

# AAA Style Guide

AAA uses *The Chicago Manual of Style* (14th edition, 1993) and *Merriam-Webster's Collegiate Dictionary* (10th edition, 2000). This guide is an outline of style rules basic to AAA style. Where no rule is present on this list, follow *Chicago*. In *Webster's*, use the first spelling if there is a choice and use American not British spellings. (This guide does not apply to newsletters, which deviate frequently from these guidelines in the interest of space and tend to follow many Associated Press style rules.)

## *Article Titles and Section Heads*

- ❖ Do not put any endnote numbers on display type such as titles, section heads, or epigraphs. Place them after nearest hard punctuation
- ❖ Do not number section heads
- ❖ Use the following terms for each separate submission:
  - paper = conference
  - article = journal or newspaper
  - chapter = book
  - essay = essay in journal, book, etc.
  - review = review in journal or newspaper

## *Capitalization*

Follow *Webster's* and *Chicago*

- ❖ Events (*Chicago* 7.68):
  - Capitalize historical, quasi-historical, political, economic, and cultural events or plans: Battle of the Books, Boston Tea Party, California gold rush, civil rights movement, Cold War (20th century, USSR vs. USA), cold war, depression, Great Depression, the Holocaust, Industrial Revolution
- ❖ Figures, tables, appendixes (exception to *Chicago*):
  - Capitalize in text if they refer to items within the present work, lowercase if they refer to those in other works:
    - In Figure 1
    - As you can see in Table 2
    - In Johnson's figure 1
- ❖ Historical or cultural terms (*Chicago* 7.63–7.73):
  - Lowercase, except where capitalized by tradition or to avoid ambiguity, per *Chicago* and *Webster's*: ancient Greece, Middle Ages, nuclear age, Progressive Era, Restoration, Roaring Twenties, romantic period, Stone Age, U.S. colonial period

- ❖ Names of organizations, committees, associations, conferences (*Chicago* 7.50–7.62):
  - Capitalize full official names; lowercase where they become general. Lowercase “the” preceding a name, even where it is part of the official title: Baltimore City Council, city council, council; Bureau of the Census, Census Bureau, the bureau, federal, congressional; Circuit Court of Cook County, county court
- ❖ Place-names (*Chicago* 7.36–7.39):
  - Capitalize geographical and popular names of places: Antarctica, Asia, Atlantic, Back Bay (Boston), Central America, City of Brotherly Love, Foggy Bottom (D.C.), Ivory Coast, North Pole, Orient, the States, Upper Michigan
  - Directions should be capitalized where used as a name but not where used as a direction: Caribbean Islands, Far East, North India, North Pole, northern Michigan, Pacific Islands, the South, the south of France, South India, South Pacific, southeastern, the Southwest (n.), *but* southwestern (adj.); the West, Westernize, western Samoa, the Western world
  - Lowercase eastern Europe, western Europe, central Europe. *Exceptions*: use Eastern and Western Europe in the context of the political divisions of the Cold War; use Central Europe in the context of the political divisions of World War I
- ❖ Race or ethnicity (*Chicago* 7.33–7.35):
  - Capitalize or lowercase these terms as noted (unless author objects): Alaska Natives, African American, American Indian, black, Euro-American, highlander, Hispanic, Indo-European, Jew, Latina, Mesoamerican, mestizo, Native Americans, Pacific Islander, redneck, white. Capitalize Australian and Canadian Aboriginal and Aborigine, *but* lowercase aboriginal otherwise
- ❖ Titles of offices (*Chicago* 7.16–7.26):
  - Capitalize civil, military, religious, and professional titles only where they immediately precede the name. In formal usage, such as acknowledgments or lists of contributors, capitalize the title following the name: B.A. in anthropology; Judy Jones, Smith Professor Emeritus at Yale University; Professor Jones, associate professor of education studies; a professor emeritus; Henry Trueba, chair of the Department of Education Studies; the chairman of the department
  - For academic degrees or titles, capitalize where formal, lowercase where informal: Louis Spindler, Ph.D.; a Master of Science degree from University of Virginia; a master’s degree in education
- ❖ Titles of works (*Chicago* 7.126):
  - For titles of works in AAA journals, references cited, and notes: change capitalization only. Do not change anything else, even spelling or punctuation (exception to *Chicago*)
  - Capitalize first and last words of titles and subtitles in English. For other languages, follow *Chicago*
  - Capitalize both words in a hyphenated compound (exception to *Chicago*)
  - Do not capitalize parenthetical translations of titles in references cited

