American Ethnologist (AE) is a quarterly journal concerned with ethnology in the broadest sense of the term. The editor welcomes topical papers in areas such as ecology, economy, social organization, ethnicity, politics, ideology, personality, cognition, ritual, symbolism, or cosmology, and focused on any human group or society. Papers that cut across specific topical areas, and that deal with culture diachronically as well as synchronically, are especially welcome.

This style guide is intended to standardize important elements of style and thus to aid authors, editors, and proofreaders in preparing copy for publication in AE. The details of AE style specified here in part codify past practices and in part represent changes from them. For matters of style not included here, consult the reference list at the end of this style guide for additional sources of information. In the few cases of conflict between this style guide and other sources, the directions given here are to be followed. In case of doubt, remember that it is especially important to achieve internal consistency.

AE does not pay authors for their manuscripts, nor does it provide retyping, drawing, or mounting of illustrations, or other such services. Those are the responsibility of the author.

The editor reserves the right to reject or return for revision any material submitted, on the grounds of inappropriate subject matter, quality, or length, or because of nonconformity with this style guide.

Authors must recognize that they (not the American Ethnological Society [AES]) are responsible for the content of their articles, for the accuracy of quotations and their correct attribution, for the legal right to publish any material submitted, for the inclusion of mandatory acknowledgments and/or disclaimers, and for submitting their manuscripts in proper form for publication. A manuscript submitted to AE should not be under simultaneous consideration by any other journal or have been published elsewhere.

submission guidelines

submission Manuscripts should be sent to the editor of American Ethnologist, as listed inside the front cover of each issue. The author must submit five copies and should retain a sixth. Acknowledgment of receipt of manuscript does not imply acceptance.

processing fee Unsolicited article-length manuscripts (including unsolicited review articles) from persons who are not members of AES must be accompanied by a nonrefundable processing fee of $25.00 (U.S. funds only). Alternatively, authors may choose to join AES at the time they submit a manuscript. Evaluation of a manuscript will not begin until AES membership or payment of the fee is confirmed by the executive office of the American Anthropological Association.

evaluation Manuscripts are generally evaluated by three or more anonymous peer reviewers and by the editor. When five copies of the manuscript have been submitted and membership or remittance of the processing fee has been confirmed, evaluation can normally be made in about two to three months depending on the schedule and availability of selected reviewers. Authors are notified as soon as a decision has been made to accept or reject a manuscript. Some
rejections are made with the invitation to revise and resubmit, but in all cases a new evaluation of the revised manuscript will ordinarily be made.

typing the manuscript Manuscripts must be double-spaced throughout, including notes, references, tables, figure captions, and quotations. The main text should not exceed 35 double-spaced pages (i.e., approximately 10–12,000 words). Use 8½" x 11" noncorrizable white bond paper (do not use erasable or onionskin paper). Margins throughout the manuscript (top, bottom, and both sides) must be at least 1.25" (3.2 centimeters).

Please include as separate sections and in the following order:
• title page with complete title, author name(s) and affiliations(s), running foot text, a current mailing address and phone number, and any acknowledgments you wish to make;
• abstract and keywords—a short abstract (50–75 words) that summarizes the essential points of the paper (it is not meant to be an introduction or a mere list of topics and should end with a bracketed list of up to seven index words or phrases);
• text;
• endnotes;
• references cited;
• figure captions (each on a separate page); and
• tables or figures (each on a separate page).

All pages of the manuscript should be numbered consecutively.

textual elements

headings If you wish to divide your article into sections, headings must be used. Do not use numbers, as these are not part of AE style.

numbers Numbers from one to ten are spelled out in the text, unless part of an enumeration that contains a number larger than ten, such as "57 infants, 14 children, and 5 adults," or in an arithmetical expression, such as "frequency of 1 in 18." Numbers from 11 upward are written as numerals, except for round numbers used in an approximate sense, as in "not more than two hundred years ago." In reference to parts of books, numerals are not spelled out ("chapter 6," "page 5"). Century designations beyond ten use numerals, and "century" is not capitalized, as in "17th century." A decade is referred to as "the 1960s" or "the sixties" (not "the 1960's"). When inclusive pages are cited, no digits are dropped ("pages 174–176," not "174–76"). A span of years cited within a single century should appear as "1978–79," not "1978–1979." When manuscripts contain subscripts, superscripts, or equations, or when "zero" might be mistaken for a capital letter, marginal notations are essential to avoid possible errors in typesetting.

