

These are the old (outdated) guidelines for papers Faculty of Archaeology from the archive. For the new faculty guidelines, see the webpage

Thesis and paper writing. Link:

<https://www.student.universiteitleiden.nl/en/your-study-programme/thesis-and-papers/archaeology/archaeology-ba?cf=archaeology&cd=archaeology-ba#tab-2>

For your convenience, bookmark this page in your browser.

# Guidelines for Papers Faculty of Archaeology

## Contents

Contents .....	1
Introduction .....	2
2022 Version .....	2
1. Technical Elements .....	3
Text Format .....	3
Text Structure (Components) .....	3
1. Cover .....	3
2. Title Page .....	3
3. Acknowledgements/Preface .....	4
4. Table of Contents .....	4
5. Main Text .....	4
6. Abstract .....	5
7. Reference List .....	5
8. Appendices .....	6
2. Style .....	7
UK versus American English .....	7
Is First Person (“I”) Allowed? .....	7
A Note About Punctuation and Spacing .....	7
More Information .....	7
3. Plagiarism .....	8
More Information .....	9
4. Referencing APA7 Style .....	10
In-Text Citations (with examples) .....	10
References (with examples) .....	13
Unpublished Reports (Excavation Reports, Project Briefs) and Theses .....	16
Listing Other Sources .....	17
More Information .....	18
5. Figures and Tables and Appendices .....	19
More Information .....	21

## **Introduction**

These guidelines are meant to help students submit consistent and clear assignments, theses and papers. They apply to all work submitted to the Faculty of Archeology more than three pages in length, such as BA, MA and RMA theses, internship reports and written assignments. Shorter course work assignments such as summaries and discussion points are not covered by this guide.

Ensure at all times that anything you submit, whether a final version or a draft, contains no plagiarism by citing sources accurately and quoting and paraphrasing appropriately (for more information on plagiarism, see under the heading Plagiarism in this guide).

All written assignments must be uploaded in the Brightspace module of the designated course and will be checked for plagiarism. Any other form of submission (e.g., e-mail or Teams) will not be accepted. Please note that the date submitted in Brightspace is the official submission date, in case of appeal to the Board of Examiners.

## **2022 Version**

*Guidelines for Papers, Faculty of Archaeology* has been used since 2010. The use of APA7 is new since 2021. This edition was launched in September 2022 and replaces 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 Plagiarism has been added and the section Figures and Tables has been expanded.

# 1. Technical Elements

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

**\*\*Follow chapter 1 Technical Elements of the archaeology guidelines, not 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 1.25, but not 1.0
- Page numbers at the bottom on every page, except for the cover; the title page is page 1.

## Text Structure (Components)

A structure orders the various components of the work in a logical way. Papers, theses and academic monographs have a structure that is consistent with scientific standards. Below are the components that should be included in student work (as appropriate) in the order listed.

### 1. Cover

#### Front of page

- Title (subtitle is optional)
- Name of student (author)
- Figure (optional)

#### Back side of page (print) or page 2 (digital)

- Source for the figure used on the front page

### 2. Title Page

- Title and subtitle of the paper, internship report or thesis (should be the same as the title on the cover)
- Name of student (author) and student number
- Course and course code (code can be found in the e-prospectus)
- Name and title of supervisor(s) (no first names)
- Leiden University, Faculty of Archaeology
- Location, date and version type (draft or final)

A title should define the subject in its entirety and accurately. It should therefore contain:

- The period being researched: dates, period name or culture
- Geographical location of research: country, region

- Site(s), if applicable
- Subject: material category or theme

### 3. *Acknowledgements/Preface*

(optional)

In the **acknowledgements**, you can thank those who helped you. Keep it professional, polite and concise and not too emotional. Acknowledgements are not compulsory.

A **preface** is not the same as an introductory chapter and usually carries a more personal tone than the rest of the thesis. A description of how the work came into being and expressions of gratitude to certain people may be mentioned in the preface. A preface is not compulsory.

### 4. *Table of Contents*

A table of contents (TOC) lists the headings of your chapters and sections, reference list and lists of tables, figures and appendices, with their corresponding page numbers.

Include separate lists of the figures, tables and appendices immediately after the table of contents. The lists should contain the number, full caption (including source) and page number of each figure, table and appendix.

### 5. *Main Text*

The text should be divided into chapters, which can be further subdivided into numbered sections.