## *Foreign Words and Foreign Quotations*

- ❖ Quotations:
  - Put foreign sentences and quotations in quotation marks (and do not italicize)
- ❖ Translations:
  - Include translations of foreign words in parentheses immediately following:
    - *ellai* (borders) and *cantippu* (crossroads)
  - Include translations of foreign-language quotations either in an endnote or in brackets immediately following the quotation (without italics and without quotation marks):
    - “Todas somos amigas de desde chiquitas, casi puras vecinas” [We are all friends since we were small, and almost all are neighbors].
  - See *Reference Examples*, example X, for translation of foreign titles in references
- ❖ Words:
  - Italicize foreign words that do not appear in the main section of *Webster’s*. Italicize them on first use only, unless used as a term (see *Italics*, Words as words)

## *Italics*

- ❖ Words as words:
  - Italicize words used as words in written context, but where the context is solely the spoken word or is used for ironic effect, use quotation marks:
    - In Smith 1994 the term *subaltern* implies
    - to keep children on the “right path” academically
- ❖ Legal usage (*Chicago* 7.72):
  - Use italics for names of legal cases
- ❖ Publication names:
  - Italicize publications used as authors in in-text citations, but leave nonitalic in references cited
- ❖ [*sic*] (*Chicago* 10.7):
  - Italicize word, not brackets
  - Correct obvious typographical errors rather than use [*sic*]
- ❖ Do not italicize: e.g., i.e., or cf.

## *Numbers*

- ❖ Spell out numbers in the following instances:
  - One through ten
  - Numbers above 100, where used in the approximate sense:
    - About two thousand soldiers were killed
  - Numbers at the beginning of a sentence

- ❖ Age:
  - 24 years old, 11 months old, a 34-year-old woman, in her thirties
- ❖ Currency:
  - Assume dollar designations are in U.S. currency. Otherwise (e.g., Canada) use:
    - US\$200 and CAN\$200
  - Do not use \$ with USD (e.g., \$20 USD), as it is redundant
  - Refer to the Government Printing Office for pre-Euro designations, or flag for the production department at AAA
- ❖ Dates:
  - ninth century, 20th century; 1960–65; 1960s; the sixties; October 6, 1966; April 1993 (no comma); C.E. 1200; 1000 B.C.E.; April 18, not April 18th
- ❖ Fractions:
  - Hyphenate as both adjective and noun: a two-thirds majority, two-thirds of those present
- ❖ Inclusive numbers:
  - Use all numbers: 893–897; 1,023–1,045
  - Year spans (exception to above): 1989–92
- ❖ “Mid-”:
  - Hyphenate numbers or numerals: mid-thirties (age), mid-1800s
- ❖ Numbered items, such as parts of a book, are not capitalized:
  - chapter 5, part 2, page 35, volume 4
- ❖ Ordinals (nd/rd):
  - 22nd rather than 22d, 23rd rather than 23d
- ❖ Quantities (*Chicago* 8.18):
  - Use numerals above ten and spell out measurement: 26 millimeters, five miles; *but* in tables, OK to use 26 mm, 5 gm, 10 mph
  - Express round numbers above ten million in numerals + words: 20 million
  - 20 percent, but in tables, okay to use %
  - Use commas in four-digit numbers: 1,409; *but* (p. 1409)
- ❖ Series:
  - Where dealing with more than one series of quantities, use numerals for one of the series: The first shape had 4 sides, the second had 7, and the third had 3
  - Where small numbers occur in a group with large numbers, set them all in numerals for consistency
- ❖ Statistics (*Chicago* 12.66):
  - Use *N* for sample sizes, but use *n* for subgroups of samples
- ❖ Times:
  - 2:00 p.m., noon

