

# Documentation Guide For Written Work in Indigenous Studies

## Department of Indigenous Studies

### Purpose

This document outlines the style guidelines for written work within the Department of Indigenous Studies at Trent University. All students' work should adhere to the guidelines contained within this document. Individual instructors may set out discipline specific styles in written form. These requirements supplement this basic document.

### Indigenous Studies Style Requirements

Documentation for essays and other written work submitted in courses in the Indigenous Studies Department should follow the method used in the Canadian Journal of Native Studies. A detailed description of this method can be found in Notes on the Preparation of Essays in the Arts and Sciences, published by the Academic Skills Centre, Trent University. This booklet is available at the Trent University Bookstore. The method is a variant of what Notes calls "**Parenthetical Documentation: Style B (APA)**". While the information required is the same, the Indigenous Studies style requirements are slightly different from Style B.

This method has three main components: the parenthetical citation, the explanatory note, and the list of references cited, or bibliography.

**1. The parenthetical citation** tells your reader where you found the material that you are using directly or indirectly in your essay. Usually this is a quote followed by the source of the quote. The following are examples:

(Newhouse, 1992: 176)  
(McCaskill, Fournier, et al, 1995: 25)  
(Whetung and Whetung, 1987: 24)

A reference within your text, or citation, must be enclosed with parentheses (brackets) and must include the surname of the author or authors and the publication date. The page number, if necessary, follows the date. If in the same paragraph, as the above citations, you were to quote from another by the same author you would write: (1991: 214).

### Other Styles

Other Departments and Professors may require the use of other styles. The Notes on the Preparation of Essays in the Arts and Sciences indicate those Departments. It is the responsibility of students to make themselves aware of each Department's requirements.

**2. Explanatory notes** give your reader detailed information that you may not wish to include within the body of your essay. A note can also be used to cite certain types of sources, mainly archival material. The following are examples:

<sup>1</sup> For further detail, see Star Trek: The Next Generation, Episode 12: The Measure of a Man, 1989.

<sup>2</sup> Interview, Captain Kirk, July 14, 2315.

Explanatory notes should be used with caution. Consider what you are writing. If it is important enough to include in your essay maybe it should be part of the main text. If it is

peripheral enough to go into a note maybe you don't really need it. If you must use explanatory notes make sure they are numbered sequentially beginning with number 1. **If you use a computer, use the footnote function of your word processor to place the notes at the foot of the page (footnotes). If you chose endnotes, place your endnotes at the end of your essay, beginning on a new page entitled "Notes".** Endnotes should come immediately after your text, before appendices and bibliography.

**3. The list of references, or bibliography,** provides complete publication information for each source item you have used. The requirements vary according to the type of item, such as a book, a journal article, and an article in an edited volume, videotape, and others. Note the punctuation and spacing for each of the following examples:

**One book by a single author:**

Brand, Dionne. No Language is Neutral. Toronto: Coach House, 1990.

The information is arranged into 3 sections: (1) the author's name, last name first; (2) the title underlined; and (3) the place of publication, the publisher, and the date of publication.

**Two or more books by the same author:**

Clarke, George Elliott. Saltwater Spirituals and Deeper Blues. Porters Lake, NS: Pottersfield 1983.

---. Whylah Falls. Winlaw, BC: Polestar, 1990.

If your list of references, or bibliography includes two or more works by the same author, use the author's name only for the first entry. For subsequent entries use three hyphens followed by a period. The three hyphens stand for exactly the same name:

**From a chapter in an Anthology:**

Sinclair, Murray. "Aboriginal Peoples and Euro-Canadians: Two World Views." Aboriginal Self-Government in Canada: Current Trends and Issues. Ed. John H. Hylton. Saskatoon: PurichPublishing, 1994. 19.

Begin with the author and title; then give the title and the editor of the anthology. After the publishing information, give the page numbers on which the selection appears.

