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HOW TO FORMAT AN ESSAY OR TERM PAPER

1. Title Page
The title page of every paper or report should contain the following information:
- The full title of the paper
- Your name
- Your 'A' number
- The name of the instructor to whom the paper is submitted
- The name and number of the course
- The date the paper is submitted

Keep the title page simple; there is no need to include borders or designs (see the sample title page found near the end of this guide).

2. Spacing and Margins
Papers should be double-spaced and printed on standard 8.5 x 11-inch white paper. Margins should be one inch from the top, bottom, and sides of the page. Justify the left margin only. Exceptions to double-spacing are:
- Extended quotations (block quotations), which should be single-spaced and indented on both sides;
- Notes, which should be single-spaced. Individual notes should be separated by two spaces;
- References Cited should be single-spaced within entries and double-spaced between entries;
- Captions for figures and tables should be single-spaced.

3. Printing
Ask your professor if double-sided printing is acceptable.

4. Page numbers
All pages, other than the title page, on which any tables, photographs, or drawings are located, must be numbered. Beginning with the first page of the text, all pages should be numbered with Arabic numerals centered at the ***bottom*** of each page.

5. Indentation
Indent the first line of every paragraph using the tab key, which should be set at 5 to 7 spaces or ½ inch. Note the following exceptions:
- **Abstract**: The abstract is not indented.
- **Block quotations**: Indent all lines of quotations (not just the first line) that are 40 words or more.
- **Titles and headings**: The title is centered. Headings are either centered or flush left, depending on the heading level (see the section on headings).
- **Table titles and notes**: Table titles and notes should be flush left.
- **Figure captions**: Figure captions should be flush left to the margin.

6. Paragraphs
Do not leave an extra space (do not hit "Enter" twice) between paragraphs.

7. Quotations
Any time that another author's idea is used in an essay, you must give credit to that author with an in-text citation immediately following the quotation. If you do not properly cite an author's idea, you will be convicted of plagiarism, as you have used words, ideas, or phrases of another in your own work.

Direct quotations must be reproduced ***exactly*** the same as the original, including wording, spelling, capitalization, and punctuation.

Short Quotations

Quotations shorter than 40 words should be incorporated into the text and enclosed by double quotation marks (" "). The citation (in parentheses) should include the author, year, and page number. Any punctuation in your sentence should be placed *after* the parentheses.

Here is an example:

As Peckmann (2003) explains, an "epidemic is an outside influence that does not reflect on the general health of any given population" (300).

> For short quotations, include the author's last name, year, and page number. Note how the period comes *after* the citation.

OR

One definition is that an "epidemic is an outside influence that does not reflect on the general health of any given population"

(Peckmann 2003:300).

Long Quotations

Long quotations (quotations of 40 words or more) should be single-spaced. Indent all lines (not just the first line) of the quotation and do not use quotations marks. Also, the punctuation is placed *before* the parentheses.

Here is an example:

Arvidsson (2000) explains his purpose:

> Although the paper should be double-spaced, any block quotations should be single-spaced with a line separating the quotation from the body of the essay both before and after the block quotation.

> I will describe how the Italian advertising industry mobilized these perceived problematic consequences of mass consumption and turned them into allies in the promotion of a new female consumer personality, thought not only to be more fit to withstand the strains of modernization, but also to play a central role in their own vision of the modern order, where a democratic, 'post-conformist' consumer culture formed the central element. (253)

OR

> For long quotations, the punctuation is placed *before* the parentheses.

However, there is another goal as well:

> I will describe how the Italian advertising industry mobilized these perceived problematic consequences of mass consumption and turned them into allies in the promotion of a new female consumer personality, thought not only to be more fit to withstand the strains of modernization, but also to play a central role in their own vision of the modern order, where a democratic, 'post-conformist' consumer culture formed the central element. (Arvidsson 2000:253)

> When incorporating long quotations, include the author's last name, year, and page number. Note how the period comes *before* the citation.