statistics Statistical, as well as mathematical, copy is difficult and expensive to typeset and should be used judiciously. For equations in general, use plenty of space above and below the equation (around equals signs, for example); all letters that represent mathematical or statistical variables should be underlined (to be typeset in italics); mark, in pencil, any symbols that might be ambiguous or confusing to the typesetter. Statistical equations should be typed in the following form: \( E = 13.67; df = 1, 24; p = .05. \)

quotations Direct quotations exceeding four manuscript lines of type should be set off from the text by indenting the entire quotation. No further indentation is necessary for the first quoted paragraph, subsequent quoted paragraphs in the same quotation should also have a paragraph
indent. Remember that quotations must be double-spaced. Material added by the author of the article should be enclosed in brackets, not in parentheses. Added emphasis should be identified as "emphasis added" and placed in brackets at the end of the quotation. Brackets should also enclose the citation of source at the end of the quotation, if it has not already been given in the text of the manuscript. Omissions in a quotation are indicated by an ellipsis, using three dots where one or more words are omitted; if the omission occurs at the end of a sentence, a fourth period must follow (e.g., "I found that people . . . had certain character attributes . . . These were few in number but . . . ").

spelling The primary spelling authority for AE is Webster's Third New International Dictionary (1986) or the latest edition of its abridgment, Merriam Webster's New Collegiate Dictionary. If two or more spellings are given, use the first listed (archaeology, not archeology; catalog, not catalogue; judgment, not judgement). In all quotations and titles of books, articles, and so forth, the actual spelling in the original is used. When abbreviations are used, they carry periods: B.C., i.e., e.g., except for the most familiar acronyms, such as UNESCO. All acronyms must be spelled out when introduced in the text and placed in parentheses, for example, American Ethnological Society (AES).

capitalization Consult The Chicago Manual of Style, chapter 7. Authors are advised to note in marginal space any peculiar situations regarding capitalization.

italics In your typescript, represent italicization by underlining words and characters that are to be italicized when typeset. Use the guidelines in this section to determine which parts of your text must be underlined. Words in languages other than English are underlined at the first occurrence only; use standard orthographies, including diacritical marks and accents, and explain unusual symbols. Subsequent occurrences of non-English words will be set in roman type and therefore should not be underlined. Generic, specific, and varietal names are underlined; all other taxonomic designations are printed in roman face. Titles of books, journals, poems, and other literary works are underlined when mentioned in text; article titles are in roman type, set off by quotation marks. Letters that represent mathematical variables are underlined (refer to the statistics section above). Foreign words and phrases in common usage should not be underlined. Any word or phrase that appears in the main section of Webster's New Collegiate Dictionary should not be underlined; any word or phrase that appears at the end of the dictionary, in the "Foreign Words and Phrases" section, should be underlined.

textual emphasis The only form of textual emphasis used in AE production is italics (see above). Please do not mark any text to be set as underlined or in boldface.

notes No notes are to appear at the foot of any page of text. All notes should be formatted as endnotes (following the text, beginning on a new page). Notes are restricted to material that cannot be conveniently included in the text. Avoid unnecessarily long notes. Number notes consecutively throughout the text using superscripted numbers. When submitting an electronic version of an accepted manuscript, please be sure your endnotes are not embedded (i.e., do not use the insert command in your word processing program to generate notes).

citations in text
1. Simple citation, one author, with no page numbers specified.
   (Smith 1976) or Smith (1976)

2. Two authors.
   (Applegate and Brown 1980) or Applegate and Brown (1980)

3. Three or more authors. Use "et al." for in-text references of three or more authors.
   (Smith et al. 1981) or Smith et al. (1981)
4. Several different authors cited in one place should be placed in alphabetical order if they appear in parentheses. Alphabetization is not necessary if only the dates appear in parentheses.

5. Several references by the same author.

6. Two or more references by the same author or authors in the same year.
   (James 1981c; Wilson and Brown 1979a, 1979b) or Wilson and Brown (1979a, 1979b) and James (1981c)

7. Citation with pages, figures, or tables specified.

8. In press.
   (Barre in press) or Barre (in press)

9. No author specified (cite the issuing group or the publisher of the report).

Note. Be sure to reference identically in your References Cited section.

references All references cited in text must appear in the References Cited section, and all entries
in References Cited must be cited in text. The only exception to this rule is the use of
personal communications (please see sample reference 17 in the following section for
guidelines).

Alphabetize the reference list by last names of authors. Two or more works by the same author
or authors should be listed chronologically; two or more by the same author or authors in
the same year should be alphabetized by the first significant word in the title and differentiated by
lowercase letters following the date (e.g., 1977a, 1977b).

Special care should be taken with references to ensure that recommended punctuation, form,
and so forth, are used to ensure a minimum of delay and expense in the publication of articles
in AE. Authors are responsible for the accuracy and completeness of their reference lists.

Arrange the parts of the reference list in the following order: author’s last name and full first
name, date, title, and publication information. See sample reference list below.

sample references The following are examples of how references should look in a manu-
script.

   Ashworth, Mary O. S.
   Note. Full first name(s) of author(s) should be included if possible.

