Guidelines for Papers Faculty of Archaeology

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Introduction

The Faculty *Guidelines for Papers* outline the rules and regulations for academic writing in the Faculty of Archaeology, Leiden University. Since 2021, we have adopted the APA 7th edition style (APA7), developed by the American Psychological Association. In most cases, APA Style works well for writing in an archaeological context. However, some aspects of writing for the field, particularly in a Dutch archaeological setting, require alterations. The Faculty *Guidelines* outline these adjustments, and they take precedence over APA7 where they differ.

Notable differences in the *Guidelines* from APA7:
- ✓ Stricter requirements for including page numbers in in-text citation, even for paraphrased material.
- ✓ Additional guidance on citing Dutch surnames, which can follow conventions not fully covered by APA7.
- ✓ Instructions for referencing book series, which are very common in archaeology but not explicitly covered in APA7. Search for "series" in the APA style guide and you will find three examples.
- ✓ An extra chapter on figure and table captions, addressing how to format and reference visual materials in archaeological work.
- ✓ Other instructions for academic reports (chapters 7 and 8).

You are encouraged to use the official APA7 website (https://apastyle.apa.org) and the APA Style Blog for general referencing guidance (https://apastyle.apa.org/blog), but always refer to the *Guidelines* for field-specific practices.

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 or Teams) will <u>not</u> be accepted. Please note that the date submitted in Brightspace is the official submission date, in case of an appeal to the Board of Examiners.

1. Before you Write: Finding Sources and Responsible Research Skills

Finding Sources

Writing an academic paper does not begin with writing; it begins with finding and reading academic literature on your topic.

Here are several professional starting points for finding scholarly sources that the faculty recommends:

- Leiden University Library: Learn how to effectively use its collections and services: https://www.library.universiteitleiden.nl/students/searching-scholarly-information
- Leiden University's Easy Access Tools, including the BrowZine App to browse journals conveniently: https://www.library.universiteitleiden.nl/searching-sources/tools
- Google Scholar: Use in combination with the "Get it at Leiden" link for full-text access: https://www.library.universiteitleiden.nl/searching-sources/tools

While platforms like ResearchGate and Academia.edu are well-known repositories of academic papers, be cautious when using them: bibliographic details are often incomplete or unclear. If you find a useful source on one of these platforms, double-check its full bibliographic details using WorldCat, a global catalog that includes records from thousands of libraries, not just those at Leiden.

As a good practice, and in tandem with reading your sources, build a bibliography of all relevant literature, preferably using a reference manager.

How to Evaluate Sources

The best sources to use depends on your field of study and research question. However, there are some helpful general guidelines. **Primary sources** are generally preferred over **secondary sources**, and **peer-reviewed journals** are favored over non-academic publications such as magazines and newspapers. While bachelor's and master's (research) theses may be cited when relevant, they should not be relied upon if primary or peer-reviewed sources are available.

Peer Review

Academic literature is usually peer reviewed. Peer review is a process in which a manuscript is evaluated by anonymous experts in the same field before it is accepted and published. These experts are called peers.

First, the manuscript is screened by the journal's editorial board. Many submissions are rejected at this stage and are not sent out for peer review. If the manuscript passes the screening, the editorial board assigns two or three reviewers. Peer reviewers provide feedback, suggestions, and recommendations. Based on their evaluation, the editorial board decides whether to reject, accept, or request major or minor revisions. In some cases, depending on the nature of the feedback, additional rounds of peer review might be required.

Primary Sources and Secondary Sources

Within academic research, there are two meanings of primary sources, depending on the academic context. Generally, a primary source is first-hand, direct evidence, dating from the period you are studying. A primary source is evidence that was created or originated at the time or shortly after the event took place. Archaeological information is considered a primary source. Other historical examples include diaries, letters, and eyewitness accounts. A secondary source is created by someone who was not present at the event, and often, primary sources are used.

Yet, in citation styles like APA7 there is another meaning to primary and secondary sources. The [APA style guide explains](): "a *primary source* [e.g., a scholarly article] reports original content; a *secondary source* refers to content first reported in another [scholarly article]."

In this context, a primary source is original research, such as an article or book chapter reporting new data or presenting data collection. A secondary source refers to someone else's summary or interpretation of the original data, in other words, a source that refers to the original article or book chapter. When using this data in your research, the best option is to check the original source, whether an article or book chapter. The second-best option is to state that you used the information from another (secondary) paper. In this case, you use the phrase "as cited in" in your citation. See Chapter 3 "Secondary Sources" for an extended explanation.

Plagiarism (generative AI)

A key purpose of academic writing is to develop your own thinking and to practice expressing this in writing. Copying and pasting content created by another person or AI, does not support your learning and is a violation of copyright. Submitting work that is not your own is considered plagiarism. The following definition applies:

> [plagiarism is] presenting, intentionally or otherwise, someone else's words, thoughts, analyses, argumentations, pictures, techniques, computer programs, etc., as your own work. (Leiden University, Plagiarism)

APA Style offers a similar definition:

> *Plagiarism* is the act of presenting the words, ideas, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship . . . and has profound real-world effects. (American Psychology Association, 2020, p. 20; see also the *APA Ethical Principals of Psychologists and Code of Conduct*, known as the Ethics Code Standard, 2017, Section 8.11, available at https://www.apa.org/ethics/code)

Plagiarism is considered academic fraud, which includes any action that misleads your reader about the origin of your ideas, words, or work. When you use text from sources without proper citations, this is plagiarism. Using chatbots (generative AI) like ChatGPT, Microsoft CoPilot, Perplexity, etc., to generate content that you submit as your own original work is considered plagiarism as well and, thus, is academic fraud. For more on generative AI, like ChatGPT, see
https://www.library.universiteitleiden.nl/students/chatgpt

Plagiarism is a serious offence. Always ensure that anything that you submit, whether a final version or a draft, is free from fraud by citing sources accurately and quoting and paraphrasing appropriately (See "Why Reference?").

In case of suspicion of plagiarism, the examiner is not allowed to grade a student's work and will refer the assignment to the Board of Examiners who will process it further and may impose further sanctions. These may range from declaring the results of the assignment invalid, to excluding the student from participating in the examination for a year. The type of sanction depends on the severity, context, and situation. For more information on this, see the Rules and Regulations of the Board of Examiners, Article 7.4.

2. Referencing the Basics

Key Referencing Terms

Citations

Citations are brief indications within the text showing where specific information is found. Citations may appear as in-text citations, footnotes, or endnotes. Every academic paper must have citations, but the type of citation used depends on the citation style.

Citation style

A citation style is a standardized system for formatting both citations and the references in academic writing. It tells you exactly what bibliographic details to include, such as the author, year of publication, title, and publisher, in what order, and where to place punctuation like commas, full stops, and parentheses.

In other words, a citation style is like a formula that must be followed precisely. Library catalogs can often generate references in standard formats. For example, the Leiden University Catalog offers citations in nine different styles, including APA, although it currently provides APA 6th edition, not the updated APA7.

