



Getting Started with SAA Citation Style

What is SAA Style?

The Society for American Archaeology (SAA) citation style is the preferred citation style for the three academic journals published by the SAA. These journals include *American Antiquity*, *Latin American Antiquity*, and *Advance in Archaeological Practice*.

This SAA citation style guide focusses on common citation forms and refers to the *Guide (Editorial Policy, Information for Authors, and Style Guide for American Antiquity, Latin American Antiquity, and Advance in Archaeological Practice, June 2017)*. All cited sections and page numbers in this document are in reference to the *Guide*.

General Rules

- **Formatting:** Double-space all lines of text, including the references cited list. Accepted fonts include 12-point size Times New Roman and Arial. Confirm formatting requirements with your instructor.
- **Headings (Section 3.3.1 in Guide, pg. 13):** Primary heads should be centered, in bold, with headline-style capitalization (principal words capitalized excluding articles, prepositions, and conjunctions), and two lines of space above and below.
- Secondary heads should be typed flush left and set in italics, using headline-style capitalization, with a single line of space above and below.
- Tertiary heads should be typed as part of the paragraph, with a paragraph indentation, the head italicized, with headline-style capitalization, followed by a period, and followed by the beginning of the text of the paragraph.
Example: Pithouse Villages. The survey uncovered 13 pithouse village sites, all located along the Rio Grande . . .
- **References Cited and Notes** are primary-level headings
- **Title page (Section 3.2.1 in Guide, pg. 12):** Centre the title at the top of the first page with all capital letters and a bold typeface. Author names are to be centered and placed halfway down the page, with proper capitalization for names, along with academic affiliations and email addresses.
- **Italics (Section 3.3.8 in Guide, pg. 18):** Words in languages other than the primary language in which the manuscript is written are italicized consistently throughout the manuscript.
- Titles of books, journals, and other literary works are italicized when mentioned in the text; article titles mentioned in the text are in roman type, set off by quotation marks, as are the titles of theses and dissertations.
- **Parentheses (Section 3.3.14 in Guide, pg. 20):** Back-to-back sets of parentheses should not be used. Instead, combine elements using a semicolon within a single set of parentheses. Thus "(e.g., the Castillo) (Figure 1) (Tozzer 1957)" should appear as "(e.g., the Castillo; Figure 1; Tozzer 1957)". Place elements in order of importance to the sentence before the parentheses with citations last.
- **Quotations (Section 3.3.6 in Guide, pg. 16):** Quoted matter of less than four typed lines in length should be run into the text between quotation marks. The in-text citation should be placed in parentheses.
- Quoted matter that runs to four or more typed lines should be set off from the text as a block quote and double-spaced, with two lines of space above and below. The in-text citation should be placed in square brackets and not parentheses.

Citations in Text (Section 3.4 in Guide, pg. 21, and subsequent sub-sections)

- 1) All in-text citations need three elements: Author last name and year of publication from the original source in which the referenced information can be found. All direct quotations must have a page number from where the quotation was taken.
- 2) Page numbers should be used where applicable for both direct quotes and paraphrases of external works.
- 3) Author last name and year of publication are separated by a single space, and the year of publication and the page numbers are separated by a colon.
- 4) Various examples of different in-text citations can be found below:

a) Simple citation:

(Wylie 1991:28) or Wylie (1991:28)

Note: For authors with two surnames, as is usually the case in Spanish-speaking countries, use both surnames in the citation.

b) Citing a work with two authors:

(Lipe and Varien 1999:137-138) or Lipe and Varien (1999:137-138)

c) Citing a work with three or more authors:

(Cobean et al. 1991:43) or Cobean and others (1991:43)

Note: Use of “et al.” is limited to in-text citations. The only time all names should be listed for a paper with three or more authors in a text citation is when a person is senior author of more than one jointly authored item in the same year.

