

ANNOUNCEMENT

Move of the Editorial Office of the *American Journal of Physical Anthropology*

Effective July 1, 2001, the Office of the Editor-in-Chief of the *American Journal of Physical Anthropology* will be at the following address:

Dr. Clark Spencer Larsen
Editor-in-Chief, *American Journal of Physical Anthropology*
Department of Anthropology
114 Lord Hall, 124 W. 17th Avenue
The Ohio State University
Columbus, OH 43210-1364

E-mail: AJPA@osu.edu
Telephone: 614-292-9766
Fax: 614-292-4155

All manuscripts should be sent to the above address. Any manuscripts submitted prior to July 1, 2001, will continue to be processed by the current Editor, Emőke J.E. Szathmáry (Department of Anthropology, University of Manitoba, Winnipeg, Manitoba, Canada R3T 5V5). Questions about new submissions (after June 30, 2001) should be directed to Clark Larsen. Questions about earlier submissions should be directed to Emőke Szathmáry.

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AMERICAN JOURNAL OF PHYSICAL ANTHROPOLOGY

GUIDE FOR AUTHORS *Revised January 2001*

Address correspondence to the editor-in-chief, Dr. Emőke J.E. Szathmáry, Department of Anthropology, University of Manitoba, Winnipeg, Manitoba, Canada R3T 5V5. Reprints of this Guide for Authors are available on request to the editor-in-chief, or the publisher, Wiley-Liss, Inc., 605 Third Ave., New York, New York 10158-0012.

The *American Journal of Physical Anthropology* publishes submissions in four categories: research articles, book reviews, announcements, and *Notes and Comments*. Different formats and requirements obtain for each category.

Please note three major changes in the Guide: use of italic font in the manuscript, bibliographic and citation style, and diskette submission instructions.

RESEARCH ARTICLES

General instructions: The manuscript should have a uniform style and be submitted exactly as it is to appear in print. It should consist of the following subdivisions, each prepared as a unit on separate sheets:

Title Page	Tables
Abstract	Figure legends
Text	Appendix (if any)
Literature Cited	Figures
Footnotes	

The manuscript, including literature cited, should be typed or laser-printed, **double-spaced** on bond or heavy-bodied paper 8½'' × 11'' (22 × 28 cm), or the nearest local equivalent, with a 1'' (2.5 cm) margin on all sides. Number the manuscript pages consecutively, beginning with the title page. Submit an original manuscript, including the text and two sets of original illustrations. In addition, four copies of the text and four good-quality copies of the illustrations are required for review purposes.

- Indent the first line of every paragraph.
- Do not divide words at the ends of lines; if they are unfamiliar to the printer, they may be incorrectly hyphenated.
- Corrections to the manuscript should be typed or printed legibly in ink.
- Do not begin sentences with abbreviations.
- The word "Figure" is not abbreviated in the text, except when it appears in parentheses: (Fig. 2) (Figs. 4-6).
- The spelling of nontechnical terms should be that recommended in the current Webster's International Dictionary.
- Always spell out numbers when they stand as the first word in a sentence; do not follow such numbers with abbreviations. Numbers indicating time, weight, and measurements are to be in Arabic numerals when followed by abbreviations (e.g., 2 min; 1 sec; 3 ml).
- Use italic font for text that is to be italicized. If italic font is not available, use normal font and underlinetext.

Title page: The title page must contain:

Title

Author's name (or names)

Institution from which the paper emanated, with city, state, postal code, and e-mail address

Number of text pages, plus bibliography, figures, graphs, charts, and tables

Abbreviated title (running headline) not to exceed 48 letters and spaces

Name, address, telephone number, fax number, and email address of the person to whom the proof is to be sent. If you plan to be away while your article is in press, please inform publisher.

Key words: Key words should be included, should not repeat terms used in the article title, and should not exceed 85 characters and spaces.

Abstract: The abstract should consist of 250 words or less. When published, it will precede the introductory section of the text. The abstract should be written in complete sentences and should succinctly state the objectives, the experimental design of the paper, and the principal observations and conclusions, it should be intelligible without reference to the rest of the paper.

Literature cited: In the text, references to the literature should be cited by author's surname followed by year of publication:

- ... studies by Ward (1993) reveal. . .
- ... studies by Corner and Richtsmeier (1993) reveal. . .
- ... studies by Little et al. (1993) reveal. . .
- ... an earlier report (Hutchinson, 1993) . . .
- ... earlier reports (Arriaza et al., 1993; Paoli et al., 1993) . . .

When references are made to more than one paper by the same author, published in the same year, they should be designated in the text as (Benefit and McCrossin, 1993a,b)

Benefit BR, McCrossin ML. 1993a. New *Kenyapithecus* postcrania and other primate fossils from Maboko Island, Kenya. *Am J Phys Anthropol* 16:55–56 (abstract).