Citing a Source with No Page Numbers

If there are no page numbers in a source (e.g., in an electronic document), use the paragraph number (if available) preceded by the abbreviation "para.". If paragraph numbers are not printed in the text, manually count the paragraphs. Then, cite the heading from the section from which the information was gathered, followed by the paragraph number.

Here is an example:

"McLeod is an important historical figure as he established the first organized Presbyterian congregation in Cape Breton" (Powell

2002:para. 2).

OR

(Grimes-MacLellan 2003:Conclusion section, para. 2).

Additions to Quotations

If letters or words that are not part of the original text need to be added to a quotation, then enclose them in square brackets. Square brackets should also be used to indicate changes in punctuation.

Here is an example:

The square brackets show the information that is added to the original quotation. This is done to aid the reader's understanding or to make the quotation grammatically correct within the text.

Overall, the book's "geographic range [covering most continents] renders it useful for grasping the possibilities of contact and

intervention and commonalities between groups" (Tulloch 2007:610).

Omissions from Quotations

If words are omitted from a quotation, then include an ellipsis (three periods) to indicate where the words or sentences have been omitted. If this omission occurs at the end of a sentence, use four periods. Keep in mind that the quote must still embody the original idea; the author being cited must be represented fairly.

Here is an example:

Lastly, "there seems to be a fervent and constant preoccupation with *'ofa* within Tongan society… [It] seems to represent the

supreme justification for their behavior and activities" (Morton 1996:80).

Unnecessary information has been omitted from the original quotation and replaced with an ellipsis.

Indirect Quotations (Citing a Source within a Source)

On occasion, you may come across a citation within a text that you would like to incorporate into your work. If this is the case, *you should always* attempt to find the original source of the quotation and quote it directly. However, sometimes you will need to quote a source that quotes another source (for example, if Saint Mary's does not have access to the original source through its databases or through Novanet).

If this is the case, then after you paraphrase or quote the original source, use "as cited in" followed by the source in which you found the information.

Do not include the original source in your references list; just include the source in which you found the information.

Example with the original author cited in the text:
Forte also suggests that "the family appears not to be the ideal context for the realization of women's personalities, but rather a

kind of diabolic trap, from which it is impossible to escape" (as cited in Arvidsson 2000:253).

Example with the original author cited in parentheses:
However, historical misrepresentation can also be considered offensive: Hemmer (2008) quotes Fred Veilleux, who describes the

offensive impact of historical misrepresentation:

> One part of the offensiveness is religious desecration. Both Indians and non-Indians have cultural and religious symbols that are important to them. Whites, for example, generally exhibit great respect for their national flags, witness the role of the flag in parades and in battle, and the furor that results when protestors try to burn the flag. Indians exhibit and demand similar respect for their special symbols, such as the eagle feather. In Indian culture, the headdress of eagle feathers was and continues to be reserved for our most revered and respected chiefs and spiritual leaders. Each feather is earned through a lifetime of service and sacrifice. (Veilleux as cited in Hemmer 2008:125)

8. Paraphrasing

Paraphrasing allows you to incorporate someone else's idea or argument in your paper without using the original wording. These sections are integrated into your own writing, but they must still be cited appropriately (i.e., include the author's last name, the year, and the page number that you obtained the information from).

Here is an example:

Walter (2006) indicates that the Haida and Tlingit relied heavily on marine resources and extensive food storage and emphasized

inherited rank, wealth accumulation, and potlatches (41).

   OR

The Haida and Tlingit relied heavily on marine resources and extensive food storage and emphasized inherited rank, wealth

accumulation, and potlatches (Walter 2006:41).

9. Tables

Tables provide an efficient way of presenting a large amount of data in a limited amount of space. They should be reserved for important data directly related to the content of your paper and for simplifying text that would otherwise be dense with numbers. *If you include a table in your paper, you do not need to repeat the same information in your text.* Simply choose one method of presenting the information – whatever you think will be clearer for the reader to understand.

