AAA Style Guide
2009
Table of Contents

I. General Guidelines .............................................. 1
   Article Titles and Section Heads .................. 1
   Capitalization ............................................. 1
   Non-English Words and Quotations ............. 2
   Italics ..................................................... 2
   Numbers .................................................... 3
   Punctuation ............................................... 3
   Quotations ............................................... 4
   Running Text .............................................. 4
   Tables, Figures, and Appendixes .............. 5
   Text Citations and References Cited .......... 5

II. Orthography .................................................. 6

III. Reference Examples ....................................... 7
   Single-Author Book .................................. 7
   Coauthored Book ...................................... 7
   Author, with Others ................................ 7
   Multiple References in the Same Year ........ 7
   Work Accepted for Publication ................ 7
   Work Submitted for Publication or Unpublished Work ................. 7
   Materials in Archives ................................ 7
   Chapter in Book with Editor(s) .................. 7
   Editor as Author ....................................... 7
   Article in Journal .................................... 7
   Article in Journal, Special or Theme Issue ..... 8
   Book in Series ......................................... 8
   One Volume in Multivolume Work ............. 8
   Review .................................................... 8
   Report .................................................... 8
   Ph.D. Dissertation or M.A. Thesis ......... 8
   Paper ...................................................... 8
   Reprint or Translation .............................. 8
   Subsequent or Revised Edition ............... 8
   Article in Newspaper or Popular Magazine .. 9
   Personal Communication .......................... 9
   Court Case .............................................. 9
   Electronic/Online Sources ....................... 9
   Non-English Publications with Title Translation ................................ 9
   Audiovisual Recordings and Multimedia ...... 9
   Authors of Forewords, Afterwords, or Introductions ....................... 9

I. General Guidelines

AAA uses *The Chicago Manual of Style* (15th edition, 2003) and *Merriam-Webster’s Collegiate Dictionary* (11th edition, 2006). This guide is an outline of style rules basic to AAA style. Where no rule is present on this list, follow *Chicago*. For spelling, follow *Webster’s* first spelling if there is a choice and use American not British spellings. This guide does not apply to newsletters, which frequently deviate from these guidelines in the interest of space and tend to follow many Associated Press style rules.

1. Article Titles and Section Heads

(a) Do not put endnote callouts on display type such as titles, section heads, or epigraphs. Place them after nearest hard punctuation or at the ends of excerpts. Never use endnotes inside excerpts or after soft punctuation (i.e., commas, em-dashes, in lines of poetry).

(b) Do not number section heads

(c) 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

2. Capitalization

Follow *Webster’s* and *Chicago*

(a) Ethnic, Socioeconomic, and Other Groups (*Chicago* 8.41–8.45)
   - Capitalize these terms as noted (unless author objects): African American, Afro-American, Alaska Native, American Indian, Asian American, Canadian American, Eurasian, Euro-American, Euro-Canadian, European American, European Canadian, First Nation, Hispanic, Indo-European, Jew, Latina, Mesoamerican, Native American, Pacific Islander, Australian and Canadian Aboriginal and Aborigine
   - Lowercase these terms as noted: aboriginal (where not Australian or Canadian); black; highlander, but Highlander (where referring to Scottish); indigenous; mestizo; native (as adj. except for specific populations, such as noted above); redneck; white

(b) Events (*Chicago* 8.81–8.84)
   - Capitalize historical, quasi-historical, political, economic, and cultural events or plans: Battle of the Books, Boston Tea Party, Cold War (20th century, USSR vs. USA), Great Depression, the Holocaust, Industrial Revolution
   - Lowercase: California gold rush, civil rights movement, cold war, depression

(c) Figures, Tables, and 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
     ◊ Evidence in Johnson’s table 1 agrees with my own (Table 2)

(d) Historical and Cultural Terms (*Chicago* 8.77–8.80)
   - Where capitalized by tradition or to avoid ambiguity, per *Chicago* and *Webster’s* use: Middle Ages, Progressive Era, Restoration, Roaring Twenties, Stone Age
   - Lowercase: ancient Greece, nuclear age, romantic period, U.S. colonial period

(e) Names of Organizations (including committees, associations, conferences; see *Chicago* 8.66–8.76)
   - Capitalize full official names, but lowercase “the” preceding a name, even where it is part of the official title: the Baltimore City Council, Bureau of the Census, Census Bureau, Circuit Court of Cook County
   - Lowercase where they become general: the bureau, city council, congressional, council, county court, federal
3. Non-English Words and Quotations

(a) Diacritics
- Alert production editor of unusual characters or fonts in advance of submission to verify access to usable fonts

(b) Quotations
- Put non-English sentences and quotations in quotation marks (and do not italicize)

(c) Translations
- Include translations of non-English words in parentheses immediately following (or vice versa, but keep consistent throughout the work)
  ◊ "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 des de chic, casi puras vecinas” [We are all friends since we were small, and almost all are neighbors].
- For translation of non-English titles in references, see example #24 in the Reference Examples section

