Formatting AAA

SUNY Potsdam College Writing Center
Carson 106

Formatting
In-text Citations

WHERE DO I START?

In-text citations come in three types: short quote, long quote, and paraphrase. The following will show you what information, formatting, and placement is required for each type of citation. Remember: Most AAA in-text citations are in author-date form.

- ✓ *Note!*
  - ○ *Regardless of whether you're using a short or long quote, or even a paraphrase, you must cite it every time!*
  - ○ *Place in-text citations to show the reader the information about the source you're using.*
  - ○ *Include every source you cite in your bib.*
- ✓ *Note! For details on citation, go to the official* _AAA Style Guide_, *Section III on Reference Examples.*

Basic Format: In AAA, use the author-date form for in-text citations. Put the author's last name, the date of publication, and page number of reference inside parentheses. The page number and date of publication are separated by a colon, with no space. The punctuation at the end of the sentence always appears after the citation.

Examples:
Immediate action must be taken (Harvey 2009).

Harvey (2009) urges immediate action on the problem.

- ✓ *Note!* Don't put a space between the colon and page number.

Paraphrases: There are two options for paraphrases. As in all paraphrases, quotation marks aren't used, but a citation is necessary. We've got to know where to look in your bib to learn more about the source of this paraphrase.

If the author's name is used in your sentence, include the year of publication immediately after the name. If the author's name is not used, put author and year in the parentheses at the end of the sentence. (No page numbers for paraphrases in AAA style.)

Examples:
Smith (1995) says that college students are the future of America.

College students are the future of America (Smith 1995).

Sutherland (2001) explains that to truly succeed, students need to take ownership of their own education.

What if I am referring to a work in its entirety?
Simply mention author and date, just as you would with a regular paraphrase.

Example:
Wilson (2003) explains that teenagers need to stop being careless with their money.

Short quote: When you take an exact quote from the original work, whether a phrase or a few sentences, cite author, year, and page number – even if you mention author in the sentence.

Example:
Harvey says, "We must act now" (Harvey 2009:10).

Long quote: A long quote is four or more lines of normal text. The quote must be indented as a whole block. Quotation marks are not used, the first letter of the block quote should be capitalized (does not require brackets to show change). The period is placed before the citation, unlike in a shorter quote. Also, instead of putting the citation in parenthesis, use brackets.

Example:

> Ever since the dawn of time, we have been evolving. In the 21st century, mankind is so advanced that we are becoming more and more of a threat to the environment. It is good to have technological advance, but we must also pay attention to conservation and preservation of the natural world. [Smith 1999:30]

WHAT IF I ENCOUNTER…

- A source with **more than three** authors?
  Use "et al." in all in-text citations. But name all of the authors in the bibliography.
  Example:
  (Munding et al. 2011:24)

- Volumes?
  If you're using a specific volume, include that in your in-text citation.
  Example:
  (Hutchins 2002 vol. 4: 60-64)

- A source within a source?
  Give credit to both authors, by acknowledging the referenced work in the sentence, and citing the source you're using in the in-text citation.

  ✓ *Note!* Don't use "cited in" in the in-text citation—always reference the work in the sentence.
  Example:
  As Hutchins notes, in-class group work has mixed results (Smith 1990).

- Reprinted material?
  Use the most recent date in the citation, not the date of original publication.
  Example:
  (Richards 1994)

- Interviews, letters, emails?
  Use an in-text citation with the name, date of contact, and the note "personal communication," but you don't need to include an entry in the bibliography.
  Example:
  (Mitchell, personal communication, April 4, 2010)

- A source without a date?
  Substitute "n.d." in the citation.
  Example:
  (Dwyer n.d.:23)

- A source from the web?
  Use AAA format for in-text citations for any web-based source, but use Chicago style to cite them in your bibliography.
  Example:
  (Davis 2003)

- An organization or document which is commonly known by an acronym?
  - The first time you mention an organization, spell out the complete name. Immediately after that first mention, in parentheses, show the acronym.
  - Use the official and widely-accepted acronym. Do not invent an acronym.
  - Use the acronym from that point on: use the acronym in your sentences, your in-text citations in parentheses, **and your References Cited.**
  - This careful consistency makes it possible for your reader to quickly find the relevant source in your bib without any confusion!

