acrobat Reader toolbar
References Cited Entry Examples

Book, Various Authorship Types

Deetz, James

Wilcoxen, Charlotte

Connor, Melissa A., and James Schneck
1996  *The Old Hospital Complex (5EP1778), Fort Carson, Colorado*. Midwest Archeological Center, National Park Service, Lincoln.

Cotter, John L., Daniel G. Roberts, and Michael Parrington

Hampton, D. R., C. E. Summer, and R. A. Weber

McHugh, W. (editor)

National Park Service (NPS)


United States Bureau of the Census (USBC)

Chapter or Article in an Edited Book

Fritz, J. M.

Garrow, Patrick H.

Numbered Series and Multiple Series Designations

Damas, David (editor)

Lister, Robert H.

MacNeish, Richard S.

Pepperl, R. E., and C. R. Falk

**Chapter or Article in a Volume or Number in a Series**

Scott, Douglas D.

Falk, C. R., and R. E. Pepperl

Gunnerson, James H.

Whittlesey, Stephanie M.

Barnosky, C. W., P.M. Anderson, and P. J. Bartlein

**Conference Paper**

Farris, Glenn J., and Lester O. White

Joslin-Jeske, R., and R. Lurie
Reprinted Book or Volume in a Series

Chittenden, Hiram M.

Densmore, Francis

Reprinted Catalog

Montgomery Ward and Co.

Russell & Erwin Manufacturing Company

Sears, Roebuck & Co.

Be sure to review the topical discussion Reprinted Department Store Catalogs on page 8.

Journal Article

O’Brien, Michael J., and Thomas D. Holland

Wood, W. Raymond, and A. S. Downer

Stuiver, Minze, and P. J. Reimer

Published Map

Richmond, G. M.

United States Geological Survey (USGS)
1979 Blackstone, Massachusetts, Quadrangle Map. 7.5 Minute Series. U.S. Geological Survey, Washington, D.C.
Unpublished Manuscript

Husted, Wilfred M., and Robert Edgar

Moir, R. W.

Wagner, G. N.

Memorandum and Trip Report

Fox, William

Frost, Forest

Lusk, H. Gilbert

Dissertation or Thesis

Holmer, Richard N.

Note on Dissertation–Thesis Format: If the document you are actually consulting is a copy from University Microfilms, the following may—optionally—be added to the basic information shown above to become the last line: Copy obtained from University Microfilms, Ann Arbor, Michigan.

Contract Report

Gilbert/Commonwealth, Inc.

Clark, Caven P.

Cummings, L. S., R. M. Albert, and K. Puseman
Electronic Document Not Online

Sternberg, M.

Grolier

More examples of electronic documents are given below under **Electronic and Computer-Related Sources**.

**Topic Discussions**

**Archives**

Following the procedure favored by *Historical Archaeology*, cite archives by placing information into the References Cited section. *Historical Archaeology* uses the archive-date method, which is essentially the same idea as the author-date method, to correlate the in-text citation with the correct entry in the References Cited section. Just about any information can be arranged into a References Cited entry, and a method can always be found to correlate the citation to the correct entry in the References Cited.

In most cases, use the author-date, archive-date, or institution-date method to link the citation with the correct entry in the References Cited. Include the following details in each archive or primary-source citation: archive name; title of work; nature of material (e.g., letter, map, contract, photograph, deed, sketchbook, diary); collection name; identification number; date of item; and current geographic location.

Citations for primary-source materials are archive specific. There is no single citation format that would apply to all cases. Some archive repositories have their own citation format guidelines. For example, records in the National Archives in Washington, D.C., should be cited according to their published instructions (NARA 1993). Archival and other primary-source materials are highly variable, so the specific elements of the citation will depend on the item and its storage circumstances.

**In-Text-Only References**

When discussing the results from an Internet search tool, do not create a References Cited entry for the search tool. Instead, mention just the basic name without giving the full web address. Usually, it is sufficient to state simply that you used Google, Lycos, Alta Vista, or a similar web-search device. If you feel the search tool is not familiar to most readers or not easily accessed, then provide supporting details within the main text. Creating a References Cited entry in this situation would be like creating an entry for your telephone book and directory assistance.

Similarly, when discussing a web site without citing a specific document, keep all details within the main text. Presenting suggestions for web sites to visit or as examples of something should not require creating References Cited entries any more than listing the names of museums and libraries you have visited. Place URLs into the main text. If there are many, consider creating a table for them.

**Citations**

Use the author-date documentation system, which consists of in-text citations and amplified references assembled in a list. In Midwest Archeological Center reports, this list is the References Cited section, which carries a first-level heading. Place in-text reference citations in parentheses, use et al. for multiple authors cited in text, assign a, b, c, etc., to the same publication years by the same authors, and arrange strings of in-text citations in alphabetical order. In this system, the author and date correlate the citation with the correct entry in the References Cited.
Publication year immediately follows the author’s name. Only the year is in parentheses when the author’s name serves a grammatical function in the sentence. Authorship and year are both placed in parentheses when the citations support a point made in the sentence without serving a grammatical function.