Benefit BR, McCrossin ML. 1993b. On the lacrimal fossa of Cercopithecinae, with special reference to cladistic analysis of Old World monkey relationships. *Folia Primatol* 60:133–145.

The literature list must be arranged alphabetically, not chronologically, by author's or authors' surname(s) in the following style: Author's name (or names), year of publication, complete title, volume, and inclusive pages as follows:

Grüner O. 1993. Identification of skulls: A historical review and practical applications. In: Işcan MY, Helmer RP, editors. *Forensic analysis of the skull*. New York: Wiley-Liss, Inc. p 29–45.

Hutchinson DL, Norr L. 1994. Late prehistoric and early historic diet in Gulf Coast Florida. In: Larsen CS, Milner GR, editors. *In the wake of contact*. New York: Wiley-Liss, Inc. p 9–20.

Saunders SR, Katzenberg MA. 1992. Skeletal biology of past peoples: Research methods. New York: Wiley-Liss, Inc.

Szathmáry EJE. 1993. Genetics of aboriginal North Americans. *Evol Anthropol* 1:202–219.

Trinkaus E, Churchill SE, Ruff CB. 1994. Postcranial robusticity in *Homo*. II: Humeral bilateral asymmetry and bone plasticity. *Am J Phys Anthropol* 93:1–34.

Abbreviations of journal titles should follow those used in *Index Medicus*.

Footnotes: Footnotes to the text should be limited as much as possible and must be numbered consecutively. The corresponding reference numbers must be clearly indicated in the text. Additional references to the identical footnotes are to be numbered with the next following consecutive number; for example:

²Material used for this experiment was provided by . . .

³See footnote 2.

Footnotes to a table should be typed directly beneath the table and numbered with superscripts (1, 2, 3, etc.). They should not be numbered in sequence with the footnotes in the text. Also, if superscript numbers could be mistaken for exponents, substitute superscript a, b, c, etc.

Tables: All tables must be cited in the text. They should be numbered consecutively with Arabic numerals. Tables should be paginated and page numbers should follow consecutively from the last page of the Literature Cited section. If a Table continues over a page, note at the bottom of the page, e.g., "Table 2 continued on page x"; at the top of page x, note "Table 2 continued from page 1." Since tabular material is expensive to reproduce, it should be simple and uncomplicated, with as few vertical and horizontal rules as possible. Type double spaced. Indicate in the margin where the tables are to appear in the text. Table titles should be complete but brief. Information other than that defining the data should be presented in footnotes, not in the table heading. Please consult a current issue of our journal for table heading format.

Figures: All figures must be cited in the text. Figure legends are to be numbered consecutively as follows: Fig. 1. . . , Fig. 2. . . , and should follow the sequence of reference in the text. Type double spaced.

Abbreviations for all figures should be listed alphabetically and placed before the first figure mentioning them:

Abbreviations

AchE	Acetylcholinesterase
CP	Cortical plate
SmI	Primary somatosensory cortex
V	Ventral

Whenever possible, figures should be integrated into the text. Reference to relevant text pages can often reduce the length of legends and avoid redundancy.

Metric system: The metric system should be used for all measurements, weight, etc. Temperatures should always be expressed in degrees Celsius (centigrade). Metric abbreviations, as listed below, should be expressed in lower-case without periods.

<i>Length</i>		<i>Area</i>			<i>Volume</i>		<i>Weight</i>		
km	kilometer	km ²	square micrometer	km ³	cubic kilometer	kl	kiloliter	kg	kilogram
m	meter	m ²	square meter	m ³	cubic meter	liter	(always spell out)	gm	gram
cm	centimeter	cm ²	square centimeter	cm ³	cubic centimeter	ml	milliliter	mg	milligram
mm	millimeter	mm ²	square millimeter	mm ³	square millimeter	µl	microliter	µg	microgram
µm	micrometer	µm ²	square micrometer	µm ³	cubic micrometer	nl	nanoliter	ng	nanogram
	(micron)								
nm	nanometer	nm ²	square nanometer	nm ³	cubic nanometer	pl	picoliter	pg	picogram
pm	picometer								
Å	Ångstrom unit								
	(10 Å = 1 nm)								

Symbols: When preceded by a digit, the following symbols are to be used: % for percent; ° for degree.

ILLUSTRATIONS

Reproduction of illustrations is costly. Authors should limit the number of figures to that which adequately presents the findings. To achieve greatest fidelity and rendition of detail, it is preferable that the printer work directly from original drawings or high-quality photographic prints (but not photocopies made on an office duplicating machine). All illustrations must be submitted in complete and finished form with adequate labeling.