APA Style

The APA Style is issued by the American Psychological Association and is currently in its seventh edition. *The Official Guide to APA Style* is over 400 pages (American Psychology Association, 2020) and there is an extensive official APA Style website (https://apastyle.org) and APA Style Blog available (https://apastyle.apa.org/blog). APA is an author-date citation style that uses in-text citations. This format is common in many academic archaeology journals.

In Dutch contract archaeology, author-date referencing is also common but often combined with footnotes instead of in-text citations, following conventions from the widely used *Publicatiewijzer voor de Archeologie* manual (Diepeveen-Jansen & Kaarsemaker, 2004).

In-text citations

As discussed, APA7 uses in-text citations. These are citations that appear directly in the main body of the text, rather than in footnotes or endnotes. APA7 format uses two types of in-text citations: parenthetical citations and narrative citations. Parenthetical citations appear at the end of a sentence or a phrase, as the following shows (Schrader, 2006, p.

10). Narrative citations usually appear immediately after the author' name, often at the start of a sentence. Narrative citations are very useful when introducing a source you want to discuss in more detail.

Example: Henry (2022, p. 10) argues that there is a strong relation between dental calculus and . . .

Quoting

We follow the definition provided in *The Concise APA Handbook* (Lida et al., 2020, p. 25) which defines a quotation as "words [that] are taken from a source material and copied directly into one's writing." In principle, you should reproduce the words verbatim from the source and enclose them in quotation marks. Use quotations judiciously and only when paraphrasing is not a good alternative (see below).

For the flow of the sentence, it may sometimes be necessary to make slight changes, like adjusting the verb tense or adding information for clarification. In that case, explains *The Concise APA Handbook* (Lida et al., p. 29), "changes can be made by the writer and indicated with square brackets [ ]." You are not allowed to alter the meaning, but clarification of a pronoun or contextual information is allowed.

Example: "A lot of times it was [students saying], 'No, I didn't use AI,' then it comes out they were using an overall rephrasing tool, not thinking it's an AI tool."

Paraphrasing

The Concise APA Handbook APA (Lida et al. 2020, p. 29) states that "paraphrasing information means giving the same information as in the original text, but in different words."

As indicated by the quotation marks, the above is a direct quotation from the APA handbook. Here is a paraphrased version of the same definition:

> According to Lida et al. (2020), paraphrasing involves expressing the same ideas as in the original publication but using your own words instead of copying them (p. 29).

For most of your writing, paraphrasing is preferred over quoting as your writing should reflect how you have read and interpreted the sources. Important: even if you paraphrase, you must provide an in-text citation with a page number.

For more information, see Lee's (2021) article on using parentheses and brackets in APA

references: https://apastyle.apa.org/style-grammar-guidelines/references/examples/blog-post-references

References
A reference is the full bibliographic entry for a source in the bibliography or in the reference list (Dutch: *literatuurlijst*). It allows the reader to locate the original source.

Reference list
A reference list includes all the sources that have been cited in your work. It is arranged in alphabetical order by the author's surname and usually appears at the end of your document. It may include books, journal articles, archaeological reports, and more, all in a single list.

Bibliography
A bibliography goes beyond a reference list. It includes not only the works cited in your text but also the sources you consulted during your research. APA7 allows both, but the faculty requires only a reference list, not a bibliography.

Referencing
Referencing is the process of adding both citations and references to your text, acknowledging the sources you used.

Reference managers
Zotero, Mendeley, and EndNote are reference managers, i.e., software programs designed to store, organize, and format bibliographic references. These tools can generate citations and bibliographies in APA7. They can generate citations as you write. It is highly recommended that you use a reference manager to keep your sources organized and properly formatted from the beginning. For more information, see https://www.library.universiteitleiden.nl/searching-sources/citation-managers.

While these reference managers are very helpful, they do not always get it right. Please thoroughly check each bibliographic entry for adherence to APA7 before submitting your assignment. For example, if you enter the name of a book series (e.g., Analecta Praehistorica Leidensia) or archaeological report series in a manager like Zotera, this information will not be included in the bibliography. To make sure that your references are complete, you will need to manually add the series information when formatting the reference.

Why Reference?

Referencing is a key aspect of academic writing: a paper without references is not considered an academic paper. A paper with too few or weak citations and references is more likely to receive a lower grade, while a paper that uses a strong and relevant set of references will typically be better evaluated. But referencing is not just about grades—there is more to it.

When it comes to explaining why referencing is essential, several UK-based university websites—those of Manchester, Sheffield, Leeds, and Nottingham—provide clear summaries, typically listing four to five key reasons. The online platform *Cite them right* (2021), which can be fully accessed through the catalogue of Leiden University library, expands on these with nine detailed points. In essence, references play several important roles:

1. Academic integrity and transparency: References give credit to the original authors and help distinguish between your own ideas and opinions and those of others.

2. Evidence of research: References show that you have done your homework—that you have explored, understood, and assessed relevant and up-to-date material.

3. Enables verification and further research: References enable the reader to locate the original material you used. This allows them to check whether your summary or paraphrase aligns with the original and also to find valuable sources for their own further reading.

Reference Everything (unless it is common knowledge)

The goal of references is verifiability. This means that you should reference everything that is not considered common knowledge. Common knowledge refers to information that is widely known, undisputed, and easily found in general sources. Common knowledge includes facts such as "water boils at 100 degrees Celsius" or "Amsterdam is the capital of the Netherlands." In such cases, you are not expected to cite a specific scientific study about boiling water or an atlas to back up the information.

However, it is not always straightforward. De Buck et al. (1984, pp. 75–76), authors of a renowned citation style used by Dutch historians, discuss this topic in more detail. In addition to referencing quotations and paraphrases, references must be added when
- You derive an opinion or an interpretation from another author,
- You write something that may prompt a curious or critical reader to ask, "Where does this come from?"

The online platform *Cite them right* (2021) suggests asking yourself two test questions:

> Did I know this before I started reading this publication?
> Did this information or idea originate from my own thinking?

If the answer to either question is **no**, then you should include a citation and a reference. When in doubt, it's better to **overcite** than to under cite—better safe than sorry.

For further reading and watching tips about referencing, see Bibliography.

Format Depends on Publication Type

A key prerequisite for applying any citation style accurately is the ability to identify the type of publication you are referencing. This is essential, as each source type follows specific formatting rules.

Think of it as a multiple-choice question: *What kind of publication is this?*
a) a journal article
b) a book chapter in a monograph or in an edited volume (in a series)
c) a government report
d) an archaeological report in a series
e) something else entirely

On the APA Style website, you will find over 40 options. But for archaeological works, make sure consult these *Guidelines for Papers*.

To find the answer, consult the front matter of the publication, such as the title page, copyright page, or preface, which usually provides the necessary context (e.g., whether it's a book or part of an edited volume). A PDF from Academia.edu or ResearchGate does not necessarily provide this information.