When a string of citations occurs within one set of parentheses, semicolons are used to separate works by different authors, and commas are used to separate different, chronologically ordered works by the same author. Examples: (Cannon 1994, 1995a, 1995b; Cannon et al. 1996; Dial 1996a, 1996b; Hartley and Schneck 1996; Noble 1992, 1996).

When a citation includes page, figure, or table numbers, this additional information is placed immediately after a colon following the year of the work. Capitalize and spell out Table, Figure, Plate, etc., whereas page numbers follow the colon, as in: Noble (1993:Table 2, Figure 8) and (Ross 2000:44–46, Plate 5).

**Electronic and Computer-Related Sources**

Under most circumstances, electronic and other computer-related sources, such as compact disks and documents on disk distributed with other mass-produced media, may be entered into a References Cited section and cited in text. Treat these as traditional documents and imitate or adapt the format given in examples on page 6 and in the three examples below. Mention the type of electronic document or archive cited. Examples include read-only memory digital compact disk (CD-ROM), DOS text file on floppy, and text and computer graphics files in a particular subdirectory on a museum’s or repository’s LAN without Internet access. Include filenames or filename extensions if they are visible to ordinary users.

Johnson, Ian and MacLaren North


Maryland Historical Trust (MHT)


Ross, Lester A.


Note that these are not Internet-based documents. For citing and referencing documents, maps, and other source materials found on the Internet, go to **Citing Internet Sources**.

**Personal Communications**

A personal communication consists of information obtained directly from a colleague and should be used only when no other source can be cited for the same information. Originally, formal correspondence was the only personal communication cited in academic literature. The scope of personal communication methods has expanded to include face-to-face conversations, telephone calls, informal correspondence, faxed letters, and email messages. There may be many ways in which communication occurs at a personal level, but there is only one form of citation, and this occurs only in text. The format given by *American Antiquity* for in-text citation of a personal communication is:

(Richard Diebold, personal communication 1979) and Richard Diebold (personal communication 1979)

There is no corresponding entry in the References Cited, and *American Antiquity* has no provision for inserting additional information. Supporting information may be placed in the Acknowledgments. A personal communication transmitted by email does not have more significance than other forms of communication and should be cited exactly like other forms of personal communication. Forwarded email should
not be cited as a personal communication unless the original sender, not the forwarder, is aware of the
transmission and agrees to its use. In that case, however, one might just as well obtain an original from
the sender.

Reprinted Department Store Catalogs

A special category of reprinted works, late 19th- and early 20th-century department store catalogs, de-
serves special mention. Most of these are Sears and Montgomery Wards catalogs. There are many combi-
nations of publishing details that sometimes include an editor, an author of an introduction, no editor or
no introduction, and several other variations on publishing details.

Always cite these reprinted catalogs by store name and year of reprint only, no matter what combination,
or lack, there may be of editorship and authorship. In the individual References Cited entry, include editor
and author details as they apply to each reference. Take a careful look at the examples presented under
Reprinted Catalogs, page 4. These examples were assembled and formatted by the late Ed Sudderth to
help Midwest Archeological Center authors and editors with this particularly confusing reference problem.

Unpublished Internal Documents

Some unpublished documents, such as memos and purchase order reports, that are created and filed as
official government business are referenced with certain details allowing retrieval from the central filing
system. Original purchase orders and memorandums are officially filed according to a servicewide filing
system, regardless of where extra copies might occur.

Following the style guide for Historical Archeology, the phrases “on file” and “unpublished” should not
be used for manuscripts, memorandums, and similar internal unpublished documents (SHA 1999:132).
An exception, as illustrated in the Lusk 1986 example, occurs for a memorandum when the Midwest Ar-
cheological Center is neither the office of origin nor the officially designated recipient, yet a copy is prop-
erly filed in the central office files under the correct file code. In most cases, “on file” and “unpublished”
are redundant (SHA 1999:§VII.B.31–32).

References Cited and Suggested Readings

American Anthropological Association (AAA)
    Newsletter 15(1), January.

American Psychological Association (APA)
    Psychological Association, Washington, D.C.

Day, Robert A.

De Vore, Steven LeRoy, and William J. Hunt, Jr.
    1993 Fort Union Trading Post National Historic Site (32WI17) Material Culture Reports, Part IX:
    Personal, Domestic, and Architectural Artifacts. National Park Service, Midwest Archeological
    Center, Lincoln.

Gifford, Carol A., and Carol Ann Heathington

Hansen, Wallace R.
Harnack, Andrew, and Eugene Kleppinger  

Harpers Ferry Center (HFC)  

Historic American Buildings Survey (HABS)  


Li, Xia, and Nancy B. Crane  

Lucas, Spencer G.  

Midwest Archeological Center (MWAC)  

Miller, Casey, and Kate Swift  

National Archives and Records Administration (NARA)  
1993 Citing Records in the National Archives of the United States. General Information Leaflet 17 (revised). National Archives and Records Administration, Washington, D.C.

National Park Service (NPS)  


Raymond, Eric S.  

Reid, J. Jefferson  

Sabin, William A.  

Society for American Archaeology (SAA)  

Society for Historical Archaeology (SHA)

Stuiver, Minze, and Paula J. Reimer

Stuiver, Minze, Paula J. Reimer, and R. Reimer

Strunk, William, Jr., and E. B. White

United States Department of the Interior Department (USDI)