(d) Words
- Italicize non-English words that do not appear in the main section of Webster’s. Italicize them on first use only, unless used as a term (see 4a below)

4. Italics

(a) Words as Words
- Italicize words used as words (e.g., as terms) in written context; but where the context is solely the spoken word, is used for ironic effect, or is a concept, use quotation marks.
  ◊ In Smith 1994 the term subaltern implies
  ◊ to keep children on the “right path” academically
  ◊ Bourdieu, who utilized notions of “cultural capital” and “habitus”
  ◊ Bourdieu defines cultural capital and habitus as

(b) Legal Cases (Chicago 8.88):
- Use italics for names of legal cases
(c) Publication Names

- Italicize publications used as authors in in-text citations, but leave roman in references cited. See Reference Examples section.

(d) Use of “[sic]” (Chicago 11.69)

- Italicize word, not brackets
- Correct obvious typographical errors rather than use [sic]
- Do not italicize: e.g., i.e., or cf.

5. Numbers

(a) Spell out numbers in the following instances

- One through ten
- Numbers at the beginning of a sentence
- Numbers used in the approximate sense
  ◊ The area comprises roughly two hundred viable sites; not 200
  ◊ About 15 thousand soldiers were killed; not 15,000 or fifteen thousand

(b) Age

- 24 years old, 11 months old, a 34-year-old woman, in her thirties

(c) Currency

- Assume dollar designations are in U.S. currency. Otherwise (e.g., Canada) use:
  ◊ US$200 (not U.S.) 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 editor

(d) Dates

- ninth century, 20th century; 1960–65; 1960s (not 60s); the sixties; October 6, 1966; April 1993 (no comma); C.E. 1200; 1000 B.C.E.; April 18, not April 18th

(e) Fractions

- Hyphenate as both adjective and noun: a two-thirds majority, two-thirds of those present

(f) Inclusive numbers

- Do not elide numbers in a range: 893–897; 1,023–1,045
- Elide year spans (exception to above): 1989–92

(g) “Mid-”

- Hyphenate numbers or numerals: mid-thir-
7. Quotations

(a) All published quotations must be cited with year and page number(s)
   - (1992:7–8)

(b) 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)

(c) Quotations from interviews or conversations that have not been published or aired should be cited in text and include interviewee name, interviewer name, month, day and year of interview (see Chicago 17.205)

(d) 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

(e) Change the case of the initial letter of a quote to fit the sentence without using brackets (Chicago 11.35)

(f) When a quotation that is run into the text in the typescript is converted to a block quotation, the quotation marks enclosing it are dropped, and interior quotation marks are changed accordingly (from Chicago 11.35):

   - The narrator then breaks in: “Imagine Bart’s surprise, dear reader, when Emma turned to him and said, contemptuously, ‘What ‘promise’?’”

   becomes

   Imagine Bart’s surprise, dear reader, when Emma turned to him and said, contemptuously, “What ‘promise’?”

(g) 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

(h) Do not use initial or final ellipses

(i) Do not use quotes for yes or no except in direct discourse (Chicago 11.44)

8. Running Text

(a) Abbreviations
   - Do not use in narrative text in most cases
   - Ampersands: replace all “&” with “and”
   - In scholarly works:
     ◊ Only abbreviate in parentheses: (i.e., e.g., etc.)
     ◊ Spell out in text: that is, for example, et cetera, and so forth

(b) Articles in titles
   - Drop or romanize articles in titles (a, the) from text
   - In 1998, a New York Times op-ed piece indicated
   - The Washington Post article contends

(c) Avoid gender-related language
   - Never use “s/he,” “him/her,” or “his/her.” Use “he or she” or rewrite as plural to avoid.
   - See Casey Miller and Kate Swift’s The Handbook of Nonsexist Writing (New York: Lippincott and Crowell, 1980)

(d) 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

(e) Dialogue
   - Spell out names on first occurrence and then use initials on subsequent occurrences:
     Ruth Benedict:
     Franz Boas:
     RB:
     FB:

(f) Lists
   - Run lists into text with (1), (2), (3), etc. Do not use (a), (b), (c), etc.
• Use pairs of parentheses, not singles

(g) Spaces between initials
  • T. S. Eliot, H. L. Mencken

(h) Spelling
  • Use the first spelling in Webster’s unless otherwise noted

9. Tables, Figures, and Appendixes

(a) 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 or contact your journal’s production editor at Wiley-Blackwell for verification.

(b) Every table and figure should have a callout in running text:
  • This year’s annual meeting survey showed a sharp increase in caffeine consumption [Place Table 1 here].

(c) Place appendixes at the end of the article, after references cited

10. Text Citations and References Cited

(a) All references must be cited in author–date form; all author–date citations must be referenced

(b) Alphabetization
  • References with the same author and date should be placed in alphabetical order, by title

(c) 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 use 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.