Using a reference manager like Zotero or EndNote can help with formatting, but these tools only work correctly if you have accurately identified the publication type.

3. In-Text Citations (with examples)

Note: the colored text is used in the examples below to highlight the components of references. Do not use color coding in your paper, report, or thesis.

Although this is not stated on the APA website, adding a **page number(s)** to your in-text citations is mandatory, except when referring to a work in its entirety.

Single-Authored Source
 a) open parenthesis
 b) Author's surname
 c) comma
 d) year of publication
 e) comma
 f) p. + number (for a single page) or, if you cite multiple pages, pp. + page range
  Between the page range: use an en dash (−), not a shorter hyphen (-). There should be no spaces around the en dash. For further explanation about the en dash, see Chapter 5 *Style*.
 g) close parenthesis
 h) closing punctuation. This is most often a full stop/period, but it can also be a comma or other punctuation.

Example: This sentence cites one page from a reference by a single author (Düring, 2006, p. 12).
Example: This sentence cites consecutive pages from a reference by a single author (Düring, 2006, pp. 12−13).
Example: This sentence cites non-consecutive pages from a reference by a single author (Düring, 2006, pp. 12, 15).

Two Authors
Example: This sentence cites one page from a reference with two authors (Pitts & Versluys, 2014, p. 14).
Example: This sentence cites consecutive pages from a reference with two authors (Pitts & Versluys, 2014, pp. 12−13).
Example: This sentence cites non-consecutive pages from a reference with two authors (Pitts & Versluys, 2014, pp. 12, 14).

Note: Use an ampersand (&) in in-text citations.

Three or More Authors

Example: This sentence cites one page from a reference with three authors (Pitts et al., 2002, p. 54).

Example: This sentence cites consecutive pages from a reference with three authors (Pitts et al., 2002, pp. 54–56).

Example: This sentence cites non-consecutive pages from a reference with three authors (Pitts et al., 2002, pp. 54, 56).

More than One Source in a Single Citation

If your text is supported by more than one source you have to cite them all. Sources are listed alphabetically by author 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).

Secondary Sources (as defined by APA7)

See also Chapter 2, "Key Referencing Terms."
You read a work by Dusseldorp and Amkreutz (2020) in which Louwe Kooijmans (1993) is cited, but you are unable to retrieve Louwe Kooijmans' work. In this case, you cite Louwe Kooijmans' work as the original source, followed by Dusseldorp and Amkreutz as the secondary source. Use the phrase "as cited in" between the two references.

Example: (Louwe Kooijmans, 1993, pp. 102–103, as cited in Dusseldorp & Amkreutz, 2020, p. 121).

Note: Only the source you have consulted appears in the reference work, i.e., the secondary source in this context, Dusseldorp and Amkreutz (2020), not the primary source (Louwe Kooijmans, 1993).

Some Things to Note

The in-text citation always precedes the terminal punctuation (comma, full stop, etc.) Exceptions 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).

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)

If two sources by the same author(s) and from the same year are used, add an "a" and "b" to the year to make the distinction. The order is based on the first letter of the title (See also Table 4.4 Reference list order).
Example: (Düring, 2003a, 2003b)

Summary of In-Text Citations

Table 2.1

Summary of in-text citations.

Author type	Parenthetical citation	Narrative citation	Notes
One author	(Düring, 2006, p. 5)	Düring (2006, p. 5) argues etc.	
Two authors	(Pitts & Versluys, 2014, p. 14)	Pitts and Versluys (2014, p. 14)	Note the use of "and" and "&."
Three or more authors	(Pitts et al., 2002, p. 58)	Pitts et al. (2002, p. 58)	Don't forget the full stop after et al.
First citation of a group author/ organization	(Rijksdienst voor het Cultureel Erfgoed [RCE], 2020, p. 5)	Rijksdienst voor het Cultureel Erfgoed (RCE, 2020, p. 5)	More about Group Author Abbreviations Note the square brackets around the acronym.
Subsequent citation of a group author/ organization	(RCE, 2020, p. 5)	RCE (2020, p. 5)	

Adapted from *Publication Manual of the American Psychological Association* (2020, p. 266, Table 8.1).

4. References (with examples)

APA7 Formula

APA7 follows a standard order:

    Who: The author(s) or the responsible organization

    When: Date (year) of publication

    What: Title of the work

    Where: The source of the publication (e.g., journal name, book title, and/or website URL, DOI). You need to provide enough bibliographic details that someone else can find the source through the default ways.

Books and Journal Articles

a) Author(s): Surname, comma, initials of the author.

- Add one space between author's initials.
- Write the author's surname 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 *italicized* (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.
- Titles in non-Latin scripts require transliteration.
- See also: Adams, A. (2021, August 23). When and how to transliterate titles in references. *APA Style Blog*. https://apastyle.apa.org/blog/transliterated-titles-references

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.

f) DOI (digital object identifier)
- **If available, always include the DOI**. For more details, please consult the APA website. APA encourages live, clickable links in digital documents to make it easier for readers to access sources.

Journal Articles

Table 4.1

Bibliographic elements of a journal article.

Bibliographic Element	Explanation
Author, A. A., & Author, B. B. **Author, A. A., Author, B. B., & Author, C. C.**	Last name, comma, space, initial, full stop, space, initial, comma, space, ampersand (&), space, Last name, comma, initial, full stop, space, initial, full stop. Separate multiple authors with a comma. Include all the authors' surnames in the exact order they appear of the source.
(Year of publication).	Year in parentheses, followed by a full stop.
Title of the article.	Use sentence case, followed by a full stop.
Name of the Journal,	Use title case (i.e., capitalize all major words); end with a comma. Memory aid: the name of the journal is a proper noun and therefore title case is used.
Volume	In *italics*
(issue)	in parentheses, not *italicized* There is no space between volume # and issue #.
#–#	Always include the page range of the first to last page number. Use an en dash. Do not abbreviate the page numbers. In contrast to a reference of a chapter in a book, do not include pp. here.
DOI or URL	Include the DOI if applicable. If there is no DOI, include a permalink, but *only* if it makes sense for the reader (e.g., do noy link to Google, Academia.edu, or ResearchGate). APA encourages live, clickable links in digital documents to make it easier for readers to access sources. Use the full URL of the DOI: https://doi.org/...

Examples:

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. https://doi.org/10.1080/14619571.2016.1147677

For more on journal articles, see APA Style Guide

Books

Table 4.2
Bibliographic elements of a book.