## *Quotations*

- ❖ All published quotations must be cited with year and page number(s):
  - (1992:7–8)
- ❖ Avoid “cited in” where citing quotes within another work. Use the work listed in references cited and adjust the language outside parentheses:
  - As Johnson notes (Webber 1992)
  - Do not use: (Johnson, cited in Webber 1992)
- ❖ Format for block extracts:
  - If extract takes more than four manuscript lines, make it a block extract
  - Use brackets for citation at the end of a block; put sentence period before citation
  - If italics have been added, specify:
    - [Smith 1993:22, emphasis added]
    - Do not use “emphasis in original”
  - If multiple paragraphs occur within a continuous block, the first paragraph should have no indent, but subsequent paragraphs should be marked by indents rather than extra leading
- ❖ Initial letter:
  - Change case of initial letter of quote to fit sentence without using brackets
- ❖ Per *Chicago* 10.28:

When a quotation that is run into the text in the typescript is converted to a block quotation [by author or editor], the quotation marks enclosing it are dropped, and interior quotation marks are changed accordingly.
- ❖ Spelling and punctuation corrections:
  - Leave all spellings and punctuation alone in quotes; use [*sic*] only if necessary, and give an explanation in text if absolutely necessary
- ❖ Do not use initial or final ellipses in block quotes
- ❖ Do not use quotes for *yes* or *no* except in direct discourse (*Chicago* 10.35)

## *Running Text*

- ❖ Abbreviations (see *Chicago* 14.32–14.33):
  - Do not use in narrative text in most cases
  - Ampersands: replace all “&” with “and”
  - Scholarship:
    - Only abbreviate in parentheses: (i.e., e.g., etc)
    - Spell out in text: that is, for example, et cetera
- ❖ Avoid sexist language:
  - See Casey Miller and Kate Swift’s *The Handbook of Nonsexist Writing* (New York: Lippincott and Crowell, 1980)
  - Do not use: s/he, him/her, his/her

- ❖ Commas:
  - Use serial commas. Use a comma to separate the clauses of a compound sentence but not a compound subject or a compound predicate unless there are three or more elements. Use commas around parenthetical elements
- ❖ Dialogue:
  - Spell out and bold names on first occurrence and then use first initial on subsequent occurrences:
    - Curly Mustache:**
    - Author:**
    - CM:
    - A:
- ❖ Lists:
  - Run lists into text with (1), (2), (3), etc. Do not use (a), (b), (c), etc.
  - Use pairs of parentheses, not singles
- ❖ Spaces between initials:
  - T. S. Eliot, H. L. Mencken
- ❖ Spelling:
  - Use the first spelling in *Webster's* unless otherwise noted

### ***Tables, Figures, and Appendixes***

- ❖ Table and figure widths depend on the size of the journal. Ensure that all text and figures are sized to fit within the margin limitations of submitting journal.
- ❖ Every table and figure should have a callout in running text: [Place Table 1 here]
- ❖ Place appendixes at the end of the article, after the references cited

### ***Text Citations and References Cited***

- ❖ All references must be cited in author-date form; all author-date citations must be referenced
- ❖ Alphabetization:
  - References with the same author and date should be placed in alphabetical order, by title
- ❖ Citations:
  - Place text citations as near the author's name as possible, except place quotation citations *after* the quote
  - Use colon, no space, between year and page number (exception to *Chicago*):
    - Waterman 1990:3–7
  - Use “et al.” in text citations of three or more authors, but spell out all names in references cited
  - Use full first names where possible for authors and editors (but do not force if author goes by initials)