  Example
  In-text: The U.S. Centers for Disease Control and Prevention (CDC) says that "HIV rates in teens are rising" (CDC 2010b:7).

  In bib:
  CDC
      2010b Adolescents and HIV. (continue with any other citation information)

- Multiple sources by one author published in the same year?
      Label them with a letter after the year, consecutively by the exact date of publication. Label them in alphabetical order according to the first significant word in the source title.

      Example
      Richards, Henry
        1978a Following the Light. New York: Huckleberry Press.
        1978b A Long Road. New York: Huckleberry Press.
        1978c Trafficking of Humans in the Post-war Era. New York: Huckleberry
          Press.

Formatting
the References Cited page

(Based on the AAA Style Guide, 2009, from the American Anthropological Association.)

Basic Formatting: For each entry in the bibliography, enter the author's name, year of publication, title of work, city of publication, publisher, and page numbers. Insert two spaces before typing on line two, and four spaces before typing on lines three and four.

[Author's last name, Author's first name]
(TWO SPACES)[Year][Title.][City: Publisher.] [Page Number(s).]

- ✓ *Note!* When two places are listed for place of publication, use only the first.
- ✓ *Note!* Only use page numbers if applicable—i.e. for an article or chapter of a book.

Common Print Sources

• <u>Single author</u>
Booth, Karen M.
  2004 Local Women, Global Science: Fighting AIDS in Kenya. Bloomington: Indiana
    University Press.

• <u>Two or More Authors</u>
Gaiman, Neil, and Terry Pratchett
  1990 Good Omens: The Nice and Accurate Prophecies of Agnes Nutter, Witch: A Novel.
    New York: Workman Pub. 10.

• <u>Book with Author and Editor</u>
Goldman, Sarah with R. Birch, ed.
  2011 Noting the Difference: Bailing out Society. New York: HarperCollins.

• <u>Unknown Author</u>
1993 Merriam-Webster's Collegiate Dictionary.
  Springfield, MA: Merriam-Webster.

• <u>Chapter in edited book</u>
Rohlen, Thomas P.
  1993 Education: Policies and Prospects. *In* Koreans in Japan: Ethnic Conflicts and
    Accommodation. Cameron Lee and George De Vos, eds. Pp. 182-222. Berkley: University
    of California Press.

- <u>One Volume in a Multivolume Work</u>

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

  1986 Animals and Archaeology, vol. 1: Hunters and Their Prey. BAR International Series,
    163. Oxford: British Archaeological Reports.

- <u>Article in Journal</u>

Moll, Luis C.

  2000 Writing as Communication: Creating Strategic Learning Environments for Students.
    Theory into Practice 25(3):202-208.

- <u>Article in Newspaper or Magazine</u>

Krugman, Paul

  2013 Friends of Fraud. New York Times, February 3:A19.

- <u>Review</u>

Trueba, Henry T.

  1999 Review of Beyond Language: Social and Cultural Factors in Schooling Language
    Minority Students. Anthropology and Education Quarterly 17(2):255–259.

<u>Haven't found info on citing a graph, table, or chart</u>

<u>Web Source Formatting</u>:

In AAA, you'll need to use Chicago's citation style for all web-based sources, within the basic structure of an AAA citation. This includes online government reports, scholarly articles from library databases, and organizational websites. EXCEPTION: Put the year first on second line, just as in other AAA citations. If there is a month, include it later in the citation.

For details, see the recommended guides at the end of this document. They are goldmines; just ignore references to "notes" and "footnotes" and focus on the format for bibliography entries. *Get comfortable navigating these websites to find the guidelines for different kinds of web sources in Chicago style.*

Basically, you'll want to give all the information that's available for a particular site, page, or article.

[Author Last Name, Author First Name.] ["Item Title."] [*Website Name*.] [Date of publication.] [URL.]

Common Web Sources
(Examples from Research and Documentation.)

- Website

For most Web sites, include an author if a site has one, the title of the site, the sponsor, the date of publication or modified date (date of most recent changes), and the site's URL. Don't just name the organization or its url! Set it up to show that the organization is author, and you are looking at one specific page. This is similar to "short work from a web site," below.