Tables should contain the following information:

- *Table number:* Number all tables in the order in which they are first mentioned in the text.
- *Title:* Each table should contain a brief and explanatory title.
- *Headings:* Each column should contain a short heading that does not make the column wider than necessary.
- *Notes:* Tables can contain three kinds of notes:
    - General notes provide information about the table and begin with the word *Note* (italicized) followed by a period.
    - Specific notes refer to a particular column, row, or individual entry and are indicated by superscript lowercase letters.
    - Probability notes indicate the results of tests of significance.

In your paper, refer to tables by their number (e.g. Table 5) instead of writing things like "the table above".

When incorporating tables from another source, you need to cite where you retrieved the table from. Include a note in your table to provide the reader with adequate citation information.

Here is an example of a properly formatted and cited table:
Table 1

Burial Distribution at Tell Halula by House and Occupation Phase (16 houses, 114 burials)

House	Phase	Building preservation*	No. burials	Total main room area (m²)	Entrance/burial area (m²)	% of main room that is entrance/burial space
EXT	14	IC	1			
IA	13	IC	5			
IA	13	IC	5			
FE/B	12	IC	2			
HC	12	C	13	33.62	11.98	35.63
IB	12	IC	8			
JB	12	C	12	25.76	8.56	33.23
HD	11	C	13	26.4	8.8	33.3
FE/C	11	C	13	43.7	11	25.17
2A	11	IC	2			
DB	10	C	9	18.97	6.37	33.58
HE	10	C	9	22.08	9.3	42.12
DC	9	C	13	19.05	7.06	37.06
2D/4B	9	C	3			
DD	8	C	5	25.95	8.60	33.14
E27	7	IC	1			

*C = complete; IC = incomplete.

Note. Table reproduced from: "Seated memory: New insights into Near Eastern Neolithic mortuary variability from Tell Halula, Syria," 2009, by Emma Guerrero, Miquel Molist, Ian Kuijt, and Joseop Anfruns, Current Anthropology 50:386.

10. Figures

A figure can be a good way to present information that would otherwise be difficult to describe or understand in words. A figure should be simple, clear, and easy to understand. There are several types of figures that can be included in a paper. The most common ones include the following:

- *Graphs* show relations in a dataset. There are several types of graphs:
  - o Scatter plots
  - o Line, bar, or pie graphs
  - o Pictorial graphs
- *Charts* show relationships between parts of a group.
- *Photographs or diagrams* (e.g., of artifacts or excavation sites) visually demonstrate or highlight a point.

All figures should meet the following requirements:
- The font size for all parts of the figure should be between 8 and 14 points.
- Include a legend to explain any symbols used.
- Include a brief but descriptive caption.

To cite figures, refer to them by their number (e.g. Figure 5) instead of writing things like "the figure above".

Here is an example of a properly formatted and cited figure:
Figure 1
Excavated Rock-shelters at Bhimbetika
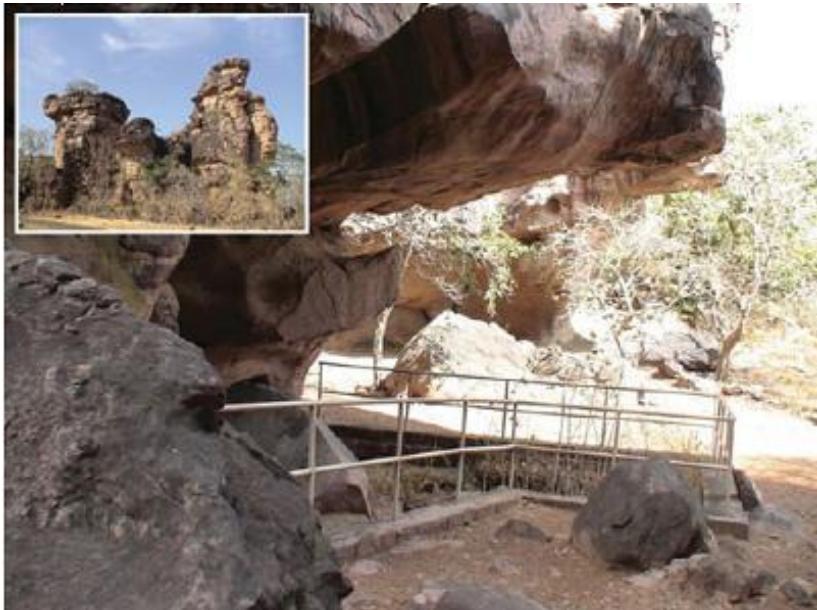
Note. One of the excavated rock-shelters at Bhimbetika, now a UNESCO World Heritage site. The inset image shows the cluster of shelters where excavation took place. Figure reproduced from: "The lower Paleolithic of the Indian subcontinent," 2009, by Parth R. Chuahan, Evolutionary Anthropology 18:73.