Bibliographic Element	Explanation
Author, A. A., & Author, B. B.	Last name, comma, space, initial, full stop, space, initial, comma, space, ampersand (&), space, Last name, comma, initial, full stop, space, initial, full stop.
Author, A. A., Author, B. B., & Author, C. C.	Separate multiple authors with a comma. Includes all the authors' surnames in the exact order they appear in the source.
(Year of publication).	Year in parentheses, followed by a full stop
Title of the book*: S*ubtitle.	In *italics*. Use title case (capitalize only the first word, proper nouns, and the first word of the subtitle). End with a full stop. Not very common in Archaeology, but if the book has an edition or a volume number, include it as part of the title. Do not put a full stop between the title and the edition #: *Title of the book*: S*ubtitle* (5th ed.)*.
Publisher.	The name of the publisher followed by a full stop.
DOI or URL	Include the DOI if available. If there is no DOI, include a permalink, but *only* if it makes sense for the reader (e.g., do not link to Google, Academia.edu, or ResearchGate). APA encourages live, clickable links in digital documents to make it easier for readers to access sources. Use the full URL of the DOI: https://doi.org/...

Examples:
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.

For more on books, see APA Style Guide

Book in a Series (Series example, 1 out of 3)

Table 4.3

Bibliographic elements of a book in a series.

Bibliographic Element	Explanation
Author, A. A., & Author, B. B.	Last name, comma, space, initial, full stop, space, initial, comma, space, ampersand (&), space, Last name, comma, initial, full stop, space, initial, full stop.
Author, A. A., Author, B. B., & Author, C. C.	Separate multiple authors with a comma. Includes all the authors' surnames in the exact order they appear of the source.
(Year of publication).	Year in parentheses, followed by a full stop.
Title of the book: Subtitle.	In *italics*. Use title case (capitalize only the first word, proper nouns, and the first word of the subtitle). End with a full stop. Not very common in Archaeology, but if the book has an edition or a volume number, include it as part of the title. Do not put a full stop between the title and edition number: *Title of the book*: S*ubtitle* (5th ed.)*.*
Series title, series number.	Name of the Series. Capitalize all major words, add the series number, and end with a full stop. Note that APA7 provides little explanation of book series. Apart from an example in the *Publication Manual* (p. 323), there are no examples on the official website. Nor do all reference managers export book series. However, in archaeology book and report series are common, such as APL (Analecta Praehistorica Leidensia), the ASLU (Archaeological Studies Leiden University), and the (NAR) Nederlandse Archeologische Rapporten. For archaeological report series, see below. Reference managers like Zotero do not generate series correctly. You must add the series manually. Series editors do not have to be included.

Publisher.	The name of the publisher followed by a full stop. A publisher is a name: follow the capitalization of the publisher.
DOI or URL	Include the DOI if available. If there is no DOI, include a permalink, but *only* if it makes sense for the reader (e.g., do not link to Google, Academia.edu, or ResearchGate). APA encourages live, clickable links in digital documents to make it easier for readers to access sources. Use the full URL of the DOI: https://doi.org/...

Examples:
Politopoulos, A. (2020). *Creating capitals: The rationale, construction, and function of the imperial capitals of Assyria*. Archaeological Studies Leiden University 51. Leiden University Press.

Book Chapter in an Edited Volume in a Series (Series example, 3 out of 3)
van Wijk, I. M., & van de Velde, P. (2020). House societies or societies with houses? Bandkeramik kinship and settlement structure from a Dutch perspective. In V. Klinkenberg, R. van Oosten, & C. van Driel-Murray (Eds.), *A human environment: Studies in honour of 20 years Analecta editorship by Prof. Dr. Corrie Bakels* (pp. 167–176). Analecta Praehistoria Leidensia 50. Sidestone Press. https://www.sidestone.com/books/a-human-environment

In this example "Analecta Praehistoria Leidensia" (APL) is the name of the series and "50" indicates the series number.

In this example the link to the publisher has been added because the source is open access.

Note: in the case of a book chapter, the page range includes the abbreviation pp., unlike journal articles where it does not.

When the editor has also written a chapter in the edited volume, i.e., the editor and author are the same person, their name should appear twice.

Peltenburg, E. J. (1985). Other ceramic artefacts. In E. J. Pelteburg (Ed.), *Excavations at Lemba Lakkous, 1976–1983: Lemba Archaeological Project 1* (pp. 95–96). Studies in Mediterranean Archaeology 70. Paul Åströms förlag.

For more on book chapters, see [APA Style Guide](#)

Capitalization

Note: the capitalization of journal titles is different from the capitalization of articles and book titles in the reference list.

Ahituv, H., & Henry, A. G. (2022). An initial key of starch grains from edible plants of the Eastern Mediterranean for use in identifying archaeological starches. *Journal of Archaeological Science: Reports*, *42*, 103396. https://doi.org/10.1016/j.jasrep.2022.103396

Article and book titles require sentence case. Only the first word of the title, the first word of the subtitle following a colon, and proper nouns are capitalized.

An initial key of starch grains from edible plants of the Eastern Mediterranean for use in identifying archaeological starches

Activity, diet and social practice: Addressing everyday life in human skeletal remains

Journal titles are treated as proper nouns and require title case. All major words are capitalized: *Journal of Archaeological Science: Reports*

While minor capitalization mistakes might be overlooked by your supervisor, writing bibliographic elements in CAPS LOCK (JOURNAL OF ARCHAEOLOGICAL SCIENCE) is likely to be marked as incorrect.

Some Things to Note
The author and year in in-text citations need to correspond to the reference list entries.

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, p. 599)

References are listed alphabetically by author's surnames. If there are two or more sources by the same author, they are listed chronologically.

Table 4.4
Reference list order

Reference list order	Explanation
Kolen, J. (2007a). *Archaeology . . .* **Kolen, J. (2007b).** *Heritage . . .*	Same author; same year. Use letters to distinguish sources, which are listed alphabetically by title. *Archaeology* comes before *Heritage* alphabetically.
Kolen, J. (2007). **van den Dries, M. (2011).** **Winkler, D. (2005).**	Alphabetize sources by surname. Note: The common Dutch prefixes *van* and *van den* are part of the surname. van den Dries is listed under "V."
van den Dries, M. (2011). **van den Dries, M. (2023).**	Same author, different year. Sources are listed chronologically. 2011, then 2023.

Unlike in-text citations, sources in the reference list with multiple authors should include all authors up to 20 authors. However, make sure to always include the last author. The last author position is a prestigious one, often reserved for the principal investigator. Note that there might be multiple last authors. In such complicated cases, include all the authors. Use an ampersand (&) before the last author.

