

Formatting and Citations

Formatting: when it comes to writing, appearance is not everything. Ideas matter. Style matters. Grammar matters. Formatting doesn't really. But it is the easiest thing to get right, and if you do so, your reader can enjoy the other stuff without worrying about what your paper looks like.

The basics: your paper should be double-spaced, with one-inch margins, and in 12-point font. There are a lot of acceptable fonts. I like Times New Roman and Garamond. I personally hate Ariel, but it's not as if I'd mark you down on something like this.

Citations: whenever you use someone else's ideas, you'll want to cite them. For this type of paper, parenthetical citation is probably best.

Here are a few examples of how this works. So, let's say you're referencing Clifford Geertz, from his book *The Interpretation of Cultures*. There are a few instances where you'll cite him.

- 1) First, if you want to mention Geertz's book by name, you'll want to put the date of publication in parenthesis the first time you cite it (but not after that).

Clifford Geertz, in his groundbreaking book *The Interpretation of Cultures* (1973), argues that religion is blah blah blah.

- 2) Of course, when you quote him, you'll need to put his words in quotation marks. In this case, the parenthetical citation will come after the quote, with the author's last name, year of publication, and page number (Author Year: Page Number).

For Geertz, the concept of culture is "essentially a semiotic one" (Geertz 1973: 5).

- 3) Importantly, if the quoted text is short, it should be in the normal body of the paragraph. But if it is *longer than three lines* of your paragraph, it should be set apart, in single space, 11-point font, and indented from both sides. And you can remove the quotation marks.

For Geertz, the concept of culture is "essentially a semiotic one" (Geertz 1973: 5). Indeed, borrowing from Max Weber, Geertz attempts to speak of culture, and its analysis, as a matter of interpreting symbols:

The concept of culture I espouse, and whose utility the essays below attempt to demonstrate, is essentially a semiotic one. Believing, with Max Weber, that man is an animal suspended in webs of significance he himself has spun, I take culture to be those webs, and the analysis of it to be therefore not an experimental science in search of law but an interpretive one in search of meaning (Geertz 1973: 5).

So Geertz blah blah blah, note how I've now returned to 12-point font, I'm no longer indented on either side and it's back to being doubled spaced. End scene.

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- 4) If you find yourself paraphrasing another person's ideas, but without actually quoting their words, you'll still want to cite them parenthetically. This parenthesis can usually go in a few different places, but for ease, let's put it at the end of the sentence. Here are a few examples.

Geertz argues that the concept of culture is largely a matter of semiotics, or symbols (Geertz 1973). (Note how you don't need the page number because you're not quoting a specific phrase, and because he expresses this idea throughout the book.)

One way to talk about culture is to think about it in terms of symbols (Geertz 1973). (Note how I don't even mention Geertz in the sentence, but because I'm clearly referencing his idea, I cite him nonetheless.)

I'm particularly interested in Geertz's analysis of thin and thick description, where he talks about the difference between a twitch and a wink (Geertz 1973: 6-7). (I do use the page number(s) here, because I'm citing a very specific part of the book.)

- 5) For the purpose of this paper, you don't need to cite an interview. Of course, you *do* need to put quoted words in quotations, but you don't need a parenthetical that says (Bob 2020).

When asked about his religious upbringing, Bob said "my religious upbringing was great." (Note also that if Bob's quote is longer than three lines, it too will follow the same protocol as described in #3 above.)

- 6) Everyone you cite in a parenthetical throughout your paper will have a full citation at the end of the paper, in a section titled "Works Cited" or "Bibliography" or something like that. Here is a suitable format, specific to the type of work cited.

Books:

Geertz, Clifford. *The Interpretation of Cultures*. New York: Basic Books, 1973.

Pennington, Brian K. *Was Hinduism Invented? Britons, Indians, and the Colonial Construction of Religion*. Oxford: Oxford University Press, 2005.

Last name, First name. Title in italics. Place of publication: publisher, year of publication.

Chapters in books:

Alley, Kelly D. "Idioms of Degeneracy: Assessing Ganga's Purity and Pollution." *Purifying the Earthly Body of God: Religion and Ecology in Hindu India*. Ed. Lance E. Nelson. Albany: SUNY Press, 1998.

Poe, Edgar Allan. "The Man of the Crowd." *Thirty-Two Stories*. Eds. Stuart Levine and Susan F. Levine. Indianapolis: Hackett, 2000.

Last name, First name. Title of chapter in quotation marks. Title of book in italics. Ed. Editor's full name. Place of publication: publisher, year of publication.

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Journal Articles:

Lubin, Timothy. "Veda on Parade: Revivalist Ritual as Civic Spectacle." *Journal of the American Academy of Religion* 69.2 (2001): 377-408.

Maoz, Darya. "The Mutual Gaze." *Annals of Tourism Research* 33.1 (2006): 221-239.

Last name, First name. Title of article in quotation marks. Title of journal in italics Volume of journal.Issue of journal (Year of publication): page numbers of entire article.

Two things to note for works cited:

- 1) When it comes to each individual work cited, all lines after the first are indented (if they exist).
- 2) All works cited should be organized in alphabetical order, by last name.