

# Social Anthropology University of Cambridge

## Dissertation style guide

This guide provides style guidelines for the presentation and layout of Part IIB dissertations.

The word limit for the Part IIB dissertation is 10,000, excluding footnotes, abstracts/synopsis, contents page, appendices, acknowledgments, glossary or bibliography. **NB** Students should **not** include important information in footnotes that could be included in the body of the text, as examiners are not obliged to read footnotes. Each dissertation should be accompanied by one sheet, which is not included in the word count, containing the following:

- a. A brief synopsis of the contents of the dissertation
- b. A signed certificate that this is original work, and does not contain material that has already been used to any substantial extent for a comparable purpose. The form of words for this certificate must be:  
*I declare that this dissertation is substantially my own work and does not contain material that has already been used to any substantial extent for a comparable purpose. Where reference is made to the works of others the extent to which such work has been used is indicated and duly acknowledged in the text*
- c. A signed declaration of the word count of the dissertation

### Suggestions for layout

1. Margins should be 1 inch/ 2.5 cm all round
2. Chapters always begin on a new page
3. Paragraphs should be indented three spaces, except the first paragraph of each new section, which should be flush with the left-hand margin
4. Section headings must be clearly indicated or numbered in a consistent way
5. Spacing may either be one-and-a-half, or double. Font must be 12pt only.
6. The bibliography should consist of references only. This means that work not cited in the text should not appear in the bibliography. References and the bibliography should follow the system used in the *Journal of the Royal Anthropological Institute*. Some examples are given below:

- A. References in the *body* of the dissertation:

Single author's quotation/ idea referred to: (Bayly 1993: 208);

Two authors, more than one page: (Humphrey and Hugh-Jones 1991: 124-6);

Several authors: (Goody *et al* 1987: 25);

Citation of another author's work in secondary text: (Laidlaw 1996 cited in Lewis 1998: 45).

B. References in the *bibliography*:

Single author: Malinowski, B. (1922) *Argonauts of the Western Pacific*. London: Routledge and Kegan Paul. (the book title may be in italic OR underlined.

Two authors/ chapter in book: Johnson M. & Margolin, P. (1990) 'Children at risk' in *The Problems of Children in the on the Streets of Brazil* J Butterfield (ed) Englewood Cliffs: Prentice-Hall;

Title of article in quote marks; title of book in italic OR underline.

Journal article: Simpson, B. (1994) 'Bringing the 'unclear' family into focus: divorce and re-marriage in contemporary Britain' *Journal of the Royal Anthropological Institute* 29: 831-851;

Title of article in quotation marks; title of book in italics OR underline.

You may choose another system with which you are more familiar as long as this is a widely accepted system in the social sciences. The most important point here is that, whichever system you decide on, you must stick to it consistently.

7. It is imperative that any and all quotations taken from the work of other people are fully acknowledged in the text and the work listed in the bibliography. It is equally important to acknowledge the provenance of ideas and material that you use and paraphrase in your dissertation. Failure to give proper acknowledgement is plagiarism, the deliberate attempt to present the ideas or work of another person as your own. Examples include students who copy short passages into their essays without references to indicate that the material is a quotation; essays and other material downloaded from the internet; and senior academics who fail to acknowledge the real source of

important ideas and insights in their work. It may also involve the use of work obtained from other students.

The Department of Social Anthropology and University view all kinds of plagiarism as a serious attack on standards of academic behaviour. Students necessarily work with the ideas of other people and must therefore ensure that they make proper use of references and citations. This will ensure that there is no danger that any of their work might be construed as a deliberate attempt to deceive the reader into believing that borrowed or copied ideas or passages are the original work of the student. Unmistakable evidence of plagiarism will be reported to the appropriate disciplinary authorities in the University

8. Before submission, spell check your text, then proofread a printed version of your dissertation (not on screen) paying close attention to spelling, typographical errors, repetitions and such like. It is also a good idea to arrange for someone else to check your work for errors and also for clarity of exposition
9. All figures, tables, illustrations, etc should be clearly numbered and listed in a table of contents
10. Samples of previous dissertations are available in the Department of Social Anthropology. Please check with the administrative office to access these. They are for reference only and must not be removed. These provide examples of style and layout
11. A simple plastic or stiff paper cover with suitable comb binding of the pages is satisfactory.  
(AVMG, based in the Anatomy Department, offer a binding service:  
<https://avmg.pdn.cam.ac.uk/index.html>.  
The Graduate Union shop also has information on thesis binding:  
<https://www.gradunion.cam.ac.uk/facilities/shop>)