Example: Barnosky, Anderson, and Bartlein (1987) and Barnosky, Grimm, and Wright (1987) would appear as shown, not as Barnosky et al. (1987a, 1987b). Whereas the use of et al. is permissible in in-text citations, in the References Cited section all names must be listed following the senior author’s name.

d) Two or more references by same author from different years:

(Fox 1986:26, 1991:46)

e) Two or more references by same author in same year:

(Jones 1972a:44, 1972b:23-25)

f) Several works with different authors cited in one place:

(Ashmore 1986:29; Coe 1965:52-55; de Montmollin 1988:138; Friedl et al. 1990:21-25; Schele 1986:23)

g) Government agency, company, or similar entity as author:

(United States Department of Agriculture, Soil Conservation Service [USDA, SCS] 1975)

Note: State the complete name of the agency, company, etc., as with any other citation, but if the citation will occur more than once in the text, then abbreviate names to their commonly accepted acronyms and place in brackets. Subsequent citations in the text will be, e.g., (USDA,SCS 1975) or USDA, SCS (1975).

h) No author specified:

- Cite the group or agency issuing the report or the publisher.
(United Nations 1963:7), (Committee on Ethics 1977:3)

i) Newspapers:

(The Vancouver Sun [TVS], 10 September 1990:[page numbers, if available])

Note: After first mention, simply use TVS with date and page numbers.

j) Web pages and electronic documents:

- Treat web pages, electronic documents, and open data as published data, but cite the document accordingly as a single- or multiple-authored document or as one produced by a group or agency (no author specified). For example:
(Glascock 2001; Shackley 2001) or Glascock (2001), Shackley (2001)
- For a group citation use: (Northwest Research Obsidian Studies Laboratory 2001) or Northwest Research Obsidian Laboratories (2001)
- If no author or date can be determined, use name of the website as the author, and the year in which you looked at the page for the date.

References Cited List (Section 3.11 in *Guide*, pg. 31)

- 1) The reference section begins a new page, under the primary heading References Cited, and must be **double-spaced** throughout. The examples that follow are single-spaced to conserve paper.
- 2) All references cited in the text must appear in the References Cited section list (except for personal communications and primary-source materials), and all entries in the list must be cited in the text.
- 3) Arrange the parts of each reference in the general order: author(s), date, title (and subtitle if applicable), publisher, location of publisher.
- 4) Alphabetize the references cited section by the last names of authors.
- 5) List authors on their own line, starting with primary author's last name followed by first name. Additional authors should be listed by their first names followed by their last names and should be arranged alphabetically by last name and separated by commas.
- 6) Multiple references from the same author(s) should be grouped together, with the name of the author or group of authors appearing only once in the References Cited list.
- 7) The first line of the reference, listing the author(s) should be completely aligned to the left, the second line starting with the date should be indented 4 spaces. The date is separated from the title of the item by an additional 4 spaces. The third and all subsequent lines should be indented 8 spaces.
- 8) For specific examples, see the following table:

JOURNAL ARTICLES

Physical journal article (Section 3.11.9 in *Guide*, pg. 35)

- The main format of journal article citations is as follows:

[Author name]
 [Year of publication] [Title of journal article]. [*Title of journal*] [Volume
 Number]([Issue number, where applicable]):[page numbers of article].

Seifert, Donna J.
 1991 Within Sight of the White House: The Archaeology of Working Women.
Historical Archaeology 25(4):82–108.

Whittaker, John, and Michael Stafford
 1999 Replicas, Fakes, and Art: The Twentieth-Century Stone Age and Its Effects
 on Archaeology. *American Antiquity* 64(2):203-214.

Buck, Caitlin E., James B. Kenworthy, Clifford D. Litton, and Adrian F. M. Smith
 1991 Combining Archaeological and Radiocarbon Information: A Bayesian
 Approach to Calibration. *Antiquity* 65:808–821.

- Articles with group/organizational author:

Royal Society Conference of Editors
 1968 Metrification in Scientific Journals. *American Scientist* 56:159–164.

Multiple references from same author

Pokotylo, David
 2002 Public Opinion and Canadian Archaeological Heritage: A National
 Perspective. *Canadian Journal of Archaeology* 26(2):88-129.

University. *The SAA Archaeological Record* 7(3):14-18.

Sadiq, Rehan, and Manuel J. Rodriguez

2004a Disinfection by-products (DBPs) in drinking water and predictive model for their occurrence: a review. *Science of The Total Environment* 321(1):21-46.

2004b Fuzzy synthetic evaluation of disinfection by-products—a risk-based indexing system. *Journal of Environmental Management* 73(1):1-13.

❖ Note: This same general format is used for all references with multiple works from the same author, not just for journal articles.

**Online journal article
(Section 3.11.23 in
Guide, pg. 39)**

- If there is also a print version and page numbers are known:

Hamilakis, Yannis

2003 Iraq, Stewardship, and “The Record”: An Ethical Crisis for Archaeology. *Public Archaeology* 3(2):104–111. DOI:10.1179/pua.2003.3.2.104, accessed August 12, 2016.