Examples:
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, pp. 362–363)

Essel, E., Zavala, E. I., Schulz-Kornas, E., Kozlikin, M. B., Fewlass, H., Vernot, B., Shunkov, M. V., Derevianko, A. P., Douka, K., Barnes, I., Soulier, M.-C., Schmidt, A., Szymanski, M., Tsanova, T., Sirakov, N., Endarova, E., McPherron, S. P., Hublin, J.-J., Kelso, J., Pääbo, S., Hajdinjak, M., Soressi, M., & Meyer, M. (2023). Ancient human DNA recovered from a Palaeolithic pendant. *Nature, 618*(7964), 328–332. https://doi.org/10.1038/s41586-023-06035-2

corresponding in-text citation: (Essel et al., 2023, pp. 329–331)

(Un)Published Theses (APA7 aligned with Dutch convention)

The international and APA7 definition of a published dissertation is any thesis available from a repository (e.g., ProQuest), and an unpublished dissertation is only available through private access and/or in print. In Dutch academia, "published" and "unpublished" have other meanings. Unpublished doctoral theses (APA7) can always be found in university libraries and as of the 2010s, also from online repositories. But not all online dissertations are published by Dutch standards. "Published" according to the Dutch convention means published by an official book publisher. Here, the *Guidelines* follow the Dutch convention. Note that a commercially published dissertation (in Dutch "handelseditie") can be different from the unpublished version (see the example of van Aerde in Table 4.5); the published version is not clearly identifiable as a reworked doctoral thesis (e.g., no "doctoral thesis" on the title page). It is treated is as a conventional book without labeling it as a dissertation.

Examples of APA7 dissertations:
Author, A. A. (Year). *Title of the dissertation* [Unpublished doctoral dissertation]. Name of university.
Author, A. A. (Year). *Title of the book* [Doctoral dissertation, Name of the university]. Publisher.

Note that in APA7, the name of the university is always included. With published doctoral theses, the name of the university is within square brackets. With unpublished dissertations, the name of the university is the publishing body.

PhD theses can be found easily in the Leiden library:
https://www.library.universiteitleiden.nl/subject-guides/theses#phd-theses-dissertations

Table 4.5

Examples of unpublished and published theses in APA7 formatting but following the Dutch definition of "published."

Unpublished	Published
Not applicable	Bourgeois, Q. (2013). *Monuments on the horizon: The formation of the barrow landscape throughout the 3rd and 2nd millennium BC* [Doctoral dissertation, Leiden University]. Sidestone Press. https://hdl.handle.net/1887/20381 Brandenburgh, C. R. (2016). *Clothes make the man: Early medieval textiles from the Netherlands.* Archaeological Studies Leiden University 30 [Doctoral dissertation, Leiden University]. Leiden University Press. https://hdl.handle.net/1887/39627
Manders, M. R. (2017). *Preserving a layered history of the Western Wadden Sea: Managing an underwater cultural heritage resource* [Unpublished doctoral dissertation]. Leiden University. https://hdl.handle.net/1887/58544	Not applicable
Olerud, L. (2017). *Battle-axes and binary prehistorians: A reassessment of the gender ideology of the supra-regional Corded Ware culture, in Europe of the third millennium BCE* [Unpublished master's thesis]. Leiden University. https://hdl.handle.net/1887/83324	
van Aerde, M. E. J. J. (2015). *Egypt and the Augustan Cultural Revolution: An interpretative archaeological overview* [Unpublished doctoral dissertation]. Leiden University. https://hdl.handle.net/1887/32818	van Aerde, M. E. J. J. (2019). *Egypt and the Augustan Cultural Revolution: An interpretative archaeological overview* Babesch Supplements 38. Peeters Publishers.
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.	Not applicable

Archaeological Report in a Series (Series example, 3 out of 3)

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 and how they should be listed in the reference list:

Archaeological companies publish their reports in their own series.

Examples:
van de Geer, P., Goddijn, M. A, van de Leije, J., Veselka, B., & Wossink, A. (2015). *Archaeological fieldwork on the Batinah Expressway package 6, Oman*. Archol rapport 277. Archol.

Note: "Archol rapport" is the name of the series and "277" indicates the number in the series. In this case, Archol is also the publisher.

A chapter in an archaeological report in a series
van de Venne, A. C. (2018). Aardewerk. In R. van der Mark (Ed.), *Leiden, Lammermarkt Archeologisch onderzoek naar een 17e-eeuws bouwblok* (pp. 109–155). BAAC rapport A-14.0. BAAC.

Note: in this example "BAAC Rapport" is the series and "14.0" is the number in the series.

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

Note: in this example "RAAP Archeologisch Adviesbureau" is the publisher, "RAAP-rapport" is the series, and "2576" is the number in the series.

Fischer, A. D., van Londen, H., Blonk-van den Bercken, A. L., Visser, R. M., & Renes, J. (2021). *Urban farming and ruralisation in the Netherlands (1250–1850): Unravelling farming practice and the use of (open) space by synthesising archaeological reports using text mining*. Nederlandse Archaeologische Rapporten 068. Cultural Heritage Agency of the Netherlands.

Project Brief (Programma van Eisen)

Author, A., (2023). Programma van Eisen (PvE). Plangebied Schiedamse Singel 203-205 te Rotterdam [Internal Report]. BOOR PvE2023234. Archeologie Rotterdam (BOOR).

To italicize or not to italicize?
Programma van Eisens are typically unpublished and not publicly accessible. In such a

case, it is common practice not to italicize the titles of unpublished, inaccessible works, such as drafts or working papers. The APA7 website does not mention this category on its [When to Use Italics](#) page. However, since the above reference is accessible through the [Officiële Overheidspublicaties](#) repository, it is treated as a stand-alone publication and therefore italicized according to APA7 guidelines.

Organizational Report Authored by an Agency or Organization

Rijksdienst voor het Cultureel Erfgoed (RCE). (2012). *Een toekomst voor groen: Handreiking voor de instandhouding van groene monumenten*. Brochure Rijksdienst voor het Cultureel Erfgoed.

corresponding first in-text citation: (Rijksdienst voor het Cultureel Erfgoed [RCE], 2012)
corresponding subsequent in-text citation: (RCE, 2012)

Note: Organizational acronyms are allowed in in-text citations and must be included in the reference list following the full name of the organization.

For more examples, see [APA Style Guide](#).

Unpublished Data/Primary Sources

When you use an unpublished project database, provide key details (e.g., find number, feature number or other relevant identifiers) to enable verification or citation by others. Discuss citation options with your supervisor.

Possible citation format:

Database's name and project name, unpublished data maintained by A. Author and B. Author, with contributions by C and D [Organization name], accessed August 2025.

List such databases in a dedicated unpublished data/primary sources section. This section precedes the reference list.

Possible corresponding in-text citation:
(Name database, year, unique identifier)

Some Things to Note About Dutch and Flemish Surnames

Many Dutch and Flemish (and French, German, Spanish) surnames contain particles (de, den, van). In APA7, particles are treated as part of the surname. This means that surnames are alphabetized in the reference list according to the particle. This is different from the traditional Dutch convention. Particles such as "van" and "van der" are lower case (van Driel-Murray, van den Dries, van Oosten) unless they begin a sentence (Van Oosten states that . . .) However, in some names, an upper case particle is the official spelling. This is typical of Flemish names (e.g., Van Reybrouck) and in anglicized Dutch surnames.

Table 4.6
Dutch and Flemish surnames in APA Style.

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. van Oosten	van Oosten, 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)
D. Van Reybrouck	Van Reybrouck (2015)	(Van Reybrouck, 2015)

Listing Other Sources

There are many more types of sources than could be included in the *Guidelines*. Please consult the APA7 website if you want to know how to cite newspaper articles, dictionary entries, podcasts, personal communication, and blog posts.

