
All written work for the Honours Seminar should be formatted in accordance with the guidelines below. Significant departures from this guide must be approved by the Honours Program Coordinator in consultation with your thesis committee chairperson. This guide is intended to be compatible with the requirements of the University Archives for submission of theses to the Institutional Repository.

The department has adopted the Chicago Manual of Style and Author-Date system as the standard for formatting writing, citations, and bibliographic references in your honours thesis (see www.chicagomanualofstyle.org). Unless otherwise directed, use this style for formatting your thesis. This guide provides an overview of the major elements of that style, but for more detailed information you can also consult:

Turabian, Kate. 2013. *A Manual for Writers of Research Papers, Theses, and Dissertations, 8th ed.* Chicago: Chicago University Press.

Your thesis should be printed single sided on 8½" x 11" letter-size paper, with 1" (2.5cm) margins. Page numbers, headers, footers, figures and tables must be 12 792 reWu EMC /Span &g 373.99 Tm(EMC 38 371re

Abstract: title as "Abstract", followed your name, thesis title, and date of submission;
outline of the major ideas of your thesis (maximum 300 words)

Contents: title as "Contents", then, beginning with your main thesis text, create a list of all major chapters and sections of your thesis (including Notes, References, and Appendices) followed by the relevant page number where that section begins

Thesis Text: begin each chapter on a separate page

Notes:

Acronyms (NATO, GIF) and initialisms (CBC, AD, BCE) are fully capitalized and require no additional punctuation; other abbreviations are typically lower-case and require a period after (but no space between) each abbreviated element (i.e., e.g., a.m., etc.)

Use of words or numerals for numbers should be consistent throughout your text

- Generally, numbers as adjectives should be spelled out (seven years of war, fourteen districts) but as quantities should be given as numerals (65 km/h, 9%).
- Numbers greater than one hundred are nearly always given as numerals (123rd day, \$250,000). Large quantities can combine numbers and spelling (7.8 million)
- Numbers in charts or graphs should always be given as numerals

Measurements should favour metric units, either spelled out (five kilograms, one millimetre) or abbreviated without additional punctuation (5 km, 1 cm)

Years and decades should be indicated with numerals (1998, the 2010s). Centuries can be indicated by either numerals (1800s) or spelled out in lowercase (nineteenth century).

When quoting the words of another person, enclose those words in double quotation marks (" "). Transcribe the words accurately from the source and enclose any additions to the text in square brackets ([]). Omissions should be indicated by an ellipsis (...). All quotations that come from a published source should include an in-text citation (see below) to identify the original author.

"We recognize that every classification of mankind must be more or less artificial" (Boas 1911, 14).

Silverstein and Urban (1996, 2) have observed that texts are the way we "create a seemingly shareable, transmittable culture."

For works with up to three authors, include all of their surnames in the citation; if there are more than three authors, list only the first author's surname followed by "et al." If multiple citations need to be included, they should be separated by semi-colons inside the parentheses. Multiple works by the same author should have the years of those publications separated by a comma. If multiple works by an author are from the same year, append lowercase letters to the year:

Other means of preparing bone broth without pottery include rawhide bags, baskets, or bark vessels (Binford 1978, 159-161; McClellan et al. 1975; Reber and Hart 2008a, 2008b).

For examples of more specific cases (such as publications without a date, websites, personal communications, archival sources, etc.) refer to the appropriate chapters in Turabian.

Your list of references should include all of the sources – and only those sources – cited in your text. Begin this section on a new page with the title "References." Reference lists should be single spaced, with an extra line between each entry, and formatted with a 0.5" hanging indent.

The references are organized alphabetically by author's surname, and then chronologically for multiple works by the same author. If two works by the same author are published in the same year, append a lowercase letter to the year (i.e. Wolff 2008a and Wolff 2008b). The first author's name is inverted so that surname comes first, then given name; subsequent authors are not inverted. For chapters from an edited collection, always provide the page range of the chapter; for journal articles, provide the volume and issue of the journal as well as the page range.

Books

Hill, Jane. 2008. *The Everyday Language of White Racism*. Malden: Wiley-Blackwell.

Larsen, Clark Spencer, and George R. Milner. 1994. *In the Wake of Contact: Biological Responses to Conquest*. New York: Wiley.

Edited Book

Barker, Joshua, Erik Harms, and Johan Lindquist, eds. 2013. *Figures of Southeast Asian Modernity*. Honolulu: University of Hawaii Press.

Tupas, Ruanni, ed. 2015. *Unequal Englishes: The Politics of English Today*. New York: Palgrave.

Chapter in Edited Book

Higgins, Christina. 2015. "Earning Capital in Hawai'i's Linguistic Landscape." In *Unequal Englishes: The Politics of English Today*, edited by Ruanni Tupas, 145-162. New York: Palgrave.

Journal Article

Bayliss, Alex. 2015. "Quality in Bayesian Chronological Models in Archaeology." *World Archaeology* 47 (4): 677-700.

For examples of other types of publication (such as electronic sources, dissertations, and translations) refer to the appropriate chapters in Turabian.

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