Chapters should be numbered, with the introduction as chapter 1. The acknowledgements/preface, reference list and abstract are not chapters and therefore not numbered.

Each primary unit (e.g., a chapter, abstract, reference list) begins on a new page. Insert a page break by holding the Ctrl key and hit the enter key (Ctrl+Enter).

**Chapter 1/introduction** should contain the following:

- A brief survey of previous research and results and a mention of your research's scientific and/or societal significance (*why* your research is important).
- A brief description of what research is still lacking because this is the niche in which you will position your research. Keep it brief.
- The reason for your research or why you are orienting the problem the way you are (*why* you are doing your research).
- A statement of the aim of your research, main research question, sub-questions (*what* you are going to research). Which of the research questions that have remained unanswered in the literature are you going to study in your work?

- A description of the dataset, methodology and theories used (*how* you are going to use the data to answer your questions). What is the theoretical background of your study and what data are you going to use? These points should be mentioned only briefly in the introduction. You will elaborate them in more detail in the subsequent chapters.
- A “reading guide,” a paragraph that briefly outlines the contents of each chapter.

#### **Subsequent chapters** (2, 3, 4, etc.)

- The rule of thumb is that every chapter begins with an introduction (approximately half a page) stating which sub-questions and sub-themes will be covered in the chapter and ending with a conclusion (approximately half a page). A common order for the chapters is theory, background (literature study), methodology, case study, analysis, results and discussion. Whether each component gets its own chapter depends on the topic.

#### **Conclusion**

- The conclusion is a chapter and therefore is numbered.
- The conclusion *never* introduces new data and new references.
- The main purpose of the conclusion is to
  - Answer the research question posed at the beginning of your thesis;
  - Discuss recommendations for future research that grow out of the new questions generated by your research.
- Depending on your subject, you may want to review the methodology you used, focusing on its success and/or shortcomings. This may, however, be better suited for a discussion chapter.
- The conclusion should be 2–5 pages; 1 page is too short and 15+ pages is too long.

### **6. Abstract**

An abstract outlines your research succinctly and briefly and is meant to give readers a quick overview of the content of your research without reading the entire thesis. An abstract should therefore be short, about 500 words for a (research) master’s thesis and 350 words for a bachelor’s thesis.

The abstract should be in English, but, additionally, may also be in another relevant language like Dutch, German, French, Italian or Spanish. The abstract is placed at the end of the thesis, according to the faculty’s structure.

### **7. Reference List**

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.

Below you can find examples of APA7 format for the most common types of sources.

## **8. Appendices**

Appendices are not chapters; they do not need a chapter number.

(include as needed)

Appendices are used to present extensive descriptive material relevant to your paper such as explanatory text, inventories and large maps. They are similar to the main text in style and format. All appendices should be referred to in the main text, e.g., (see Appendix A).

There are several cases in which an appendix is included:

- when a detailed body of information is necessary but would distract from the main argument in the text. It is better placed in an appendix.
- To preserve the numbering and detail of large plans and maps. This is often better done in an appendix than in the main text.

## 2. Style

### ***UK versus American English***

APA uses American English, not UK English, but you can use either for your thesis. The difference between the two that comes into play in formatting regards end punctuation and quotation marks. UK English uses single quotation marks and American English uses double marks. UK English places the end punctuation following the quotation mark and American English places it within the quotation mark.

*Example of American English:* According to 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 this webpage [link](#).

In general, don’t overuse the passive voice. For more information, see this webpage [link](#).

### ***A Note About Punctuation and Spacing***

- A full stop or comma is always followed by a single space. An exception to this rule are decimal numerals: 2.5, 3.4, 6.2, etc.
- The decimal separator is a period in English, not a comma like in Dutch.
- Do not use an apostrophe in year dates. It is 1950s, 1460s, 1650s, not 1950’s, 1460’s, 1650’s.
- 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: 30 %, 3 °C, 15 m, etc.
- Use only one space between words. Check your text for correct spacing using the Show/Hide button or the search function in Word to locate double spaces.

*Incorrect example:* An example with two spaces.

*Correct example:* An example with one space

### ***More Information***

2-page PDF [Abbreviations Quick Guide, APA Style 7th Edition](#)

2- page PDF [Number and Statistics Guide, APA 7<sup>th</sup> Edition](#)



### 3. Plagiarism

Referencing is an essential aspect of academic writing. Avoid any form of intentional or unintentional plagiarism. Ensure at all times that anything that you submit, whether a final version or a draft, is free from plagiarism by citing sources accurately and quoting and paraphrasing appropriately.