- Where citing an *author*, put the year in parentheses, but where citing a *work*, leave the year (and page numbers, if applicable) in the running text:
  - Author: Smith (1990) eloquently describes the material.
  - Work: Smith 1990 contains an analysis of the material.
- ❖ Do not use *ibid.* for repeated references
- ❖ Notes:
  - Where citing a *note* or *notes*, use:
    - (Boulifa 1990:10 n. 12; 24 nn. 12–13)
- ❖ Publications in press (forthcoming):
  - Text citations: in press
  - References cited: In press
- ❖ Reprinted material:
  - Where citing reprinted material, use date from work used in text citations and insert all dates in references cited list:
    - Text citations: (Webber 1994)
    - References cited: Webber 1994[1849]
- ❖ Reviews:
  - References are handled in text citations instead of the end of the chapter—provide title, author, publisher, and year, but omit the city of publication:
    - (What Was Socialism, and What Comes Next? Princeton University Press, 1996)
    - (“Ethnography in/of the World System: The Emergence of Multi-Sited Ethnography,” *Annual Review of Anthropology*, 1995:95–117)
- ❖ States (*Chicago* 14.17):
  - Spell out state names in text
  - Do not use state name with city of publication in references unless the city is obscure or there are several with the same name
  - Where state name is used in notes, references cited, tables, or addresses, use two-letter postal code abbreviations (e.g., AL, TX)
- ❖ Translations:
  - In references where the author also is the translator use: Victor Hugo, ed. and trans.
- ❖ Volumes:
  - If volume is the only one referenced in the article, then include its number in references cited and omit its number from the text citation
  - Cite a specific volume of a referenced work by inserting the volume number after the year: (Waterman 1990, 2:3–7)

## *Various Other Style Rules and Word Treatments*

- Split infinitives:  
The thirteenth edition of this manual included split infinitives among the examples of “errors and infelicities” but tempered the inclusion by adding, in parentheses, that they are “debatable ‘error.’ ” The item has been dropped from the fourteenth edition because the Press now regards the intelligent and discriminating use of the construction as a legitimate form of expression and nothing writers or editors need feel uneasy about. Indeed, it seems to us that in many cases clarity and naturalness of expression are best served by a judicious splitting of infinitives. [*Chicago* 2.98 n. 9]
- America or American: For clarity use the noun *United States* and the adjective *U.S.* unless a wider region is intended
- and/or: do not use
- anti-inflammatory
- archaeology
- Arctic (n.), arctic (adj.)
- audio-recorded, audio-recording, audiovideo
- basketmakers (artisans), Basket Maker (cultural period)
- besides
- bride-price (per *Webster’s*)
- bridewealth (per *Webster’s*)
- Classic Maya
- cross-gender
- coresident, coworker
- databases
- de-emphasize
- early-century, late-century, mid-1800s, mid-thirties; *but* use an en-dash instead of hyphen with an open compound: mid–19th century, mid–Cold War
- e-mail, Internet, website
- Euro-American, Euro-Canadian, Afro-American; *but* African American, Asian American, Canadian American
- fax
- field notes, fieldwork, fieldworker
- full-time, part-time (hyphenate in any position as adj.)
- The Hague; *but* the Netherlands (check *Webster’s*)
- health care systems; *but* federal and state health-care systems (hyphenate only for clarity)
- a historical study (not an historical study), a hotel
- Letters as shapes: Leave normal font—that is, do not use with sans serif typeface—in cases such as U-shaped, L-shaped
- lifestyle
- Ligatures: Do not use except in an Old English language piece

- m.y.a. (million years ago), B.P. (before the present, calibrated), b.p. (before the present, uncalibrated)
- nation-making, nation-building (exception to *Chicago*)
- non-kin (hyphenate if necessary to avoid confusion)
- participant-observation
- rain forest (per *Webster's*)
- re-create (create again)
- semi-independent, semi-indirect (use hyphens for double vowels, except as in *Webster's*)
- s/he, him/her, his/her: Use “he or she” or rewrite as plural to avoid. See *The Handbook of Nonsexist Writing* (Casey Miller and Kate Swift) for more on nonsexist language
- sub-Saharan
- toward (not towards)
- Teotihuacan (Nahuatl, without accent on last a; Spanish, with accent)
- Turn of the Century, for beginning of 20th century; *but* turn of the 19th century—avoid “turn of this century”
- underway (adj.); under way (adv.)
- unselfconscious
- worldview

### ***Reference Examples:***

#### **A. Single-Author Book**

Castles, Stephen  
1990 *Here for Good*. London: Pluto Press.

#### **B. Coauthored Book**

Bonacich, Edna, and John Modell  
1975 *The Economic Basis of Ethnic Solidarity: Small Business in the Japanese American Community*. Berkeley: University of California Press.