- If online publication precedes print publication and page numbers are unknown:

Gillings, Mark, and Joshua Pollard

2016 Making Megaliths: Shifting and Unstable Stones in the Neolithic of the Avebury Landscape. *Cambridge Archaeological Journal*. DOI:10.1017/S0959774316000330, accessed June 15, 2016.

- If publication is solely online and no print counterpart exists (aka born digital):

Evans, Tim N. L.

2015 A Reassessment of Archaeological Grey Literature: Semantics and Paradoxes. *Internet Archaeology* 40. DOI:10.11141/ia.40.6, accessed December 31, 2015.

BOOKS, BOOK SECTIONS, & OTHER ITEMS

**Book, single author
(Section 3.11.1 in
Guide, pg. 32)**

Elster, Jon

1989 *Nuts and Bolts for the Social Sciences*. Cambridge University Press, New York.

**Book, multiple authors
(Section 3.11.2 in
Guide, pg. 32)**

Hampton, David R., Charles E. Summer, and Ross A. Weber

1978 *Organizational Behavior and the Practice of Management*. 3rd ed. Scott Foresman, Glenview, Illinois.

**Edited or compiled
book (editor or
compiler as “author”)
(Section 3.11.3 in
Guide, pg. 32)**

Dibble, Charles E. (editor)

1980 [sixteenth century] *Codice Xolotl*. Universidad Autónoma de México, México, D.F.

McHugh, William P. (editor)

1977 *The Teaching of Archaeology*. Southern Illinois University Press, Carbondale.

**Translated book
(Section 3.11.4 in
Guide, pg. 33)**

Bonavia, Duccio
1985 *Mural Painting in Ancient Peru*. Translated by Patricia J. Lyon. Indiana University Press, Bloomington.

**Reissued or reprinted
book (Section 3.11.5 in
Guide, pg. 33)**

When it is desirable to indicate the original publication date of a book together with the reissue or reprint date (see Subsection 3.4.14), the following format should be used.

Russell and Erwin Manufacturing Company
1980 [1865] *Illustrated Catalog of American Hardware of the Russell and Erwin Manufacturing Company*. Russell and Erwin Manufacturing Company, New Britain, Connecticut. 1980 facsimile ed. Association for Preservation Technology, Ottawa.

❖ Note: Corresponding citation in the text would be: (Russell and Erwin 1980 [1865]).

In cases where a century or less separates the original date of publication from the reprint or reissue date, use this format:

Densmore, Frances
1970 Chippewa Customs. Reprinted. Ross and Haines, Minneapolis. Originally published 1929, Bulletin No. 86, Bureau of American Ethnology, Smithsonian Institution, Washington, DC.

❖ Note: The corresponding in-text citation would be (Densmore 1970).

**Book or other item, no
author (Section 3.11.6
in Guide, pg. 33)**

SCS Engineers
1986 *A Survey of Household Hazardous Waste and Related Collection Programs*. SCS Engineers, Reston, Virginia.

US Government Printing Office
1967 *Style Manual*. US Government Printing Office, Washington, DC.

**Multivolume set
(Section 3.11.7 in
Guide, pg. 34)**

Biggar, Henry P. (editor)
1929 *The Works of Samuel de Champlain*, Vol. III. Champlain Society, Toronto.

Thwaites, Reuben G. (editor)
1896–1901 *The Jesuit Relations and Allied Documents*. 73 vols. Burrows Brothers, Cleveland, Ohio.

Beals, Ralph L., and Joseph A. Hester, Jr.
1974 *Indian Land Use and Occupancy in California*. 3 vols. Garland, New York.

❖ Note: The name of the set is italicized, and the volume number follows, set off by a comma, to specify reference to a single volume. The reference must be unequivocal about whether a particular volume or the entire set is referenced, and which volume in each case.

**Titled
volume/monograph in
a series (Section in
3.11.8 in Guide, pg. 34)**

Thomas, David H.
1983 *The Archaeology of Monitor Valley: 2. Gatecliff Shelter*. Anthropological Papers of the American Museum of Natural History Vol. 59(1). American Museum of Natural History, New York.

Hack, John T.

1942 *Prehistoric Coal Mining in the Jeddito Valley, Arizona*. Papers of the Peabody Museum of American Archaeology and Ethnology Vol. 35, Pt. 2. Harvard University, Cambridge, Massachusetts.