Videogames and exhibitions are not included in the APA7website.

Examples of video game:
Title of game. (Year). (Version if applicable) [Video game]. Developer/Publisher. Platform.

Assassin's Creed. (2007). [Video game]. Ubisoft Montreal. Ubisoft.

Example of exhibition:
Title of exhibition. (Year). [Exhibition]. Museum or Venue Name, Location.

Website/Webpage

There is an important difference between citing a website in general and a specific page of a website (webpage).
To cite a website, see the explanation here. To cite a webpage, see here.

Legal References

In APA7, legal documents are not cited using the regular APA rule (author-date), but APA employs the legal style established in *The Bluebook: A Uniform System of Citation*, a widely used American legal citation guide. Chapter 11 of the *Publication Manual 7th Edition of the America Psychology Association* (APA, 2020, pp. 355–368) provides a summary of documents relevant for the American legal system.

The structure is as follows:

What: Official name or citation title of the Act
When: Year (in case of treaties and international conventions, the date-month-year of signing or approval)
URL: Accessed at [name of the official website]

The most cited legal document in an archaeological context is the Valletta Convention.

Official name: European Convention on the Protection of the Archaeological Heritage (Revised) (Valletta, 1992)
Treaty Number: European Treaty Series (ETS), No. 143
Issuing body: Council of Europe
Official source and translations:
https://www.coe.int/en/web/conventions/full-list?module=treaty-detail&treatynum=143

It is commonly called Valletta Convention, 1992.

In-text citations:
Write out the full name of the act, follow by the abbreviation (to be used in later citations) in square brackets.
Example of first citation: (European Convention on the Protection of the Archaeological Heritage (Revised) (Valletta, 1992))
Example of subsequent citations: (Valetta, 1992)

Example of reference:
European Convention on the Protection of the Archaeological Heritage (Revised). Valleta. (1992, 16 January). https://www.coe.int/en/web/conventions/full-list?module=treaty-detail&treatynum=143

When referring to a legal document in its entirety, there is no need to include an Article or a Section number. When referring to a specific part of the document, include the Article or Section number.

In European legal documents, the term is "Article." If you refer to an American legal document, use the term "Section." The number needs to be preceded by the section symbol (§).

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 *Der Neue Pauly* (*The New Pauly*).

Headings to use in the reference list: Ancient Sources, Secondary Sources.

For references: 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*. The list of standard abbreviations is [available online (access through Leiden University)](#).

See also "Ancient Authors and Titles of Works," in *Brill's New Pauly Online*. (2006): https://doi.org/10.1163/1574-9347_bnp_Ancient_Authors_and_Titles_of_Works

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 in-text citation: (Cass. Dio 52, 24, 4).

Wherever applicable, translation details should be included.

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

Note: This deviates from APA7.

Archival Materials
APA7 provides a baseline for referencing archival material: https://apastyle.apa.org/style-grammar-guidelines/references/archival. But most archival sources require flexibility beyond the APA7 standard.

Unlike published material, archival material is usually unique. National archives often hold the only copy of a source. As with any reference, the goal is to provide enough detail to allow others to locate the source. The default APA7 structure Who-When does not work. Instead, use

- Where: name of the institution and location of the institution
- What-When: include full catalog reference, including a date or a data range
- Where: Where exactly – an internal identifier (essential for locating)

Example of full reference:
Name of the institution that holds the source, Town [archiefnaam], [periode], nummer archiefinventaris [xx.xx.xx], inventarisnummer [xxx]
Nationaal Archief (NA), Den Haag, 3.01.01 Inventaris van het archief van de Graven van Holland (AGH), 1189-1581 (ca. 1650), inv. nr. 566.

Example of corresponding in-text citation:
NA, AGH, 3.0101, inv. nr. 566

Archival Materials List
If your thesis includes primary sources like archival materials, include a dedicated Archival Materials list before the References list. This section should contain the full references of all archival material you used.

https://www.nationaalarchief.nl/onderzoeken/open-data/archiefinventarissen-digitale-objecten-en-scans-van-archieven
UK National Archives. https://www.nationalarchives.gov.uk/help-with-your-research/citing-records-national-archives/

Interviews

Some area specializations make frequent use of interviews. If you conduct interviews, it needs to be made clear in the thesis that an ethical approach was used. Provide a description of your method. You must show that your interview design and protocol were approved by your supervisor. Students are not expected to seek consent from the Ethics Committee of the University; this is the task of the thesis supervisor.

The interview protocol should be given to the interviewees prior to their interview. Include a detailed explanation of the procedure to be used in the interview, the purpose of the interview, a description of the interview questions, the rights of the interviewee (like the right to anonymity), how the data will be gathered, processed, and handled, whether they will be given an opportunity to approve the transcript, etc. There are many examples of protocols available online. The protocol can be added as an appendix to the thesis, but this is not obligatory.

An ethical way of interviewing also entails asking all interviewees for their consent prior to the interview. This should be done by means of a signed consent form, which is part of the interview protocol. The consent form should also include the option for the interviewee to approve their interview being used for the thesis. There are examples of consent forms available online.

It must be made clear in the thesis that consent was given. The signed forms do not need to be included in the thesis. But the supervisor may want to check these forms.

The transcriptions of the interviews 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.

A good source of information on the ethics of interviewing as a research method, put out by Oxford University, can be found at (https://researchsupport.admin.ox.ac.uk/files/bpg10conductingresearchinterviewsv10pdf).

Further Information on Reference List
4-page PDF: APA Style Common Reference Example Guide 7th Edition
2-page PDF: Creating an APA Style Reference List Guide
2-page PDF: APA Style Reference Guide for Journal Articles, Books, and Edited Book Chapters, APA Style 7th

Webinars:
Citing Works in Text Using Seventh Edition APA Style 1:00:56
Creating References Using Seventh Edition APA Style 1:10:23

5. Style

UK Versus American English

APA uses American English, not UK English. You can use either for your thesis, but please be consistent. The differences between the two that come 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 Johnson (2012, p. 23), "American English uses double quotation marks."
Example of UK English: According to Johnson (2012, p. 24), 'UK English uses single quotation marks'.

Is First Person ("I") Allowed?

Yes. Don't refer to yourself in the third person ("the author"), but use the pronoun "I" instead. For more info, see APA Style Guide.