#### **C. Author, with Others (cite first author in text citations)**

Bonacich, Edna, with Mark Smith and Kathy Hunt  
1999 *The Economic Basis of Ethnic Solidarity: Small Business in the Japanese American Community*. Berkeley: University of California Press.

#### **D. Multiple References in the Same Year (alphabetize by title)**

Gallimore, Ronald  
1983a *A Christmas Feast*. New York: Oxford University Press.  
1983b *Holiday Gatherings in the Pacific Northwest*. Berkeley: University of California Press.

## **E. Work Accepted for Publication**

Spindler, George

In press *In Pursuit of a Dream: The Experience of Central Americans Recently Arrived in the United States*. Stanford: Stanford University Press.

## **F. Work Submitted for Publication or Unpublished Work**

Smith, John

N.d. *Education and Reproduction among Turkish Families in Sydney*. Unpublished MS, Department of Education, University of Sydney.

## **G. Materials in Archives**

Egmont Manuscripts

N.d. Phillips Collection. University of Georgia Library, Athens.

Davidson, William A.

N.d. "On several occasions she would even join in our discussions" Untitled paper, John P. Gillin Papers: Box 10.1. Peabody Museum Archives, Harvard University, Cambridge, MA.

Ambasamudram Taluk

1879 Settlement Register, Tirunleveli District. Archived material, Madras Archives, Chennai (Madras), Tamilnadu, India.

## **H. Chapter in Book with Editor(s)**

Rohlen, Thomas P.

1993 *Education: Policies and Prospects*. In *Koreans in Japan: Ethnic Conflicts and Accommodation*. Cameron Lee and George De Vos, eds. Pp. 182–222. Berkeley: University of California Press.

Price, T. Douglas

1984 *Issues in Paleolithic and Mesolithic Research*. In *Hunting and Animal Exploitation in the Later Paleolithic and Mesolithic of Eurasia*. Gail Larsen Peterkin, Harvey M. Bricker, and Paul Mellars, eds. Pp. 241–244. Archeological Papers of the American Anthropological Association, 4. Arlington, VA: American Anthropological Association.

## **I. Editor as Author**

Diskin, Martin, ed.

1970 *Trouble in Our Backyard: Central America in the Eighties*. New York: Pantheon Books.

## **J. Article in Journal**

Moll, Luis C.

2000 *Writing as Communication: Creating Strategic Learning Environments for Students*. *Theory into Practice* 25(3):202–208.

## **K. Article in Journal Theme Issue**

Heriot, M. Jean

1996 Fetal Rights versus the Female Body: Contested Domains. "The Social Production of Authoritative Knowledge in Pregnancy and Childbirth," theme issue, *Medical Anthropology Quarterly* 10(2):176–194.

Heriot, M. Jean, ed.

1996 The Social Production of Authoritative Knowledge in Pregnancy and Childbirth, theme issue, *Medical Anthropology Quarterly* 10(2).

## **L. Book in a Series**

Bartlett, H. H.

1974 *The Labors of the Datoe and Other Essays on the Batak of Asakan (North Sumatra)*. Michigan Papers on South and Southeast Asia, 15. Ann Arbor: University of Michigan Press.

## **M. One Volume in a Multivolume Work**

Clutton-Brock, Juliet, and Caroline Grigson, eds.

1986 *Animals and Archaeology*, vol. 1: Hunters and Their Prey. BAR International Series, 163. Oxford: British Archaeological Reports.

1998 *The Practice of Everyday Life*, vol. 2: Living and Cooking. Rev. edition. Luce Giard, ed. Timothy J. Tomasik, trans. Minneapolis: University of Minnesota Press.

## **N. Review**

Trueba, Henry T.

1999 *Review of Beyond Language: Social and Cultural Factors in Schooling Language Minority Students*. *Anthropology and Education Quarterly* 17(2):255–259.

## **O. Report**

Kamehameha Schools

1977 *Results of the Minimum Objective System, 1975–1976*. Technical Report, 77. Honolulu: Kamehameha Schools, Kamehameha Elementary Education Program.

## **P. Ph.D. Dissertation or M.A. Thesis**

D'Amato, John

1989 "We Cool, Tha's Why": A Study of Personhood and Place in a Class of Hawai'ian Second Graders. Ph.D. dissertation, Department of Education, University of Hawai'i.

