

**San José State University Department of Anthropology**  
**MA Thesis and Project Report Style Guide**

All thesis and project reports submitted as culminating products to qualify for the MA degree in Applied Anthropology must follow the following style guidelines. In all matters not specified herein, students should refer to the latest edition of the Chicago Manual of Style Author-Date guidelines (available online via the SJSU Library).

**Front Pages**

Thesis front pages must follow the requirements set out in the College of Graduate Studies' 14 Rules of Formatting, and available for review in the Thesis and Dissertation Guide.

**General**

Text should be double-spaced, except for:

- Block quotations (see “Direct Quotations” below)
- Table Titles
- Figure Captions

Use a .25 indent for paragraph beginnings and bibliographic indents. Use a .50 indent for block quotations.

Page numbers should be placed in the header of the first page of text, beginning with number 1. Continue page numbers until the end of the bibliography.

SJSU does not allow endnotes. Ancillary notes should be formatted as footnotes.

**Headings**

Do not number headings and subheadings in the Table of Contents or in the text body.

Headings have three levels and are all double spaced

**1 Chapter:** Bold, all caps, and centered with chapter number spelled out on first line and chapter title on second

**CHAPTER ONE**

**PAPA WAS A RODEO, MAMA WAS A ROCK ‘N ROLL BAND**

**2 Section:** Bold, title case (capitalize first and all major words, lower case minor words – e.g., “A Colonial Encounter: Europe and the Native Caribbean”), left justified

**Methodology**

**3 Subsection:** Italicized, title case, left justified

*Sampling and Recruitment*

## **Headings in Table of Contents**

In the table of contents, toggle chapter titles to be title case instead of all caps and place chapter number and title on one line. Remove bold and italics from section headings and subheadings, indent subsection headings at .25.

Chapter One: Papa Was a Rodeo, Mama Was a Rock ‘N Roll Band

Problem Statement

Literature Review

    Playing Guitar

    Roping a Steer

Chapter Two: All Mimsey Were the Borogoves

The Mome Raths Outgrabe

    Beware the Jabberwock, My Son

    The Jaws that Bite, the Claws that Catch

## **Direct Quotations**

- Incorporate text less than 100 words into paragraph text.
- Enclose all quotations in quotation marks.
- For quotations of published material, include page reference in parentheses after quotation mark. There is no need to cite quotations from study participants.
- If quotation from published material ends the sentence, place the parenthetical reference outside quotation marks at end including page reference.
- Quotations of four or more lines are single spaced as an indented, block quotation

## **Figures and Tables**

Text within figures and tables should be no smaller than 10-point font\*

### *Captions*

- All figures and tables should be numbered. Tables and figures should be numbered separately.
- Titles are in title case and do not have a period. Figures captions are in sentence case with a period at the end.
- Figure labels appear below the figures, table labels appear above the table
- All captions must be 12-point font

### *Table Formatting*

- Row and column borders (*rules*) should be used sparingly. Many tables will require just three borders, all of them horizontal—one at the very top of the table, below the title and above the column heads; one just below the column heads; and one at the bottom of the table, along the bottom of the last row, above any notes to the table.

Table 1 Villages of Origin by Resettlement Community

Village (Parish)	MIDUVI	Samaritan's Purse	Esquel - Pusuca
Bilbao (Bilbao)	10	33	1
Yuibug (Bilbao)	17	1	0
Capil (El Altar)	10	0	0
Ganzhi (El Altar)	6	0	1
Palictahua (El Altar)	31	7	0
Anabá (Puela)	11	10	3
Choglontuz (Puela)	3	5	1
El Tingo (Puela)	2	0	4
Manzano (Puela)	16	17	7
Puela (Puela)	8	7	0
Pungal de Puela (Puela)	56	18	25
Penipe Township (Penipe)	12	0	0

Note: Table data drawn from a survey administered by the author in April 2009.

## References and Citation Style

All inline citations and reference list entries should follow the Chicago Manual of Style Author-Date Format. Journal article references should include digital object identifiers (DOI—permalinks to published materials) at the conclusion of the reference entry.

Bibliographic and notation entries should be single spaced internally but contain a space between each entry.

The second line indentation should be set at .25. Create the second line indentation using the ruler in your word processing software (do not use return and space bar).

Abercrombie, Thomas A. 1998. *Pathways of Memory and Power: Ethnography and History Among and Andean People*. Madison: University of Wisconsin Press.

Abrams, Philip. 1988. "Notes on the Difficulty of Studying the State." *Journal of Historical Sociology* 1:58-89. <https://doi.org/10.1111/j.1467-6443.1988.tb00004.x>

Agamben, Giorgio. 1998. *Homo Sacer: Sovereign Power and Bare Life*. Palo Alto: Stanford University Press.

James, Erica Caple. 2012. "Witchcraft, Bureaucraft, and the Social Life of (US)AID in Haiti." *Cultural Anthropology* 27(1):50-75. <https://doi.org/10.1111/j.1548-1360.2012.01126.x>