**Article in a Daily Newspaper:**

Marshall, Richard. "Native Fishing Rights Upheld by Supreme Court." Toronto Star 31 May 1996.

Begin with the author, if there is one, followed by the title of the article. Next give the name of the newspaper, the date, the section letter or number, and the page number.

**Article in a Journal Paginated by Issue:**

Rutherford, James. "Negotiating Native Land Claims." The Canadian 16.3 (1996): 25-29.

If each issue of the journal begins with page 1, you need to indicate the number of the issue. Simply place a period after the number of the volume, followed by the number of the issue.

### **Article in a Journal Paginated by Volume:**

Wiebe, Rudy. "Disordering the Alphabet." Brick: A Literary Journal 49 (1994): 66-72.

Some journals continue page numbers throughout the year instead of beginning each issue with page 1; at the end of the year, all of the issues are collected in a volume. Interested readers need only the volume number, the year, and the page numbers to find a particular article.

### **On-line Material from a Computer Network:**

Wells, H. G. The War of the Worlds. 1898. On-line. U of Minnesota Lib. Internet. 5 Feb. 1995.  
Available: <http://www.gopher.micro.umn.edu>.

A computer network as the Internet provides access to material such as journal articles, newsletters, and even entire books. For such material, cite whatever publication information is given in the electronic source, using the format for citing a journal article or book. Give the number of pages or paragraphs, followed by "p." (or "pp.") or "par." (or "pars."); if neither is specified use "n.pag." for "no pagination." In addition, give the title of the database (underlined), the medium (On-line), the computer network, and the date you accessed the material. If your instructor wants you to specify the electronic address of the source, place it after the word "Available" at the end of your citation.

### **Government Publication:**

Canada. Industry Canada. Explorations in Science Culture. Ottawa: Ministry of Supply and Services Canada, 1995.

Treat the government agency as the author, giving the name of the government followed by the name of the agency.

### **Published Dissertation:**

Dockstator, Mark S. Towards an Understanding of Aboriginal Self-Government: A Proposed Theoretical Model and Illustrative Factual Analysis. Diss. Osgoode Hall Law School, York U. Toronto, ON: 1993.

Cite a published dissertation as you would a book, but after the title add the word "Diss.," the institution name, and the year the dissertation was written.

### **Personal Interview:**

Benedict, Ernie. Personal Interview. 19 Feb. 1999.

To cite an interview that you conducted, begin with the name of the person interviewed. Then write, "Personal interview," followed by the date of the interview.

### **Other Examples**

Students should be familiar with the other examples. Also, students are advised to purchase a documentation guide. The two recommended guides are the Notes of the Preparation of Essays in the Arts and Sciences (4<sup>th</sup> Edition) available at the Trent Bookstore and the Canadian Writer's Reference (2<sup>nd</sup> Edition) by Diana Hacker available at the Sir Sanford Fleming bookstore.

### **Other Requirements**

- Use **double space**, for essays and any other written submissions.
- **Margins** should be 1.5" all around.
- Use **one side** OR **both sides** of the paper.
- The **first word** of a new paragraph should be indented from the left margin at least 5 spaces. -----
- Use **page numbers** at the bottom middle or bottom right of the page. Page numbering begins with the first essay page, **not** the title page. Your first page is page one, but page numbers do not appear until page two.
- Do not use folders or binders; simply **staple** the pages together at the top left hand corner.
- Your essay must have a **separate title paper**, which includes the following information: your name, your instructor's name and the name of your TA (if applicable), the title of your essay, the course number, and the date. This information should be centred on the title page.

1. Paul Vigneux, Academic Skills Advisor, and David Newhouse, Associate Professor, Department of Indigenous Studies, Trent University, Peterborough, Ontario, Canada prepared this guide. It was adopted for use in Indigenous Studies, June 1995 by the Indigenous Studies Department Committee and revised by Art Beaver, Communications Instructor, November 1999. It is intended for classroom use only.