Punctuation, Spacing, and Writing Style

- A full stop or comma is always followed by a single space. An exception to this rule are decimated numerals: 2.5, 3.4, 6.2, etc.
- The decimal separator is a period in English, not a comma like in Dutch.
- Do not use an apostrophe in year dates. It is 1950s, 1460s, 1650s, **not** 1950's, 1460's, 1650's.
- There is a difference between a hyphen (-), an en dash (–), and an em dash (—).
  - This is an hyphen
    - A hyphen is the shortest dash. Hyphens are most commonly used to connect words (e.g., the twenty-first century, well-known) and for phone numbers.
  - This is an en dash.
    - An en dash is a mid-length dash (the width of two hyphens), wider than a hyphen. It is used for page and date ranges.
    - In Dutch, the en dash is not commonly used, but it is standard in English-language academic writing and required by APA Style.
    - Windows: Hold down the Alt key and type 0150 on the numeric keypad.
  - This is an em dash.
    - An em dash is the long-length dash (the width of three hyphens), wider than an en dash. It is used to indicate a break between phrases.
    - Windows: Hold down the Alt key and type 0151 on the numeric keypad.
- The abbreviation of *for example* is e.g. (not: f.e.). and it should always be followed by a comma: e.g.,

- There is a space between a numeral and a unit of measurement: 3 °C, 15 m, etc., but no space between a numeral and a per cent sign: 30%.
- Express numbers in numerals, except for numbers 1 to 9.
  Example: Three archaeologists visited 12 excavations. For further information on numerals, see APA Style Guide.
- Use the passive voice sparingly. For more information, see APA Style Guide.
- Avoid contractions in formal writing. Use "cannot" instead of "can't" and "do not" instead of "don't."
- 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 spaces.
  Correct example: An example with one space

Further Information

2-page PDF Abbreviations Quick Guide, APA Style 7th Edition
2- page PDF Number and Statistics Guide, APA 7th Edition

6. Figures, Tables, and Appendices

APA7 has extensive and specific specifications for tables and figures, but the type of figures used in psychology differs from figures in archaeology, so archaeology-specific examples are presented below. The numbering and caption formats of these figures and tables differ from APA7 guidelines, so make sure to follow the *Guidelines*.

Callout of figures, tables, and appendices
The figures and tables in your work must be an integral part of your text. Make sure that you refer to every figure and table in your text. This is known as *callout*.

Examples:
Figure 2.1 shows
Table 3.1 summarizes
The different sizes of the castles (see Appendix A) represent…

When you call out a figure or table, always include the number of the table/figure and capitalize the words *Table* and *Figure*.

Placement of figures and tables
A figure or table goes at the end of a paragraph, never in the middle. The text that is related to the figure/table should come ABOVE it. Align the figure or table in the middle or on the left, and do not wrap the text around the figure/table.

Elements of figure/table captions
In an academic text, all five elements are included for tables and figures. For (PowerPoint) presentations, the designation and the number do not need to be included (See Chapter 9 *Format of Academic Presentations*).

1) **Designation (figure or table)**: Designate whether the material is a figure or table. Maps, charts, graphs, images, and pictures are all figures. For appendices, see below.

2) **Figure/table number**: The number appears immediate after the designation. There are two methods for numbering **figures** and **tables** (both are accepted):
   - sequentially throughout the thesis: Figure 1, Figure 2, Figure 3, etc.
   - sequentially by chapter: Table 2.1 (first table in chapter 2), Table 2.2 (second table in chapter 2), Table 3.1 (first table in chapter 3), etc.

3) **Caption (title):** Give the figure or table a concise, explanatory title (5–12 words). Use sentence capitalization.

4) **Explanation:** Directly after the caption, information in sentence form can be added that describes the content of the image in more detail. For example, why this image

is important.

5) **Source:** The description ends with the source which uses the following format (collection, object number, persistent identifier if available). Otherwise, provide a link.

Placement of caption

Figure: Position the figure caption directly below the figure. Do not place the caption inside a text box nor in the bordered text box of the figure (if there is one).

Table: Position the table caption above the table.

Formatting: For captions, use regular or *italic* font, but not bold. Use the same font and font size as in the main body of the text.

Example: Heritage Collection

Figure 4.1 Amphora attributed to The Petrie Painter (circa 540–530 BC) made in/found in Clazomenae (historic). Explanation [1 or more sentences]. (©The Trustees of the British Museum, museum number: 1888,0208.83.b,
https://www.britishmuseum.org/collection/object/G_1888-0208-83-b).

Example: Artwork in Museum Collection

Figure 4.2 Joachim Beuckelaer (1566). The Well-Stocked Kitchen *[Oil on panel]. Antwerp. Explanation [1 or more sentences]. (Rijksmuseum Amsterdam, Objectnr SK-A-1451, http://hdl.handle.net/10934/RM0001.COLLECT.8097).*

APA Style provides a specific format for citing artwork, which follows the sequence who–when–what–description of the medium. In this case, the location where the painting was created has also been included. After the medium description, the source is added in parentheses. This should include the name of the museum, the object number, and the permalink (if available).

Figure created by you
Did you create the figure? If so, include your name as a source (Figure/photograph by YOUR name). Do not use (Source: Your name). Personal photographs that do not directly contribute to the academic content of the thesis should be avoided.

Example: Figure 4.3 Title of the figure [5–12 words]. Explanation [1 or more sentences]. (Photograph: student name).

If the data are not your own but are retrieved from other publications, you must acknowledge the sources of the data in the attribution.

Examples: Figure 4.3 Title of the figure [5–12 words]. Explanation [1 or more sentences]. (Graph created by student name, using data from Schats, 2022, p. 18, Table 4; Schrader, 2023, pp. 20, 66).

Figure 4.3 Title of the figure [5–12 words]. Explanation [1 or more sentences]. (Drone

photograph by Tuna Kalayci, adapted by student name).

Figure 4.3 Title of the figure [5–12 words]. Explanation [1 or more sentences]. (QGIS map made by student name, background: Open Street Map Version 4.2).

Figure from literature

Did you copy the figure from a publication? Use a standard in-text citation and include a figure number if applicable.

Figure 4.4 Title of the figure [5–12 words]. Explanation [1 or more sentences]. (Düring, 2006, p. 12, Figure 5).

Do not use the phrase "adapted from" when the figure is identical to the original. Use this phrase only if you have changed the figure somewhat, e.g., you added arrows.

Appendices

Appendix designations are headed as Appendix A, Appendix B or Appendix 1, Appendix 2, etc. If there is only one appendix, refer to it as the Appendix. No letter or number is needed.

Appendix headings should concisely describe the contents. They should be listed below the appendix designation.

7. Technical Elements for Extended Academic Reports

This chapter outlines the structural and formatting requirements for substantial reports such as theses and internship reports. While essays generally follow a simple format, larger reports require components such as a title page and a table of contents.

The text format and the text structure as presented here in this chapter differ from APA7.

Follow this chapter, <u>not</u> APA7.

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 or 1.15, but not 1.0 (This text is 1.15 line spacing)
- Position 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 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)
- Author (name of student)
- 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)
- Title and surname 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. Abstract
- The abstract is not a chapter and therefore not numbered.
- 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 master's thesis (research) 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. This means that a thesis written in Dutch must also include an English abstract.
- List five keywords directly below the content. Separate them with commas.