A NOTE ON PLAGIARISM

1. What is Plagiarism?

According to Saint Mary's Academic Calendar, plagiarism is the "presentation of words, ideas or techniques of another as one's own. Plagiarism is not restricted to literary works and applies to all forms of information or ideas that belong to another (e.g., computer programs, mathematical solutions, scientific experiments, graphical images, or data)" (Saint Mary's University 2009:22-23).

Therefore, plagiarism includes taking someone else's words, sentences, paragraphs, or any other work that is not your own and using them in your own paper without explaining where you got them from. However, this is not the only form of plagiarism. Plagiarism also involves taking someone else's *ideas* or *arguments*, putting them into your own words, and then not citing the source. In addition, keep in mind that when you paraphrase an idea or argument from someone else, you need to change the structure of the sentence and put it into your own words as well as include a citation. Simply changing or rearranging a few words is not sufficient and is considered a form of plagiarism. Academic writing is all about ideas and arguments, so if you get information (or specific sentences or groups of words) from somewhere else, then you have to show where you got it from.

2. Avoiding Plagiarism

To avoid plagiarism, make sure that you cite all sources that you use in your paper. If you include information that is taken directly from the source, word-for-word, then you need to put quotations marks around it (see the Quotations section in this booklet) and cite it in your text and in your reference list. If you take someone's idea/argument but put it into your own words, then you don't need quotation marks, but you still need to cite it in your text and in your reference list.

3. Common Knowledge and Plagiarism

Some students have heard that "common knowledge" doesn't need to be cited, so they wonder when something is considered common knowledge. After all, something might be common knowledge to researchers in a field but be new information for a student.

Basically, there's no set rule for whether something is considered common knowledge or not, but if you ask yourself the question "would everyone who studies Author A, Topic B, or Subject C know this?", and if your answer is "yes", then you should be okay. Another way to look at it: if the same information can be found in five or more sources (which are completely independent and not referring to one person or to one another), then it's probably common knowledge.

Example of something that *does not* need to be cited:

Parents typically play a vital role in child rearing.

Example of something that *has* to be cited:

Morton (1996) notes that when fathers are home, they frequently hold and play with their babies and are kept well informed about

their development, as this is a prime topic of discussion in Tongan households (65).

If you are unsure whether or not a source is common knowledge, then it's always better to cite it than not to cite it. Also, keep in mind that if you are using a specific person's study or idea, even if it is common knowledge, then you should cite it.

Here is an example of an idea that can be considered common knowledge, but which is being used from a specific source:

Becker (1950) defined a secular society as a society where novelty is responded to as it is defined by the society's members in

terms of its existing culture (73).

In this example, the definition of a secular society may be considered common knowledge, but because the author is using Howard Becker's particular definition, it should be cited.

DOCUMENTING RESEARCH – AAA STYLE

In university papers, whenever you are writing about someone else's ideas, you need to reference them in two ways. First, you need to provide an in-text citation, and second, you need to include a complete reference list entry at the end of the paper in the References Cited section. This allows readers to find the sources you used if they want more information. You always need to cite your sources when you are using their ideas, regardless of whether you are quoting or summarizing them.