2. Book, multiple authors.
   Kluckhohn, Clyde, and Dorothea Leighton
   Note. Place only the first author’s name in reverse order. For name of publisher, do not include “and
Company,” “Inc.” “Publishers,” “Publishing Company,” and so forth, if city is not well known, include
state name or country with place of publication. For obscure publications still in print, provide address
(pamphlets, etc.).
13. Unpublished manuscript.
Munroe, Ruth H., and Robert L. Munroe
1971 Quantified Descriptive Data on Infant Care in an East African Society. Department of XXX, University of XXX, unpublished manuscript.
Note. Include location and date of composition of unpublished manuscripts whenever possible. If the date is unavailable, the letters "n.d." should replace the date shown above and should be used in the in-text reference.

Caughley, John L.

15. Foreign publications.
Doisneau, Robert
Note. The city name is Anglicized, but the publisher's name is not. It is the author's responsibility to provide the correct form of names ("Alvarez Garcia, Manuel," not "Alvarez, Manuel Garcia"). Capitalization of non-English titles is in sentence style (only the first word of the title and any words always capitalized in the language are capitalized).

16. Translated publications.
Bourdieu, Pierre

17. Personal communications.
Letters, phone calls, or other personal forms of communication with the author should be cited in the text but not in the References Cited section. In text they should appear as: Jane Doe (personal communication, August 21, 1983). Make the date as complete as possible.

visual elements

tables All tabular material should be separate from the text, in a series of tables numbered consecutively with Arabic numerals and double-spaced. Each table should be typed on a separate page and identified by a short descriptive title in lowercase type (except for proper nouns) and centered at the top of the table. Footnotes for tables appear at the bottom of each table and are marked with lowercase, superscript letters (a, b, c, etc.). Place marginal notations in the manuscript to indicate approximate placement of tables. Do not abbreviate the word table when citing tables in the text.

figures All illustrative material (drawings, charts, maps, diagrams, and photographs) should be included in a single numbered series of figures. They must be submitted in a form suitable for publication without redrawing. Lettering for figures is never satisfactory if done by a typewriter. Figures and their lettering should be professionally done in black on white illustration board, good-quality acetate, or, if computer generated, on stock computer paper and laser printed. In preparing oversize figures for reduction, use the same proportions as the text page of the journal. All lines must be thick enough and spaced widely enough to be legible for reduction to journal size. Photographs should be good quality, black-and-white, glossy prints, preferably about 8" x 10", and should be lightly numbered in pencil on the back to key with captions. Color photographs are acceptable but reproduction will not be of as high quality as an original black-and-white. All figures are numbered consecutively with Arabic numerals in the order in which they are referred to in the text. All captions should be typed on a separate page, double-spaced. Captions need not be full sentences:

Figure 10. Olmec jade earplugs from La Jolla (after Amish 1966, Pl. 6).
other kinds of manuscripts

comments and reflections Material submitted for this section may include any one of the following (for which no abstract is necessary):

1. A brief report on research that makes a contribution to ethnology, but that can be communicated most effectively in commentary format. The standard length of such commentary is from two to ten double-spaced pages.
2. A brief commentary aimed at clarification of an issue in ethnology, or contributing to the intellectual content of a debate in ethnology.

book reviews These are specifically solicited by American Ethnologist, although solicitation does not guarantee acceptance. Unsolicited book reviews are not accepted, although inquiries about reviewing specific titles always receive careful consideration.

In a book review, page numbers alone will suffice for citation from the book under review (e.g., pp. 22–23). Authors of book reviews should not cite works other than the one(s) under review. Reviews should be double-spaced and left-justified.

galley proofs

Galley proofs are sent to authors, who must check them for typographical errors. Nothing may be rewritten in galley proof. All changes and additions by an author are suggestions only and may be disregarded at the discretion of the editors. Authors may be billed for their alterations. For corrections to be taken into account on the master galley, corrected galley proofs must be mailed to the editor within 48 hours of receipt. No page proofs are sent to authors.

reprints

Reprints will be supplied to authors who send payment by the specified deadline, along with reprint order forms. Reprint forms are mailed to authors along with the galley proofs; these forms should be sent directly to the printer at the address on the form.

other sources

- American Psychological Association
  Sections on metrics, figures, numbers, and especially tables.
- Skillin, Marjorie E., and Robert M. Gay, compilers
  An excellent general source for authors, with particularly useful and concise sections on grammar and usage.
- University of Chicago Press
  The most complete source for authors and editors. Clear, useful sections on hyphenation, capitalization, tables, figures, mathematical copy, and all aspects of manuscript preparation.
- Merriam Webster's New Collegiate Dictionary, 10th ed.
  The authority for spelling in AE.
- Webster's Third New International Dictionary (unabridged)
  For anything not in the New Collegiate.