

THE SENIOR THESIS IN ANTHROPOLOGY

The purpose for offering the option of a senior thesis to majors is to help students build the research and writing skills that will make them more competitive both in applying to graduate schools and in their future nonacademic careers. Under the close supervision of a professor, undergraduates will participate in an original research project in which they will collect and analyze data, and then write-up their findings in a lengthy manuscript. They will also be encouraged to present their work in appropriate scholarly settings, such as regional conferences. Those who complete all requirements will receive a certificate of recognition. In addition, if a student has an appropriate gpa, he or she will also be eligible to graduate with Latin honors (*cum laude* = 3.25-3.49, *magna cum laude* = 3.50-3.79, *summa cum laude* = 3.81-4.00).

Eligibility Requirements

Majors in Anthropology who are not enrolled in the Honors College have the option of completing a departmental senior thesis. Students must have an overall GPA of 3.00 and a GPA of 3.25 in the major.

Program Description

Students will complete a senior thesis project and a comprehensive exam in the discipline. They will enroll, with the approval of a faculty adviser of their choice, in ANT 492 (Independent Study) during the fall semester of the senior year. Thesis writers are also strongly encouraged to have taken an appropriate research methods course, which might include:

SOC 462 - Methods of Social Research

ANT 331 – Survey of Archaeological Methods

ANT342 - Forensic Anthropology

ANT416 – Ethnographic Field Methods

ANT431 – Advanced Methods in Prehistoric Archaeology

ANT434 – Historical Archaeology

ANT435 – Urban Archaeology

ANT436/439 - Archaeology Field School and Lab

In addition to an individual adviser, students will choose two other faculty members to compose their thesis committee; one member may be from outside of the department. Final approval of the thesis will come from the senior thesis committee who will meet with the student as a group after the final draft is submitted.

The Thesis

The departmental senior thesis is meant to be an original research project in which students choose a research question, engage in a substantial review of the literature, design a study, gain Internal Review Board approval if applicable, locate a data set or collect data, and write a final paper. The format and content of the finished thesis will follow the basic format of a research report (literature review, methods section, findings, discussion and conclusion). More specific guidelines for writing the thesis will be given later in this document. Upon completion of the thesis, a copy must be submitted to the department where it will be bound and archived.

Students will present their research at the end of the semester to fellow students and faculty. Presentations may be made at the departmental Undergraduate Research Symposium held each April and at other appropriate academic conferences.

The Comprehensive Examination

A comprehensive examination taking approximately two hours will also be given to those completing their theses. The examination will require students to demonstrate a strong grasp of basic concepts in Anthropology. The test questions will be developed and then the answers graded by the members of the thesis committee. Examination grades will be pass/fail.

Schedule for Completion of Program

- One calendar year prior to graduation
 - Student must file a notice of intent with the department.
 - Those who also wish to graduate with Latin Honors must notify the department at this time.
- One month prior to graduation
 - Student must submit a final draft of the thesis to the committee.
 - Student must schedule the comprehensive exam.

CHAPTER I

GENERAL ORGANIZATION AND FORMAT OF THE THESIS

Each departmental thesis should follow format requirements set forth in this document. It will discuss various formatting concerns to be followed in the preparation of master's theses in anthropology, describing styles commonly in use for publication in anthropological works. The organization of this guide follows these requirements, so you can use it as a general model for the writing of your own thesis. If you think your thesis is better suited by a different format, however, you should consult your committee to obtain approval.

Another document that may be useful to you is the "Student Manual for Preparing Theses and Dissertations", produced by the Office of Graduate Studies. Although it is written for graduate students, it still has a lot of good suggestions for organization, writing style, and other aspects of thesis production that will be very useful at times. You may download a copy (<http://www.usm.edu/graduatestudies/gtd.php>) from the Office of Graduate Studies webpage.

Font Style and Size, Margins, and Pagination

Very limited options are allowed concerning the font style and text size used and none concerning the margins. Your font size must be eleven point or twelve point, and the font style must be either Arial or Times New Roman. Margins **MUST** be one inch on the top, right, and bottom sides, and 1.5 inches on the left side. These margins are fixed since they make your thesis ready for potential digitizing and archiving. The right margin should not be justified, but rather left ragged.

Pagination is accomplished using different styles. If you have any front matter (eg, abstract, table of contents), the pages are numbered using Roman numerals (i, ii, etc) placed at the bottom center of the page. The cover page is technically page i, but it is not numbered. Your next page with the abstract should be numbered ii. The actual text of the thesis is numbered using Arabic numerals (1, 2, etc). They are placed in the upper right hand corner. The first page of the text (ie, page entitled CHAPTER I) is page 1. It can be a bit tricky to use the two numbering

styles, so it often is easiest to create two separate files, one with the front matter that will receive Roman numerals and a second with the rest of the text that will receive Arabic numerals. All text sections of the thesis should be double-spaced. Do not quadruple space before or after headings or subheadings.