To achieve optimum halftone quality, photographic prints submitted for reproduction must be of adequate contrast and if multiple prints are included in a single figure, they should be of uniform tone.

Black-and-white prints: Prints should be on white, nonmatte paper.

Color illustrations: These can be made either from good-quality transparencies or from color prints. Do not use silk finish or matte surface papers for color prints. All color figures will be reproduced in full color in the online edition of the journal at no cost to authors. Authors are requested to pay the cost of reproducing color figures in print. Authors are encouraged to submit color illustrations that highlight the text and convey essential scientific information. For best reproduction, bright, clear colors should be used. Dark colors against a dark background do not reproduce well; please place your color images against a white background wherever possible. Please contact Sonny Fritz at 212-850-8867/sfritz@wiley.com for further information. Once the paper has been accepted, firm quotes will be supplied by the publisher, and the author will have the opportunity to approve both costs and proofs prior to printing.

Reduction to printed size: The author should indicate clearly on each illustration the reduction desired, bearing the following in mind:

- Illustrations cannot be reduced to less than 20% of their submitted size.
- Submitted line drawings cannot exceed 11" × 14" (28 × 36 cm).
- Lettering and labels must be readable after reduction. When reduced, the minimum height of a capital letter should not be less than 2.5 mm for a photomicrograph and 1 mm for a graph or chart.
- When printed, an individual figure or group of figures should not exceed the dimensions of 7.0" (17.8 cm) wide by 9.5" (24.1 cm) long, or 3.5" (8.9 cm) wide by 9.5" (24.1 cm) long in the case of a single-column placement.

As far as possible, the publisher will adhere to the author's suggested reduction. However, discretionary adjustments may have to be made, and the scale of illustrated objects should be indicated in the figure, not in the caption.

Line drawings: Figures should be drawn with black ink on medium-weight white paper or lightweight artboard. To reduce weight and postal charges, photographic prints may be submitted in lieu of original drawings. The artwork should be sharp and black to achieve maximum contrast.

Use stippling and hatching techniques to achieve tonal quality. Avoid the use of shading (pencil, wash, or airbrush) for tonal effect unless the drawing is to be reproduced as a halftone with its attendant gray-tint background. If original graphs are submitted, they should be drawn on blue-ruled paper; colors other than blue will reproduce.

- The reverse side of each illustration should indicate: Author's name; Figure number; Top side of illustration; Reduction requested; "Review copy" on those copies intended only for reviewers.
- Do not fasten illustrations with paper clips, staples, etc., since they will mark the surface of the illustrations.
- Illustrations should be shipped flat and protected by heavy cardboard.

Mounting figures: Photomicrographs and illustrations should be mounted as follows:

- Figures should be trimmed straight on all sides with right-angled corners.
- Figures should be mounted on strong bristol board of about 15 points (0.4 mm) thickness with at least a 1" (2.5 cm) margin surrounding the figure or grouping of figures.
- Figures should be attached to the bristol board with appropriate dry mounting materials, or a cement or glue that is white or colorless when set.
- When two or more figures are assembled, they should be mounted close together and separated by no more than 1/8" (3 mm).
- Illustrations grouped to form a single figure should be of similar density and tone to prevent loss of detail.

Lettering and labels: Illustrations should be lettered and numbered with printed paste-on or transfer labels. Typewriter and dot-matrix fonts are in general not acceptable as labels.

- Labels should be large enough to allow for suitable reduction and sturdy enough to withstand mailing and handling in the production process.
- For protection, it is recommended that labeling be sprayed with clear adhesive to prevent it from becoming scratched or being torn off.
- Labeling should be done directly on the drawing or photographic print, never on an overlay.
- All labeling should be placed at least 1/8" (3 mm) from the edges of the illustration.
- To achieve adequate contrast between the label or letter and its background, place white labels over dark backgrounds and black labels over light backgrounds, or shadow the labels with an appropriately light or dark highlight.

Numbering: Figures, including charts and graphs, should be numbered consecutively.

General illustration instructions: Two sets of original illustrations, and four sets of good-contrast photographic copies for review purposes, should be submitted with the manuscript.

- If the original drawings are too large for shipment, photographic prints should be submitted.
- Photocopies of illustrations made on an office duplicating machine are not acceptable; copies of the manuscript only will be permitted.

OTHER SUBMISSIONS

Book Reviews are solicited by the Book Review Editor. Unsolicited reviews will not ordinarily be considered for publication. A book review should begin by stating the title, author(s), publisher, date, page count, price, and ISBN number of the work reviewed:

VISIONS OF CALIBAN: ON CHIMPANZEES AND PEOPLE. By Dale Peterson and Jane Goodall. Boston: Houghton Mifflin. 1993. 367 pp., \$22.95 (cloth). ISBN 0-395-53760-6.