The 2-page Appendix in The Rules and Regulations of the Board of Examiners, Faculty of Archaeology, describes plagiarism. In short, plagiarism is a type of fraud; it is “presenting, intentionally or otherwise, someone else’s words, thoughts, analyses, argumentations, pictures, techniques, computer programmes, etc., as your own work.” 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.”

To make it less abstract and more concrete, here are four examples.

Sentence from original source used by student:

Detailed consideration of context allows the authors to identify a range of burial responses to the second pandemic within a single town and its hinterland.

taken from:

Cessford, C., Scheib, C. L., Guellil, M., Keller, M., Alexander, C., Inskip, S. A., & Robb, J. E. (2021). Beyond plague pits: Using genetics to identify responses to plague in medieval Cambridgeshire. *European Journal of Archaeology*, 24(4), 496–518.  
<https://doi.org/10.1017/aaa.2021.19>

Student paper:

In the examples below, the words taken from the original source as used in the student paper are underlined.

Example 1:

Detailed consideration of context allows the authors to identify a range of burial responses to the second pandemic within a single town and its hinterland.

Is this plagiarism? Yes, this is, plagiarism. Quotation marks are lacking and there is no in-text citation.

Example 2:

Detailed consideration of context allows the authors to identify a range of burial responses to the second pandemic within a single town and its hinterland (Cressfold et al., 2021).

Is this plagiarism? Yes, this is plagiarism, quotation marks are lacking and the in-text

citation does not include the page number of the quotation.

Example 3:

Detailed consideration of context made it possible to identify a range of burial responses to the second pandemic within a single town and its hinterland (Cressfold et al. 2021).

Is this plagiarism? Yes, this is plagiarism. Quotation marks need to be included around the exact wording of the original source, and a page number needs to be included in the citation. And substituting your own words for the authors' if the meaning remains the same is also plagiarism. Using the idea of another author without citing the source is plagiarism.

Example 4:

Cressfold et al. (2021) have studied burials from the town of Cambridge and its surroundings dating from the second plague pandemic (1349–1666 in Cambridge). By studying DNA from five cemeteries, they demonstrated that there was not only one burial response to the pandemic, but several (p. 496).

Is this plagiarism? No this is not plagiarism. The student has summarized information from the original source in their own words. Quotation marks are not needed, but the narrative citation and the parenthetical in-text-citation of the page number, clearly indicate the source of the information.

Remember: your own words may seem less than ideal compared to the original work, but it is usually better to use your own words, if at all possible.

Remember: It is better to over cite than to under cite. If in doubt, cite the source.

### ***More Information***

Much more can be said about paraphrasing and quoting. Some reading suggestions:

The section Paraphrases and Quotations in the [Seventh Edition Publication Manual of the American Psychological Association](#) (2020), pp. 269–278

Chapter 2, Plagiarism in [The Concise APA Handbook: APA 7<sup>th</sup> Edition](#), pp. 5–12.

2-page PDF [Avoiding Plagiarism Guide , APA Style 7<sup>th</sup> Edition](#)

7-pages PDF [Paraphrasing and Citation Activities APA Style 7<sup>th</sup> Edition](#)

1-page PDF [Six Steps to Proper Citation Infographic APA Style 7<sup>th</sup> Edition](#)

2-pages PDF [Avoiding Plagiarism Guide, APA Style 7<sup>th</sup> Edition](#)

## 4. Referencing APA7 Style

You can find more elaborate information at the the official APA style website (<https://apastyle.apa.org/>), the official APA style blog (<https://apastyle.apa.org/blog>), the [\*Publication manual of the American Psychological Association: The official guide to APA style\*](#), and [\*The concise APA handbook: APA 7<sup>th</sup> edition\*](#). Don't hesitate to use these sources. However, APA is designed for psychology and not archaeology. Therefore, some typical archaeological examples are described below.

### In-Text Citations (with examples)

APA format uses in-text citations, not footnotes.

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

#### Single author:

- a) Open parenthesis
- b) Author's surname
- c) Comma
- d) Year of publication
- e) Comma
- f) p. + number (if needed)
- g) Close parenthesis

*Example:* This sentence cites one reference by a single author (Düring, 2006, p. 12).