When using an organizational website, we recommend that the organization be presented as the author of the specific page from its website. (Chicago is unclear on this, so we're combining website format with government document format.)
Examples
Feeding America.
  2013 Advocating Against Hunger. http://feedingamerica.org/how-we-fight-hunger/advocacy-public-policy.aspx.

National Park Service.
  2010 Chesapeake and Ohio Canal National Historical Park.
   http://www.nps.gov/choh/index.htm.

- Short work from a web site (including blogs)

Use the basic website citation, but include the title of the short work in quotation marks.
Example
Landow, George P.
  2009. Victorian and Victorianism. Victorian Web. http://victorianweb.org/vn/victor4.html.

- Article in an online newspaper:

Include URL for the article; however, if the URL is long, use the URL for the newspapers homepage. Omit page numbers, even if the source provides them.
Example
Doyle, McManus
  2010. "*The Candor War*" Chicago Tribune. http://www.Chicagotribune.com

Unsigned newspaper article published online
Example
Boston Globe
  2006. Lawmakers Set Goals for Renewable Energy Use. Sec, A.
   http://go.galegroup.com/ps/

Database Sources

- ## Journal article from a database
  Use either the DOI (digital object identifier) OR the basic url for the database.

Examples

Leung, Constant.
  2005 Language and Content in Bilingual Education. Linguistics and Education
    16 (2): 238-52. doi:10.1016/j.linged.2006.01.004.

Magnarella, Paul J.
  1982 Cultural Materialism and the Problem of Probabilities. American Anthropologist
    84(1): 138. http://links.jstor.org.

- ## Magazine article from a database

Example

National Review.
  2009 Facing Facts in Afghanistan. November: 14.
    http://www.gale.cengage.com/PeriodicalSolutions/academicAsap.htm

- ## Newspaper article from a database

Give whatever identifying information is available in the database listing: a DOI for the article; the name of the database and the number assigned by the database; or a "stable" or "persistent" URL for the article.

Example

Levy, Clifford J.
  2010 In Kyrgyzstan, Failure to Act Adds to Crisis. New York Times, June.
    http://www.gale.cengage.com/PeriodicalSolutions/generalOnefile.htm

- ## Book Review

Example

Wittes, Benjamin.
  2009 Remember the Titan. *Review of* Louis D. Brandeis: A Life, by Melvin T.
    Urofsky. *Wilson Quarterly* 33 (4): 100-101.

- ## Published proceedings of a conference

Example

Julie Kimber, Peter Love, and Phillip Deery, eds.
  2007 Labour Traditions: Proceedings of the Tenth Nation Labour History Conference,
    University of Melbourne, Carlton, Victoria, Australia (Melbourne: Australian Society for the
    Study of Labor History)

- ## Unpublished dissertation

Example

Stephanie Lynn Budir.
  2010 The Origins of Aphrodite (PhD diss., University of Pennsylvania, 200)
  301-2, ProQuest (AAT 99764054)

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DOUBLE CHECK:

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1. When you use multiple sources published in the same year by one author or organization, be completely consistent in how you label each source, both in-text and in your bib. Make it easy on your reader to find the source in your bib that you're citing at that very spot in your text: (Comoroff 2010a)   (Comoroff 2010c:4). See above, under the subheading "What if I encounter…"

2. When you use sources that have multiple authors, make sure you're doing these things:
   - If there are three or more authors, use the author listed first for the in-text citations, followed by "et al." (For an example, check out the In-text Formatting section above.)
   - In your bibliography, list them in the order in which they appear on the page. Place the reference alphabetically by the first author listed.

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IF YOU WANT MORE HELP…

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Here's some great help for AAA style, including citations, but also for more general formatting information.
- AAA Style Guide (2009) – see section III
- Citing Sources in Anthropology from Skidmore College
- AAA style guide from The University of North Carolina at Greensboro
- AAA citation guide from Prescott College

If you need some help with Chicago-style web bibliography citations, here're a few links (but remember, only use web sources—refer back to AAA for all print sources).
- Cite Source
- Research and Documentation
- Purdue OWL