For most of your research you will likely be using archival sources, journal articles, books, magazine or newspaper articles, and electronic sources, so this section is divided into those five categories with an additional category for miscellaneous sources. Keep in mind that although the reference list entries are single-spaced in this document, in your paper you would need to double-space them.

In-text Citations

Citing a Source with One Author
For a source that has one author, cite the author's name, the year of publication, and the page, paragraph, or section number (if your information is from a specific page).

> *Here is an example:*
>
> Erickson (2004) argues that "quote quote quote" (15).
>
> **OR**
>
> "quote quote quote" (Erickson 2004:15).

Citing a Source with Two Authors
If the source has two authors, use an ampersand (&) to join them together.

> *Here is an example:*
>
> Paraphrase of material… (Erickson & Murphy 2006:78-79).
>
> **OR**
>
> Erickson and Murphy (2006) argue that "quote quote quote" (78-79).

Citing a Source with Three or More Authors
For in-text citations with three or more authors, place "et al.", which is Latin for "and others," after the last name of the first author that appears in the source you are consulting.

> *Here is an example:*
>
> "quote quote quote" (Davis et al. 1987:62).
>
> **OR**
>
> Davis et al. (1987) show… (62).

Citing a Group or Organization as Author
Sometimes a document will be written by a group or corporation. In this case, use that organization (e.g., American Anthropological Association) as the author.

> *Here is an example:*
>
> "quote quote quote" (American Anthropological Association 2009:5).

Citing a Work with No Author

If a source does not list an author, use the first few words of the title of the work in place of the author. Use double quotation marks around the title of an article or chapter, and use italics for the title of a periodical, book, brochure, or report.

> ***Here is an example:***
>
> "What is Anthropology?" (2009) defines anthropology as… (23).

Citing a Work with an Anonymous Author

If a work is designated as "Anonymous," write the word Anonymous in place of the author.

> ***Here is an example:***
>
> "quote quote quote" (Anonymous 2009:16).

Citing a Work with No Page Numbers

If there are no page numbers in a source (e.g., in an electronic document), use the paragraph number (if available) preceded by the abbreviation "para.". If paragraph numbers are not printed in the text, manually count the paragraphs. Then, cite the heading from the section from which the information was gathered, followed by the paragraph number.

> ***Here is an example:***
>
> "quote quote quote" (Powell 2001:para. 2).
>
>   ***OR***
>
> (Powell 2001: "Conclusion" para. 3).

References Cited Entries

Before you begin to create a "References Cited" page, it is important to know how to properly format citations.

- The first line, which contains the surname and given name of the author, is to be flush left to the margin.
- The second line, which typically contains the year of publication and the title of the source, should **begin** after three spaces. There should be *two* spaces **after** the year.
- Subsequent lines should be tabbed in (the tab should be set to 5-7 spaces).

Archival Sources

Archives

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

Callouts: Author · The title of the document is placed immediately after the year of publication and is followed by a period. · Type of material · Year of publication · Name of Archives · The city, province, and country of archives

Artifacts

Porcupine Quill/Birchbark Box
    N.d. Mi'kmaq Holdings Resource Guide: 250.6. Archived material, NSARM Artifacts Collection. Nova Scotia Archives and Resource Management, Halifax.

Callouts: Name of artifact · Reference number · If no year is available, use "N.d." for "No date." · Name of collection · Name of the more specific section of collection

Cartographic Atlas/Map

Authors (last name first if it is a person, and use the name of an organization if there is no individual author)

Interpretation Resources Consulting Inc., Service Nova Scotia and Municipal Relations., & Nova Scotia Department of Natural Resources
   2008 Halifax Regional Municipality Atlas Resources. Halifax: Nimbus Publishing.

Title of atlas/map

Year of publication

Source on a Microfilm/Microfiche

Title of Microfilm

Marshall, Donald   Author
   2003 Georges Island: The Keep of Halifax Harbour [microfilm]. Halifax: Nimbus Publishing.

City of publication

Description of the type of material

Note: For microfilm or microfiche sources, reference the source as you normally would (i.e. as a book, journal article, etc.), but add [microfilm] or [microfiche] after the title of the source.