#### Two authors:

- a) Open parenthesis
- b) First author's surname
- c) &
- d) Second author's surname
- e) Comma
- f) Year of publication
- g) Comma
- h) p. + number (if needed)
- i) Close parenthesis

*Example:* This sentence cites a reference with two authors (Pitts & Versluys, 2014, p. 14).

#### Three or more authors:

- a) Open parenthesis
- b) First author's surname

- c) *et al.* (this Latin abbreviation is short for *et alia*, meaning *and others*. It is not italicized)
- d) Comma
- e) Year of publication
- f) Comma
- g) p. + number (if needed)
- h) Close parenthesis

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

### *Some Things to Note*

Sources can be cited either parenthetically or narratively.

*Example:* Parenthetical citations are important (Düring, 2006).

*Example:* Düring (2006) claims that citations are important.

The in-text citation always precedes the terminal punctuation (comma, full stop) but follows quotations marks. An exception are question marks and exclamation marks, if they are part of the quotation.

*Example:* This phrase cites one reference (Düring, 2006, p. 12), and the second one cites two references (Düring, 2006, p. 12; Pitts & Versluys, 2014, p. 14).

*Example:* "References are important" (Düring, 2006, p. 12).

*Example:* "Are references important?" (Düring, 2006, p. 12).

Sources are listed alphabetically in the citation, separated by a semi-colon.

*Example:* This sentence cites two references (Düring, 2006; Pitts & Versluys, 2014).

*Incorrect example:* This sentence cites two references (Düring, 2006) (Pitts, 2014).

In narrative citations, the page number can be placed immediately following the date or at the end of the quotation. Either is correct, but be consistent.

*Example:* Düring (2006) argues, "citations are important" (p. 10).

*Example:* Pitts and Versluys (2014, p. 12) state, "citations are important."

In parenthetical citations, an ampersand (&) is used, but in narrative citations, the word *and* is used.

*Example:* Citations are important (Pitts & Versluys, 2014, p. 14).

*Example:* Pitts and Versluys (2014, p. 14) state that citations are important.

When two or more sources by the same author are cited, the surname is only given once and the sources listed chronologically. However, when one of the sources is multi-authored, it is cited separately.

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

Summary of in-text citations

Author type	Parenthetical citation	Narrative citation	More information
One author	(Düring, 2006)	Düring (2006)	
Two authors	(Pitts & Versluys, 2014)	Pitts and Versluys (2014)	
Three or more authors	(Pitts et al., 2002)	Pitts et al. (2002)	
First citation of a group author/organization	(Rijksdienst voor het Cultureel Erfgoed [RCE], 2020)	Rijksdienst voor het Cultureel Erfgoed (RCE, 2020)	<a href="#">Link</a>
Subsequent citation of a group author/organization	(RCE, 2020)	RCE (2020)	

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

**Capitalization**

Please note that the capitalization of journal titles is different from the capitalization of article 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 require title case. All major words are capitalized.

*Journal of Archaeological Science: Reports*

Incorrect capitalization: JOURNAL OF ARCHAEOLOGICAL SCIENCE

## References (with examples)

### General format for books and journal articles

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

- One space between initials. Write the author's name exactly as it appears on the published work.

b) Year of publication. Open round parenthesis, year of publication, close round parenthesis, full stop.

c) Title of publication.

- A work that stands alone is in italics (book titles, report titles, dissertation titles, journal titles). Titles of book chapters and journal articles are in Roman script (also known as standard or upright script), not in italics.
- Only the initial word of the title, the first word following a colon and proper nouns are capitalized in English titles. An exception is the titles of journals, where all major words are capitalized.
- Non-English titles follow the capitalization conventions of the relevant language, e.g., all nouns are capitalized in German titles.

d) Publisher (for books).

- Including the location of publication was required in APA6 but is not required in APA7. If you wish to include the location of the publisher, then use this format: location, colon, publisher.

e) Journal details. *Journal Title*, volume number (issue number), page numbers.

e) DOI (digital object identifier). If available, always include the DOI. For more [details](#), please consult the APA website,

### Books

Düring, B. (2006). *Constructing communities: Clustered neighbourhood settlements of the Central Anatolian Neolithic, ca. 8500–5500, cal. BC*. Nederlands Instituut voor het Nabije Oosten.