Madsen, David B., and James F. O'Connell (editors)

1982 *Man and Environment in the Great Basin*. SAA Papers No. 2. Society for American Archaeology, Washington, DC.

Parsons, Jeffrey R.

1971 *Prehistoric Settlement Patterns in the Texcoco Region, Mexico*. Memoirs No. 3. Museum of Anthropology, University of Michigan, Ann Arbor.

- ❖ **Note:** Italicize the title of the volume/monograph and list the series name, publisher, and place of publication in the format given above. Note that in the first two examples no comma precedes "Vol." because these examples are not volumes in the true sense (as in Subsection 3.11.7 above), but rather are distinct numbered monographs in a series (not a set).

Chapter in edited book or monograph (Section 3.11.13 in *Guide*, pg. 36)

Manzanilla, Linda

1999 The Emergence of Complex Urban Societies in Central Mexico: The Case of Teotihuacan. In *Archaeology in Latin America*, edited by Gustavo G. Politis and Benjamin Alberti, pp. 93–129. Routledge, London.

Chapter in edited volume in a series (Section 3.11.14 in *Guide*, pg.36)

Heidenreich, Conrad E.

1978 Huron. In *Northeast*, edited by Bruce G. Trigger, pp. 368–388. Handbook of North American Indians, Vol. 15, William C. Sturtevant, general editor, Smithsonian Institution, Washington, DC.

Kohl, Philip L.

1987 The Use and Abuse of World Systems Theory: The Case of the Pristine West Asian State. In *Advances in Archaeological Method and Theory*, Vol. 11, edited by M. B. Schiffer, pp. 1–35. Academic Press, San Diego.

- ❖ **Note:** When the volumes are individually titled, the volume title is italicized; otherwise, the series name is italicized. The editor's name follows the volume title or series name and volume number and is followed by the inclusive page numbers.

WEB DOCUMENTS

Web pages, electronic documents, and blogs (Section 3.11.22 in *Guide*, pg. 39)

- Use the following format to reference web pages and electronic documents:

Glascok, Michael D.

2001 Archaeometry Laboratory at MURR. Electronic document, <http://archaeometry.missouri.edu/index.html>, accessed April 12, 2016.

Northwest Research Obsidian Studies Laboratory

2001 XRF Information. Electronic document, <http://www.obsidianlab.com>, accessed April 12, 2010.

Watkins, Joe

2016 Past Imperfect. The Dirt (blog), January 28, 2016.

MISCELLANEOUS SOURCES**Conference Proceedings (Section 3.11.15 in *Guide*, pg. 36)**

Gruhn, Ruth, and Alan L. Bryan
 1977 Los Tapiales: A Paleoindian Site in the Guatemalan Highlands. *Proceedings of the American Philosophical Society* 121:235–273. Philadelphia, Pennsylvania.

Dissertations or Theses (Section 3.11.19 in *Guide*, pg. 37)

- If you consult a dissertation or thesis, use the following examples to determine the appropriate format. Note: For a Master's thesis, use the designation "Master's thesis" in place of "PhD dissertation."
- For dissertations or theses not accessible through University Microfilms or a service such as Proquest, use the following format (if you access a dissertation or thesis online, cite as you would any electronic document and include the URL in the reference).

Author

Year Title. PhD dissertation, Name of Department (e.g., Department of Anthropology), Name of University, Location of University.

- For dissertations or theses accessed through University Microfilms or a service such as Proquest, examples could include:

Dungan, Katherine Ann

2015 Religious Architecture and Borderland Histories: Great Kivas in the Prehispanic Southwest, 1000 to 1400 CE. PhD dissertation, Department of Anthropology, University of Arizona, Tucson. Proquest (ATT 3746452).

Moore, Jerry D.

1985 Household Economics and Political Integration: The Lower Class of the Chimu Empire. PhD dissertation, Department of Anthropology, University of California, Santa Barbara. University Microfilms, Ann Arbor.

Item in a newspaper (Section 3.11.12 in *Guide*, pg. 35)

- When nonauthored items appear:

Weekly Missouri Courier (WMC) [Palmyra, Missouri]

1838 [short description of what is being cited, e.g., "Advertisement placed by J. H. and A. A. Stirman."] 7 July:[page numbers, if paginated]. Palmyra, Missouri.

- When authored items appear:

Noble, John W.

2002 When Humans Became Human. *New York Times* 26 February:D1, D5. New York