(d) Do not use ibid. for repeated references

(e) Notes
  • Where citing a note or notes, use
    ◊ (Boulifa 1990:10 n. 12, 24 nn. 12–13)

(f) Works in production or near publication
  • Text citations: in press; n.d.
  • References cited: In press; N.d.

(g) 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]

(h) States (Chicago 15.29; 17.100)
  • 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, DC)

(i) Translations
  • In references where the author also is the translator use: Victor Hugo, ed. and trans.

(j) Volumes
  • If a 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, vol. 2:3–7)

(k) Multiple places of publication
  • Where there are two places of publication for a reference, use only the first. ♦
II. Orthography

• Acronyms: do not spell out common acronyms: AFL-CIO; CIA; FBI; HIV/AIDS; HMO; IMF; NASA; NATO; NGO; UNESCO; UNICEF; USAID; WHO; WTO

• America or American: For clarity use the noun United States and the adjective U.S. unless a wider region is intended

• and/or: never use

• anti-inflammatory

• archaeology; exception is AAA’s section Archeology Division

• Arctic (n.), arctic (adj.)

• audio-recorded, audio-recording, audiovisual

• basketmakers (artisans), Basket Maker (cultural period)

• besides

• bride-price (per Webster’s)

• bridewealth (per Webster’s)

• ca. (circa, per Chicago)

• Classic Maya

• cross-gender

• coresident, coworker

• database

• de-emphasize

• early-century, late-century

• e-mail, Internet, online, website

• fax

• field notes, fieldwork, fieldworker

• full-time, part-time (hyphenate in any position as adj.)

• 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

• lifespan, lifestyle, lifeworld

• Ligatures: Do not use except in an Old English lan-
guage 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)

• the Netherlands; but The Hague (per Webster’s)

• non-kin (hyphenate 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)

• September 11; September 11, 2001; 9/11 (not September 11th or September 11th, 2001)

• Split infinitives (Chicago 5.106)

◊ Although from about 1850 to 1925 many grammarians stated otherwise, it is now widely acknowledged that adverbs sometimes justifiably separate the “to” from the principal verb {they expect to more than double their income next year}.

• sub-Saharan

• toward (not towards)

• Teotihuacan (Nahuatl, without accent on last a; Spanish, with accent)

• underway (adj.); under way (adv.)

• unselfconscious

• worldview ◆
III. Reference Examples

1. Single-Author Book

Castles, Stephen

2. Coauthored Book

Bonacich, Edna, and John Modell

3. Author, with Others
(cite first author in text citations)

Bonacich, Edna, with Mark Smith and Kathy Hunt

4. Multiple References in the Same Year
(alphabetize by title)

Gallimore, Ronald

5. Work Accepted for Publication

Spindler, George

6. Work Submitted for Publication or Unpublished Work

Smith, John

7. Materials in Archives

Egmont Manuscripts

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.

8. Chapter in Book with Editor(s)

Rohlen, Thomas P.

Price, T. Douglas

9. Editor as Author

Diskin, Martin, ed.

10. Article in Journal

Moll, Luis C.
2000  Writing as Communication: Creating Strate-
American Anthropological Association

11. Article in Journal, Special or Theme Issue

Heriot, M. Jean

Heriot, M. Jean, ed.

12. Book in Series

Singh, Balwant

13. One Volume in Multivolume Work

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


14. Review

Trueba, Henry T.

Barret, Rusty

15. Report

Kamehameha Schools

16. Ph.D. Dissertation or M.A. Thesis

D’Amato, John

17. Paper

Shimahara, Nobuo K.

Poveda, David

18. Reprint or Translation

van Gennep, Arnold

Bakhtin, Mikhail

19. Subsequent or Revised Edition

Gallimore, Ronald

Gallimore, Ronald
20. Article in Newspaper or Popular Magazine

Reinhold, Robert

Editorial

Talk of the Town

New York Times
2002 In Texas, Ad Heats Up Race for Governor. July 30.

21. Personal Communication (including e-mail, listserv, and newsgroup messages and unpublished interviews)

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

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

22. Court Case (Chicago 17.283–17.287)

Should be cited in text citations but not in references cited:

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

23. Electronic/Online Sources (Chicago 17.4–17.15)

Specific conventions exist for citing different types of online sources. See Chicago for guidance on citing online books (17.47, 17.142–17.147), journals (17.180–17.181), magazines (17.187), newspapers (17.198), informally published materials (17.234–17.237), reference works (17.239), multimedia (17.270), CDs and DVDs (17.271), public documents (17.357) and databases (17.357–17.359). In addition to the information typically included in citations, each electronic resource reference should also include a URL and date accessed. Where there is no author per se, the owner of a referenced website may be listed (see Chicago 17.237). To cite personal communications completed via electronic media, see example #21 in this section.

24. Non-English Publications with Title Translation (Chicago 17.65)

Pirumova, N. M.

25. Audiovisual Recordings and Multimedia (including published or broadcast interviews)

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

High School Parody

Bush, George W.

Shakur, Tupac

26. Authors of Forewords, Afterwords, or Introductions

Comaroff, Jean, and John Comaroff