Pitts, M., & Versluys, M. J. (2014). *Globalisation and the Roman world*. Cambridge University Press. <https://doi.org/10.1017/CBO9781107338920>

Schrader, S. (2019). *Activity, diet and social practice: Addressing everyday life in human skeletal remains*. Springer.

More on [books](#):

### Journal articles

Field, M. H., Ntinou, M., Tsartsidou, G., Berge Henegouwen, D. van, Risberg, J., Turloukis, V., Thompson, N., Karkanis P., Panagopoulou E., & Harvati K. (2018). A palaeoenvironmental reconstruction (based on palaeobotanical data and diatoms) of the Middle Pleistocene elephant (*Palaeoloxodon antiquus*) butchery site at Marathousa, Megalopolis, Greece. *Quaternary International*, 497, 108–122.  
<https://doi.org/10.1016/j.quaint.2018.06.01>

van den Dries, M. (2011). The good, the bad and the ugly? Evaluating three models of implementing the Valletta Convention. *World Archaeology*, 43(4), 594–604.

van Oosten, R. (2016). The Dutch great stink: The end of the cesspit era in the pre-industrial towns of Leiden and Haarlem. *European Journal of Archaeology*, 19(4), 704–727.  
[doi:10.1080/14619571.2016.1147677](https://doi.org/10.1080/14619571.2016.1147677)

More on [journal articles](#)

### Book chapters

Kuper, H. (2003). The language of sites in the politics of space. In S. M. Low & D. Lawrence-Zúñiga (Eds.), *The anthropology of space and place: Locating culture* (pp. 247–263). Blackwell.

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

More on [book chapters](#)

### *Some Things to Note*

The author and year in in-text citation need to correspond to the reference list entry.

#### *Example:*

van den Dries, M. (2011). The good, the bad and the ugly? Evaluating three models of implementing the Valletta Convention. *World Archaeology*, 43(4), 594–604.

*Corresponding in-text citation:* (van den Dries, 2011)

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

#### *Example:*

Kuper, H. (2003). The language of sites in the politics of space. In S. M. Low & D.

Lawrence-Zúñiga (Eds.), *The anthropology of space and place: Locating culture* (pp. 247–263). Blackwell.

Kuper, H. (2009). *Costume and identity*. Cambridge: Cambridge University Press.  
<https://doi.org/10.1017/S0010417500007143>

van den Dries, M. (2011). The good, the bad and the ugly? Evaluating three models of implementing the Valletta Convention. *World Archaeology*, 43(4), 594–604.

Unlike in-text citations, sources in the reference list with multiple authors should include all authors.

*Example:*

Haar, J. M., Rosso, M., Suñe, A., & Ollier-Malaterre, A. (2014). Outcomes of work-life balance on job satisfaction. *Journal of Vocational Behavior*, 85(3), 361–373.  
<https://doi.org/10.1016/j.jvb.2014.08.010>

*corresponding in-text citation:* (Haar et al., 2014)

### ***Some Things to Note About (Dutch) Surnames***

Many Dutch (and French, German, Spanish) names contain particles and articles (de, den, van). In APA, particles/articles are treated as part of the name. This means that names are alphabetized in the reference list according to the particle/article. This is different from the traditional Dutch convention.

<b>APA style</b>		
<b>Full name</b>	<b>Reference list</b>	<b>In-text citation</b>
J. de Bruin	de Bruin, J. (2015)	(de Bruin, 2015)
M. van den Dries	van den Dries, M. (2015)	(van den Dries, 2015)
R. M. R. van Oosten	van Oosten, R. M. R. (2015)	(van Oosten, 2015)
L. Llorente Rodriguez	Llorente Rodriguez, L. (2015)	(Llorente Rodriguez, 2015)
C. van Driel-Murray	van Driel-Murray, C. (2015)	(van Driel-Murray, 2015)



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

For an unpublished source, indicate what it is in square brackets. Here are some typical archaeology examples. For others, please see chapter 5 of *The Concise APA Handbook* (Lida et al., 2020) or visit the APA website.

### Unpublished thesis

van Reybrouck, D. (2000). *From primitives to primates: A history of ethnographic and primatological analogies in the study of prehistory* [Unpublished doctoral dissertation]. Leiden University.