The review should include no other front matter (title, abstract, key words), headings, tables, or illustrations. Bibliographical citations should be avoided if possible. The reviewer's name and address should be placed at the end of the review.

Announcements of general interest may be published without charge at the discretion of the Editor and Publisher. Submissions should consist of text only and be submitted exactly as they are to appear in print. Announcements concerning goods and services offered for sale will not be published gratis and must be submitted as advertising copy; see the inside front cover for further details.

The **Notes and Comments** section is reserved for short articles of general interest and responses to previously published items. Three categories of items are included in the **Notes and Comments** section: (1) Technical Notes, (2) Brief Communications, and (3) Letters to the Editor.

A "Technical Note" differs from a "Brief Communication" by its subject matter. Technical notes are very short, methodological articles (e.g., Chen X and YM Lam [1997] *AJPA* 103 (4): 557-560), while a "Brief Communications" reports the outcome of a very small, problem-based study (e.g., Samonte RV et al. [1997] *AJPA* 104 (4): 561-564).

Items submitted as a Technical Note or Brief Communication should not ordinarily exceed 10 double-spaced pages, including the cover page and literature cited section. Tables, figures, and literature cited should be minimized.

A letter should be of general interest or a response to a previously published item. Letters normally should not be longer than 2000 words, and figures, tables, and literature cited should be avoided. An author on whose article the letter writer is commenting, will be given an opportunity to read the letter, and to respond. If the two letters are acceptable, the reply is published immediately after the original letter, preferably in the same issue of the *AJPA*.

In all other respects, submissions under these three headings should follow the rules governing the preparation of copy and illustrations for research articles.

MISCELLANEOUS

The editor and publisher reserve the right to return to the author for revision manuscripts and illustrations that are not in proper finished form.

After submission of an article for publication, the author will be asked to sign a copyright transfer agreement, transferring rights to the publisher, who reserves copyright.

Proof: A single set of page and illustration proofs will be sent to the author. All corrections should be marked clearly, directly on page proof.

Reprints: Reprints of research articles and publications in *Notes and Comments* may be purchased at prices quoted on the reprint order form. Reprint orders should be returned with the proofs. It is important to order initially a sufficient quantity of reprints, since the price is substantially higher if they are ordered after the paper has been published. Reprints of announcements and book reviews are available by special arrangement only.

DISKETTE SUBMISSION INSTRUCTIONS

Guidelines for Electronic Submission (also available at <http://www.interscience.wiley.com>)

Text

Storage medium. 3-1/2" high-density disk in IBM MS-DOS, Windows, or Macintosh format.

Software and format. Microsoft Word 6.0 is preferred, although manuscripts prepared with any other microcomputer word processor are acceptable. Refrain from complex formatting; the Publisher will style your manuscript according to the Journal design specifications. Do not use desktop publishing software such as Aldus PageMaker or Quark XPress. If you prepared your manuscript with one of these programs, export the text to a word processing format. Please make sure your word processing program's "fast save" feature is turned off. Please do not deliver files that contain hidden text: for example, do not use your word processor's automated features to create footnotes or reference lists.

File names. Submit the text and tables of each manuscript as a single file. Name each file with your last name (up to eight letters). Text files should be given the three-letter extension that identifies the file format. Macintosh users should maintain the MS-DOS "eight dot three" file-naming convention.

Labels. Label all disks with your name, the file name, and the word processing program and version used.

Illustrations

All print reproduction requires files for full color images to be in a CMYK color space. If possible, ICC or ColorSync profiles of your output device should accompany all digital image submissions.

Storage medium. Submit as separate files from text files, on separate disks or cartridges. If feasible, full color files should be submitted on separate disks from other image files. 3-1/2" high-density disks, CD, Iomega Zip, and 5-1/4" 44- or 88-MB SyQuest cartridges can be submitted. At authors' request, cartridges and disks will be returned after publication.

Software and format. All illustration files should be in TIFF or EPS (with preview) formats. Do not submit native application formats.

Resolution. Journal quality reproduction will require greyscale and color files at resolutions yielding approximately 300 ppi. Bitmapped line art should be submitted at resolutions yielding 600-1200 ppi. These resolutions refer to the output size of the file; if you anticipate that your images will be enlarged or reduced, resolutions should be adjusted accordingly.

File names. Illustration files should be given the 2- or 3-letter extension that identifies the file format used (i.e., .tif, .eps).

Labels. Label all disks and cartridges with your name, the file names, formats, and compression schemes (if any) used. Hard copy output must accompany all files.

- Paper copy. The diskette must be accompanied by the number of revised hardcopy printouts requested by the Editor. If the diskette and paper copy differ, the paper copy will be considered the definitive version.