## **Q. Paper**

Shimahara, Nobuo K.

1998 *Mobility and Education of Buraku: The Case of a Japanese Minority*. Paper presented at the Annual Meeting of the American Anthropological Association, Chicago, November 18.

Poveda, David

2000 Paths to Participation in Classroom Conversations. Paper presented at the 7th International Pragmatics Conference, Budapest, July 9–14.

## **R. Reprint or Translation**

van Gennep, A.

1960[1908] The Rites of Passage. Michaela Vizedom and Mari Caffee, trans. Chicago: University of Chicago Press.

## **S. Subsequent or Revised Edition**

Gallimore, Ronald

1960 Qualitative Methods in Research on Teaching. *In Handbook of Research on Teaching*. 3rd edition. Margaret C. Wittrock, ed. Pp. 119–162. New York: Macmillan.

Gallimore, Ronald

1962[1960] Qualitative Methods in Research on Teaching. *In Handbook of Research on Teaching*. Rev. edition. Margaret C. Wittrock, ed. Pp. 119–162. New York: Macmillan.

## **T. Article in a Newspaper or Popular Magazine**

Reinhold, Robert

2000 Illegal Aliens Hoping to Claim Their Dreams. *New York Times*, November 3: A1, A10.

Editorial

1992 *Washington Post*, February 14: B2.

Letter to the Editor

1994 *Newsweek*, August 27: 4, 11.

Boston Globe

1983 How Can I Become a Self-Starter? *Boston Globe*, May 10: A23–A24.

Trinidad Guardian

1994 *Trinidad Guardian*, July 11.

## **U. Personal Communication (including e-mail, listserv, and newsgroup messages)**

Should be cited in text citations, with specific date, but not in references cited:

Horace Smith claims (letter to author, July 12, 1993)

## **V. Court Case**

Should be cited in text citations but not in references cited (see *Chicago* 16.174):

(*Doe v. U. Mich.*, 721 F. Supplement 852 [1989])

## **W. Internet Document**

Use this format for public Internet documents with URLs. Use example U, above, for private documents sent via the World Wide Web (only break at solidus when necessary):

Rheingold, Howard

2000 A Slice of Life in My Virtual Community. Electronic document, <http://well.sf.ca.us/serv/ftp.htm>, accessed July 5.

American Anthropological Association

2000[1992] Planning for the Future: Current Long-Range Plan for the American Anthropological Association. Electronic document, <http://www.aaanet.org/committees/lrp/lrplan.htm>, accessed January 18, 2001.

## **X. Foreign Publication with Title Translation or Foreign Name (last name first name—no comma)**

Ma Xueliang

1996 Minzu yanjiu wenji (Collected works on nationalities research). Beijing: Minzu Chubanshe.

## **Y. Film, Video, Television, and Music Recordings (*Chicago* 7.148 [titles], 15:418)**

Carvajal, Carmela, and David C. Kim, dirs.

1998 High School Parody. 120 min. Paramount Pictures. Hollywood.

High School Parody

1998 Carmela Carvajal and David C. Kim, dirs. 120 min. Paramount Pictures. Hollywood.

Bush, George, Jr.

2000 Interview by Jim Lehrer. The NewsHour with Jim Lehrer. PBS, May 18.

Shakur, Tupac

1997 I Wonder If Heaven Got A Ghetto. *From R U Still Down? (remember me)*. New York: Interscope Records.

## **Z. Authors of Forewords, Afterwords, or Introductions (see *Chicago* 16:51)**

Comaroff, Jean, and John Comaroff

1993 Introduction. *In* Modernity and Its Malcontents: Ritual and Power in Postcolonial Africa. Jean Comaroff and John Comaroff, eds. Pp. xi–xxxvii. Chicago: University of Chicago Press.

Sources consulted: *The Chicago Manual of Style* (14th edition, 1993); United States Government Printing Office; *Merriam-Webster's Collegiate Dictionary* (10th edition, 2000); *MLA Style Manual* (2nd edition, 1998); and *The Handbook of Nonsexist Writing* (New York: Lippincott and Crowell, 1980).

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