Although excavation reports are not regarded as scientific literature (since they are not peer-reviewed), they are vital data sources in archaeology. Here are examples of several reports that should be included in the reference list:

### Project brief

Habraken, J. (2012). Programma van Eisen (PvE) Ruimte voor de Waal—Nijmegen dijkteruglegging binnendijs, Onderzoek plangebied west aandachtsgebied Ha. [Internal Report]. Gemeente Nijmegen.

### Organizational report without an author

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

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

corresponding in-text citation subsequent times (RCE, 2012)

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

[Click](#) for more examples.

### Report in a series

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

## Listing Other Sources

There are many more “other sources” than described below. Please consult the APA style website if you want to know how to cite [newspaper articles](#), [dictionary entries](#) and [blog posts](#).

### 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](#).

### Ancient sources

Certain sources, such as ancient sources, are considered primary sources. While included in the reference list, they should be listed separately from, and prior to, the secondary sources. These ancient sources are also listed alphabetically, as per *The New Pauly*.

Headings should be used in the reference list: Ancient Sources, Secondary Sources.

The source or name of the author must be written in full, and *not* abbreviated.

In-text citations of these sources should use the standard abbreviations provided by *Der Neue Pauly*, translated in English as *The New Pauly*. The list of standard abbreviations is [available online \(access through Leiden University\)](#).

The in-text citation must indicate the numbering of the exact text passage in Arabic numerals. In the example, the numbers refer to the standard numerical system of the printed version of the classical sources (i.e., Loeb Classical Library). In this example, 52 indicates the book, 24 the section, and 4 the paragraph.

*Example:* (Cass. Dio 52, 24, 4).

Wherever applicable, translation details should be included.

*Example:*

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

Note: This deviates from APA7.

## **Interviews**

Some area specializations, such as Museum Studies, make frequent use of interviews. Interviews carried out by the student should be included as an appendix. The appendix should be referred to in the text, e.g., (see Appendix A), similar to figures and tables.

## ***More Information***

4-pages PDF [APA Style Common Reference Example Guide 7<sup>th</sup> 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 7<sup>th</sup>](#)

Webinars:

[Citing Works in Text Using Seventh Edition APA Style](#) 1:00:56

[Creating References Using Seventh Edition APA Style](#) 1:10:23

## 5. Figures and Tables and Appendices

APA style for tables and figures is elaborate and specific, but the type of figures used in psychology differs from figures in archaeology so archaeology-specific examples are described below.

Archaeology figure components:

**Designation (Figure or Table):** Designate whether the material is a figure or table. Maps, charts, images, and pictures are all figures.

**Number:** The figure number appears below the figure, along with the designation. The table number and designation appear above. The title, caption, and source follow the number.

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

- 1) sequentially throughout the thesis: Figure 1, Figure 2, Figure 3, etc.
- 2) sequentially by chapter: Figure 2.1 (first figure in chapter 2), Figure 2.2 (second figure in chapter 2), Figure 3.1 (first figure in chapter 3), etc.

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

**Explanation:** Directly after the title, information in sentence form can be added that describes the content of the image in more detail. For example, why is this image important?

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

Example 1:

(Rijksmuseum Amsterdam, objectnr SK-A-1451, <http://hdl.handle.net/10934/RM0001.COLLECT.8097>).

Example 2:



Figure 2.1 Title of the figure [5- 12 words]. Explanation [1 or more sentences]. (British Museum, museum number: 1888,0208.83.b, [https://www.britishmuseum.org/collection/object/G\\_1888-0208-83-b](https://www.britishmuseum.org/collection/object/G_1888-0208-83-b)).

Did you create the figure? If so, include your name as a source (Figure/photograph by YOUR name) but also include any sources from which you drew information. Personal photographs that do not directly contribute to the academic content of the thesis should be avoided.

A caption can be italics or regular font, but not bold.

There is no need to wrap the text around the figure. Aligning the figure with the text. See the example above.

### **Callout Figures, Tables and Appendices**

Figures and tables 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*.

Some examples

Figure 2.1 shows

Table 3.1 summarizes

...the different sizes of the castles (see Table 3.1) represent...

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

**Appendix designations** are listed 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.

## More Information

American Psychological Association. (2020). [Publication manual of the American Psychological Association: the official guide to APA style \(7<sup>th</sup> ed.\)](https://doi.org/10.1037/00000165-000)  
<https://doi.org/10.1037/00000165-000>

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

For more information, check the official website of APA7, <https://apastyle.apa.org/> and the official APAstyle blog (<https://apastyle.apa.org/blog>)

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