Journal Articles

Title of the article with the major words capitalized

Journal article with one author

Author's surname, given name, and middle initial

Walter, Susan M.
   2006 Polygyny, Rank, and Resources in Northwest Coast Foraging Societies. Ethnology 45(1):41-57.

Page numbers of the article

Year of publication

Journal title, not in italics or underlined

Volume number followed by the issue number in parentheses

Journal article with two authors

The first author's name is written with the last name first, and all other authors are written with the first name first.

Grimes-Maclellan, Dawn, William Carlson and Stephen Kisely
   2009 Maternal and Fetal Risk Factors Associated With Severity of Hypospadias-A Comparison of Mild and Severe
       Cases. Journal of Pediatric Urology:S54-S55.

Page numbers of the article – some journals will have unique page numbers – include them as they are written in the journal.

The first author's name is written with the last name first, and all other authors are written with the first name first.

Journal article with three to six authors

Rock, Adam J., Jessica M. Wilson, Luke J. Johnson, and Janelle V. Levesque
   2008 Ego Boundaries, Shamanic-like Techniques, and Subjective Experience: An Experimental Study.
       Anthropology of Consciousness 19(1):60-83.

Title of the article with the major words capitalized

Journal title, not in italics or underlined

Volume number followed by the issue number in parentheses

Page numbers of the article

Books

Book by one author

Book title with the major words capitalized

Erickson, Paul
   2004 Historic North End Halifax. Halifax: Nimbus Publishing.

Place of publication

Publisher's name

Book by two or more authors

Book title

Davis, Steven A., Catherine Cottreau, and Laird Niven
   1987 Artifacts from Eighteenth Century Halifax: The Central Trust Archaeological Project.
       Halifax: Saint Mary's University Archaeology Laboratory.

City of publication

Publisher's name

Article or chapter in an edited book

Title of the book preceded by *In*

Chapter author

Chapter title

Davis, Steven A.
   1997 Archaeological Evidence for Pre-Contact Fishing in the Maritimes. *In* How Deep is the Ocean: Essays on the
       History, Sociology, Archaeology and Ecology of the Canadian East Coast Fishery. James E. Candow and Carol
       Corboin, eds. Pp. 1-14. Sydney: University College of Cape Breton Press.

Page numbers of the chapter

Book editors (first name followed by last name)

Subsequent edition of a book

Eickelman, Dale F.
   1998 The Middle East and Central Asia: An Anthropological Approach. 3rd edition. Upper Saddle River: Prentice Hall.

Edition

Magazine and Newspaper Articles

Daily newspaper article

Article title

Newspaper name

Page number(s)

Todd, Darrel
   2008 Teens' Rudeness Prompts Study. The Telegram, April 13:A12.

Year of publication

Date of publication: include month and day for weeklies and month for monthlies.

Magazine article

Article title

Kingston, Anne
   2010 Lonely While Surrounded by Friends: A Lawyer Breaks a Social Taboo by Writing About Her Painful Disconnect
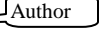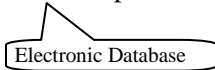   from the World. MacLean's, February (21): 5-6.

Magazine name

Page number(s)
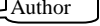
Electronic Sources

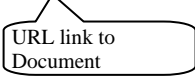## Article accessed through an electronic database

Peckmann, Tanya ——[Author]
  2003 Possible Relationship Between Porotic Hyperostosis and
      Smallpox Infections in Nineteenth-Century Populations in the Northern Frontier, South Africa. World Archaeology
      35(2):289-305. EBSCO. http://www.ebscohost.com

[Electronic Database]   [URL of Database]

Article accessed through an electronic database
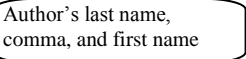
McGee, Harold F. ——[Author]
  1972 Windigo Psychosis. American Anthropologist. 74(1/2):244-246. http://www.jstor.org /stable/pdfplus/672146.pdf

[URL link to Document]

Electronic book
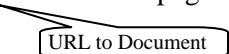
Cernea, Michael M.
  1994 Sociology, Anthropology, and Development: An Annotated Bibliography of World Bank Publications 1975-1993.
      http://books.google.ca/, accessed April 20, 2010.