Summary

This document is intended to provide a discipline-specific format for headings, citations, and references. As you use this document, be aware not only of the textual content, but of the organization and style in which it has been prepared. You should follow the heading structures, spacing format, pagination, and other details of style.

CHAPTER II

HEADINGS AND CHAPTER STRUCTURE

Text begins here. If you have chapters in your thesis, you don't need a major heading at the beginning of the chapter – it is understood that the opening paragraphs are (should be) introductory in nature. In the first chapter, they should set the stage for your research. In subsequent chapters, they should introduce the subject and general outline/format of the chapter. Note that the words “Chapter” and “Heading and Chapter Structure” are in all capital letters. Also note that the chapter numbers are written in Roman numerals. Chapter titles in text must conform exactly to how they are listed in the Table of Contents.

Major Headings

Each major section of the chapter after your introductory section should have a heading (eg, Statement of Problem, Study Area, Theoretical Perspectives on Hunter-Gatherer Ecology). Major headings are centered with the initial letter of each major word capitalized. It is often useful to conclude a chapter with a Summary, Discussion, or Conclusion.

First Level Subheadings

A first level subheading within a major section should be placed at the left margin, have initial letters of major words capitalized, and be entirely italicized.

Second Level Subheadings. Subheadings within subheadings should be embedded with the paragraph, written in italics, and followed by a period. Only the first word of the phrase is capitalized. Headings below this level are probably only confusing, so avoid them by promoting your more inclusive headings.

Summary

This heading structure should cover most contingencies. It is possible to need a slightly different structure, such as if you are presenting artifact descriptions or interview data. Work out these problems with your thesis chair.

CHAPTER III

CITATIONS AND REFERENCES

Make sure that citations in text are consistent. Use last name followed by dates, with no commas in-between, or if it is a reference to a particular page, the page reference as well. This is especially true if the ideas come from books. For instance, if you present a date for the Middle Archaic in New York and use a text book on North American prehistory, you cannot simply refer to the book, but rather you must cite the page on which the Middle Archaic date is presented.

Citations in the Text

Citations should take the following general forms (Kaufmann 1995) or (Danforth 1998:423). The former is used when the main thesis or a general idea of a work is being referenced, while the latter is used when a specific idea or example is being cited. If in doubt, cite the page or multiple pages (Flanagan 1988:453-455). Two authors are listed as they are in the publication (Young and Hayden 1995). Three plus authors are listed as (Jackson et al. 1991). Note that in the references cited section, you must include all the authors (no et als. there). Multiple citations must be in alphabetical order, separated by a comma (Hayden 2004, Kaufmann 2001); one exception occurs when a single author is cited more than one time, in which case separate the dates of publication by commas and the separate citations are separated by a semi-colon (Jackson 1962; Young 1991, 1992). Distinguish publications of the same author in the same year by letters in alphabetical order according to title (Agassiz 1992; Binford 1979a, 1979b, 1981). Whenever possible, use primary sources rather than overviews, textbooks, and other similar general works. If you reference a work that has been cited by someone else, and you can't get access to that source, you would cite it as (Smith 1843, in Harris 1968:23). Oral references would be cited as (William Penn, personal communication 1954).

Quotations

Short quotes are embedded in the text. For instance: Fritz (1993:56) has argued that "the meager data make it difficult to speculate about the way corn was treated and perceived" during

the Middle Woodland. However, longer quotes (more than four lines long) should be single-spaced and left-side indented. For example: In contrast to Fritz' depiction of the Middle Woodland, Johannessen offers a very different view.

Extensive analysis of plant remains are revealing regional variations in the pattern of Late Woodland plant husbandry. Many of the Late Woodland inhabitants of the large central area stretching from the Allegheny Plateau to the Ozark Plateau were farmers, in the sense that they grew enough of the small grain crops to be stored or eaten as a staple for most, if not all, of the year. (Johannessen 1993:6)

Note in this quotation that the citation follows the period. Don't overuse quotes as it gets tedious and begins to look like filler. Paraphrase most often, but always document the source of ideas, positions, etc, with citations.

The Reference Section

In the reference section include only (and all) the works that you cited, NOT a general bibliography of the subject or those books you read. Be selective. The references cited tell the reader about the author. Have you "dug up" some hard to find sources or only the obvious ones?