4. Acknowledgements and preface
- 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.

5. Table of contents
- A table of contents lists the headings of your chapters, sections, reference list(s), and appendices.

6. 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, abstract, and reference list 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 hitting 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 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.
- The reason for your research or why you are orienting the problem the way you are (*why* you are doing the 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 and background (literature study), materials (or data), methodology, results, discussion, and conclusion. 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 10+ pages is too long.

7. Reference list
- The reference list is not a chapter and therefore not numbered.
- All sources used in the text, figures, tables, and appendices must appear in the reference list.

8. Appendices
- If needed, include appendices. Appendices are not chapters. Therefore, they <u>do not</u> need a chapter number. Instead, each appendix should be labeled with a number or a letter (e.g., Appendix A, Appendix B, etc.).
- 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.
  - When it is important to preserve the numbering and detail of large plans and maps.
  - To include the raw data underlying the analysis (this is mandatory).
  - Interview transcripts used in your work.

Ethical Concerns

Do you foresee any potential ethical issues related to your research? Review the checklist of the [Ethics Committee: Faculty of Humanities and Archaeology](#) with your supervisor.

8. Technical Elements for Short Academic Reports

Short academic reports, like essays and assignments, may have varying format requirements. Always check the instructions provided for each course. However, the following elements are generally expected.

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 or 1.15, but not 1.0 (this text is 1.15 line spacing)

Main Text
- A short academic paper must always include a title.
- The text should be divided into sections and paragraphs.
- Typically, an academic paper consists of an introduction, a main body, and a conclusion.
- As a general rule, the main body of the text should be longer than the introduction and the conclusion combined.
- In-text citations (including page numbers, where applicable) are usually necessary and should follow the guidelines presented above.

Reference List
- All sources used in the text, figures, tables, and appendices must appear in the reference list. Follow the guidelines presented above.

9. Format of Academic Presentations (PowerPoint)

Title Slide
- Include your name, date, course, and the title of your presentation.

Introduction Slide
- Briefly introduce the topic and provide an outline of the presentation.

Content Slides
- Avoid full paragraphs. Use concise bullet points or short phrases.
- Add in-text citations where appropriate. If you refer to specific information, include a page number (author, year, p. x).
- If you include direct quotations, use in-text citations with page numbers. *Example*: (author, year, p. x)
- Include dates (years) and geographical or topographical names. These can be difficult for non-native speakers to follow if not explicitly shown.

Figures and Tables Slides
- Every visual must include a caption placed directly below it. Chapter 6 *Figures, Tables, and Appendices* in these *Guidelines for Papers* explains how to handle figures in academic texts. There is slightly more flexibility in presentations: you may omit the figure number, shorten the description, or leave out the description entirely. However, every visual must still include an APA in-text citation below it. A full reference should be included in the reference list (see below) and, if applicable, in the list of figures.

Reference Slide, including academic sources (literature)
- List all sources cited in your presentation using APA7.
- Use the official APA7 formatting guidelines.

List of Figures Slide
- If you have used figures from sources not included in your reference slide (e.g., stock art or clip art), list them separately in this slide.
- For citing stock art and clip art, follow the instructions on the APA7 website: https://apastyle.apa.org/style-grammar-guidelines/references/examples/clip-art-references
- If you have not used figure numbers in your captions, include the slide number to indicate where each visual appears.

Bibliography

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De Buck, P., Mout, M. E. H. N., Musterd, C., & Talsma, J. (1984). *Zoeken en schrijven: Handleiding bij het maken van een historisch werkstuk* (2nd ed.). Gottmer Educatief.

Diepeveen, M., & Kaarsemaker, J. (2004). *Publicatiewijzer voor de archeologie.* Amsterdam University Press.

Lida, P., Rachael, R., de Boer, M., Naoko Araki, M., & Agnello, F. (2020). *The concise APA handbook: APA 7th edition.* Information Age Publishing*.*

Further Information

The official APA7 website: https://apastyle.apa.org/, and the official APA style blog: https://apastyle.apa.org/blog

On style
2-page PDF: Abbreviations Quick Guide, APA Style 7th Edition
2-page PDF: Number and Statistics Guide, APA 7th Edition

On paraphrasing
2-page PDF: Avoiding Plagiarism Guide , APA Style 7th Edition
7-page PDF: Paraphrasing and Citation Activities APA Style 7th Edition
1-page PDF: Six Steps to Proper Citation Infographic APA Style 7th Edition
The section "Paraphrases and Quotations" in the *Seventh Edition Publication Manual of the American Psychological Association*

On referencing APA7
4-page PDF: APA Style Common Reference Example Guide 7th Edition
2-page PDF: Creating an APA Style Reference List Guide
2-page PDF: APA Style Reference Guide for Journal Articles, Books, and Edited Book Chapters, APA Style 7th

Webinars:
Citing Works in Text Using Seventh Edition APA Style 1:00:56
Creating References Using Seventh Edition APA Style 1:10:23
Cite them right online—The basics. (2021). [online platform based on best-selling book *Cite them right*] Bloomsbury Publishing. https://doi.org/10.5040/9781350928060.1

Guidelines Editions

Older, outdated editions can be found [here](#).

2022 September Edition

Guidelines for Papers, Faculty of Archaeology has been used since 2010. The use of APA7 is new since 2021. The 2022 edition was launched in September 2022 and replaced all previous editions. Students who started their thesis before September 2020 should use this style guide instead of the previous faculty guidelines. In addition to small changes, more links to APA7 style publications have been added. But the most important change is that a separate section on plagiarism has been added and Chapter 6 *Figures, Tables, and Appendices* has been expanded.

2023 September Edition

In addition to making small changes, sections on book series and theses were included. It is important to note that the *Faculty Guidelines* are stricter with page numbers than APA7.

2025 September Edition

The table of contents displays more headings than in previous versions due to a change in heading structure. Chapter 1 *Before you Write* and Chapter 2 *Referencing the Basics* are completely new. In Chapter 3 *In-Text Citations*, an explanation on the abbreviation "pp." has been added along with a clarification on secondary sources. In Chapter 4 *References*, tables with explanations have been added. The explanation on series has been made more explicit in the headings. A one-page explanation on legal documents has been included, along with additional examples. More information on interviews and ethical research has been added. In Chapter 6 *Figures, Tables, and Appendices*, more detailed instructions on layout and instructions including an example explaining Creative Commons licenses have been added. In Chapter 7 *Technical Elements for Extended Academic Reports*, requirements for the abstract have been specified and the requirement of front-matter table/figure lists has been limited (e.g., a list of figures is no longer required). Chapter 8 *Technical Elements for Short Academic Reports* and Chapter 9 *Format of Academic Presentations (PowerPoint)* are new. The chapters have also been rearranged.

Many thanks to colleagues and students for suggestions, feedback, and questions whether via mail or in the Designing Archaeological Research class, in particular, the 34 respondents in the survey (June 2025) and the assessor. Thanks to Kerry Fast for editing the *Guidelines*.
RvO