Electronic book chapter

[Author's last name, comma, and first name] [Chapter Title] [Electronic Book Title]
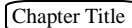
Rupesinghe, Kumar
  1994 Forms of Violence and its Transformation. *In* The Culture of Violence. Kumar Rupesinghe and Marcial
      Rudio C., eds. Pp. 14-41. Tokyo: United Nations University Press. http://books.google.com/books?printsec=
      frontcover&vid=ISBN9\280808664&vid=LCCN96128631#v=onepage&q=&f=false, accessed January 25, 2010.
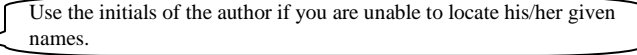
[Year of publication]   [Pages]   [URL to Document]

Document available on a university program or department website

[Use the initials of the author if you are unable to locate his/her given names.]

Banning, E. B. ◄
  2004 Archaeological survey. University of Toronto, Department of Anthropology Web site.
   http://www.chass.utoronto.ca/ ~banning/archsurv.htm, accessed June 8, 2009.
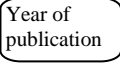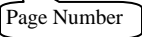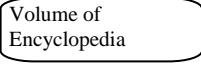
[Year of publication]
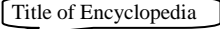
Multipage document created by a private organization

American Anthropological Association
  1998 Code of Ethics of the American Anthropological Association.
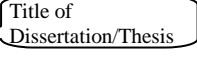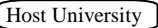   http//:www.aaanet. org/committees/ethics/ethicscode.pdf, accessed June 8, 2009.
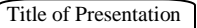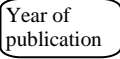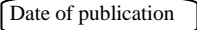
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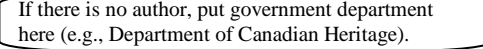   P. 419. Barrington: Berkshire Publishing.

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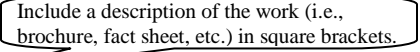
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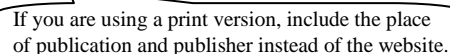
Personal communications include letters, emails, personal interviews, phone conversations and similar sources that contain unrecoverable data (e.g., class notes). They are not included in the reference list, but they still need to be cited in text. To cite personal communications, include the initials and last name of the communicator, and an exact date.

S. R. Tulloch stated … (personal interview, March 15, 2009)

(P. A. Erickson, email to author, March 26, 2009)

Gray literature (brochures, flyers, etc…)

`[Include a description of the work (i.e., brochure, fact sheet, etc.) in square brackets.]`

North Dakota State University

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Motion picture

Title of Film | Directors | Length of Film

The Corporation
   2003 Mark Achbar and Jennifer Abbott, dirs. 145 min. Big Picture Media Corporation. The United States.

Note: When discussing the content of the film, cite by the name of the film (see above). When discussing the filming/writing process of the film, cite by the name of the director of the film (see below).

Directors

Mark Achbar and Jennifer Abbott, dirs.
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   2007 "Sally" *In* Flight of the Conchords. Ney York City, NY: HBO, June 17.

Original air date

Episode title | Series title

Unpublished raw data

Unpublished raw data should be formatted as follows: Author's last and given name. Year on the second line [indented three spaces]. [Description of content]. Unpublished raw data.

For example:

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Ireland, Jeanette
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The Haida and Tlingit: Predatory Warfare on the Northwest Coast of North America

Brandon Doyle Svenningsen

A09112001

ANTH 3305.1 Term Paper

Chiefdoms

Dr. Susan Walter

November 23th, 2009

Notice that the title page does not have a page number. However, the following pages will have a page number centered at the bottom of each page.