In developing your bibliography, follow the examples in the American Anthropologist style guide, available at http://www.aaanet.org/pubs/style_guide.htm. References by a single author are listed by year (oldest first) and for multiple references in one year, alphabetically by title, with letters as in text. Include all the information indicated. You'll save yourself a lot of time by copying the whole reference down when you're doing research. There's nothing more annoying than getting an edited book through interlibrary loan, using an article, and then forgetting to write down the pages of the article!

CHAPTER IV

FRONT MATTER, FIGURES, TABLES

One of the hardest aspects of thesis production is creating accurate tables of contents and lists of tables and figures. These are particularly important in theses since there is no index to help readers find their way through your work.

Front Matter

The front page of your thesis has very specific requirements for its format. A sample page that you can follow for format is given in Appendix A. The remaining front matter may include an abstract, acknowledgments, table of contents, list of tables, and list of figures in that order. Follow the formatting presented in the “Student Manual for Preparing Theses and Dissertations.” Note that all pages of your front matter are paginated in Roman numerals. The abstract should be no longer than 250 words, and should provide a complete overview of your thesis. You need to clearly describe your problem, your sample, your methodology, your findings, and the contributions of the study. The abstract should not be just an introduction to the study.

If you have one, the table of contents comes next. One for this document is given as an appendix of this document; follow its example. Inclusion of the chapter titles and the major section headings is mandatory. The sample table of contents demonstrates the inclusion of first subheadings, which is optional. It is very important to make sure that the table of contents entries and the text headings match exactly. Don't have a section entitled “Results of the Study” in the text and refer to it as “Study Results” in the table of contents. Capitalize chapter titles and use initial capitals for section headings. Do not underline in table of contents. Do line up the first letter of the major sections with the first letter of the chapter title. Do make sure you have the right pagination. Lists of tables and figures must follow the same rules. Make sure that the captions and the entries in the lists are the same.

Figures and Tables

Figures and tables should each be numbered sequentially within each chapter as indicated in Table 4.1. This method will allow you to add or delete tables and/or figures in a chapter without affecting the numbering of tables or figures in subsequent chapters. Each table and figure must be referenced in your text, either in the sentence or as (Figure 4.3). In the text, spell out and capitalize the initial letter of Table and Figure. The figure or table should always follow its reference in the text (if you refer to it on page 19, then the figure should be on page 20, and never on page 18). Include charts, illustrations, and photographs as figures. Tables are rows or columns of text. A list of the figures and a list of the tables in the thesis are given in the Table of Contents.

Table 4.1

Examples of Table and Figure Enumeration

Table	Title
1.1	First Table in Chapter 1
1.2	Second Table in Chapter 1
2.1	First Table in Chapter 2

Figure	Title
1.1	First Figure in Chapter 1
1.2	Second Figure in Chapter 1
2.1	First Figure in Chapter 2

Appendices

Appendices are not a typical inclusion in most theses, but at times are necessary. Often they present information that is too lengthy to include in the text, such as data lists, detailed descriptions of measurements, or copies of survey instruments. IRB approval forms are *always* given in an appendix. Appendices are placed in the thesis after the major text section but before the references. Each appendix is given a letter title, such as APPENDIX A (B, C, etc; do not use

letter if you have only one appendix), and then the title of the appendix (eg, SAMPLE SURVEY) is written in capital letters below. Both lines are centered and double-spaced.

References Cited List

The reference section would seem to be the most straight-forward part of the thesis, but it is the one that causes the most formatting headaches. One typical problem is that the citation is incomplete, such as having omitted the page numbers of a chapter in an edited volume. The easiest solution is to simply be careful about always recording all the information necessary for a particular citation. The most common problem seen, however, is inconsistency in style, such as:

Sanders, John Lewis (1998) New York City, NY: Wiley-Liss, Inc.

Schuyler, MT. 1972. Wiley-Liss, New York.

Smith RK (2006) Wiley-Liss, NY.

To avoid any troubles, download the American Anthropologist style guide available at

http://www.aaanet.org/pubs/style_guide.htm and follow it religiously. Be especially careful with unusual entries, such as volumes in a series, unpublished manuscripts on file, and dissertations.

Examples of how each of these should be formatted are given. If you have to improvise at some point because your particular source is not discussed, then imitate the existing formats as much as possible and be consistent in using the improvised style.

The final recommendation, and one that would seem obvious, is to proofread your bibliography when you are done. Go through the text and make sure every citation is listed in the references. Similarly, make sure that every citation in the references is used in the text.

Similarly, check for consistency in year of the publication, author order, and other specifics between the citation in the text and the one in the bibliography.

Follow all of the suggestions given in this guide to the thesis, and it should make the production of the document a little less complicated and confusing. Good luck!