<u>The Haida and Tlingit: Predatory Warfare on the Northwest Coast of North America</u>

Long before and after the arrival of Europeans, warfare among the complex hunter-gather societies of the Northwest Coast of North America was not only endemic, but also an integral aspect of aboriginal life. In particular, the Haida and Tlingit were motivated to wage war against other tribes and societies due to revenge killings, blood feuds, competition over valuable territory and resources, and most of all, to obtain slaves and other swift plunder. Likewise, the Haida and Tlingit embraced comparable strategies, weapons, fortifications, and negotiation practices. However, the two chiefdoms differed in regards of how and why they utilized their plunder and their own unique rituals for preparing, conducting, and returning from war…. **[section continues]**

The Haida and Tlingit of the Northwest Coast shared many defining characteristics and interacted with each other regularly. Although the Haida were primarily located on the outer coast of the Northwest Coast and the Tlingit in the northern rivers region that reached up to the southern Alaskan coast, the two groups shared similar territories and resources, placing them within each other's sphere of influence (Ferguson 1984:272). In fact, the Haida and Tlingit both traced their decent according to their maternal linage while their phratry/moiety/clan systems remained aligned with each other (Donald 2000:172). Therefore, Haida and Tlingit societies were centered upon these basic, yet crucial principles. The two chiefdoms shared similar practices in regards to marriage and trade as well. Both Haida and Tlingit titleholders married other titleholders across, as well as within, ethno-linguistic boundaries while trading and feasting with each other (Donald 2000:172). The Haida and Tlingit also heavily relied on marine resources, extensive food storage and emphasized inherited rank, wealth accumulation and potlatches (Walter 2006:41)…. **[section continues]**

So essential were these last two motives that one nineteenth century European who witnessed the brutal and unsympathetic traits of Northwest Coast combat, R.C. Mayne, characterized the entire Northwest coast fighting complex as a "cruel system of predatory warfare" (as cited in Mitchell 1984:39). Therefore, the institution of slavery and piracy were the fundamental purposes for waging war among the Haida, Tlingit, and other groups of the Northwest Coast. Likewise, the Haida and Tlingit utilized captive slaves in similar fashion….**[section continues]**

Haida warriors embraced interesting and unique rituals in how they prepared for, traveled to, and returned from the battlefield not seen in Tlingit society. Since the Haida planned for battle long before it actually commenced, warriors took many fascinating measures to prepare for battle, according to Edward S. Curtis (1916):

> During the winter the warrior prepared by purifying his body. For nine days he used a purgative made of devil's-club bark, and drank very little water. After resting four days, he resumed the treatment again for nine days, and so he continued to do until spring, at which time he began to drink salt water as an emetic (133).

Although Curtis does not elaborate on the interesting preparation custom, it is clear that it is an important ritual for the Haida warrior to enter the proper state of mind and physical condition….**[section continues]**

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Walter, Susan M.
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Notes about the References Cited list:
- Order the references alphabetically by last name.
- When there are several works by the same author, list the earliest publications first, and list single-author entries before multiple-author entries with the same first author.
- If a single author has multiple works published in the same year, then alphabetize them by title and include letters (starting with "a") after the year, in both your references cited page and in-text entries (e.g. 1999a; 1999b).
- Arrange references with the same first author and different 2nd and 3rd authors alphabetically by the second author's surname.

FURTHER GUIDES TO AAA STYLE AND WRITING ASSISTANCE

Information in this AAA Style Guide on how to cite references has been adapted from the following sources:

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2009 AAA Style Guide. http://www.aaanet.org/publications/ style_guide.pdf, accessed December 11, 2009.

Saint Mary's University
2009 Style Guide for Essay Assignments. Saint Mary's University Anthropology Department. http://www.smu.ca/academic/arts/ anthropology/welcome.html, accessed December 11, 2009.

The Writing Centre, in Room 115 of the Burke Building on Saint Mary's campus, has many writing guides and style manuals to help students. The Writing Centre offers tutoring services and advice on specific assignments. Online writing guides are also available.

To book an appointment or for more information about services, contact the centre:

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Tel: (902) 491-6202
writing@smu.ca
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