Editorial

Guidelines for Preparing and Submitting Manuscripts to Human Organization

These comments will supplement the brief “Information for Authors” found on the inside back cover of every issue of the journal. No paper is ever rejected solely on the basis of incorrect style, but careful attention to the following points will greatly facilitate the review process and the eventual preparation of an accepted manuscript for publication—and will win you a warm spot in the hearts of the editorial staff.

I. Submission of Manuscripts

1. Manuscripts submitted to HO must not be under consideration by any other journal, nor can they be scheduled to appear in any published form prior to publication in HO.

2. Manuscripts should be sent to the editorial office listed on the inside back cover of the most recent issue; those sent to the business office of the Society for Applied Anthropology or to the addresses of former editors will be unnecessarily delayed.

3. Manuscripts should be sent by First Class Mail (or by Airmail, if from outside North America) in a secured package.

4. FAXed or electronically transmitted (e-mailed) manuscripts will not be accepted.

5. In your cover letter, please indicate preferred mailing address.

6. Manuscripts not accepted for publication will not be returned unless a stamped, self-addressed envelope has been provided for that purpose.

7. Send six copies of all first-time submissions. Do not send disk at this time. (One copy should contain author’s name, affiliation, and author’s statement. Identifying information should be deleted from the remaining copies, which are sent out for review.) No paper will be processed unless six copies are in the Editor’s hands.

II. Overall Format

1. The entire manuscript must be double-spaced. No paper will be sent out for review unless it is in double-spaced format. Double-space all material, including quotations, list of references cited, notes captions, and headings.

2. Leave ample margins on all sides. Do not justify right-hand margins. Submit single-sided copies only.

3. Use 12 point font; Times/Times Roman is preferred. Do not use italics or bold print; indicate emphasis by underlining. Make sure your printer produces clear, legible typescript.

4. Use standard 8.5 x 11” (21.6 x 28 cm.) paper.

5. The manuscript should contain the following sections:

a. Title page (includes author’s name and address and up to five key words)

b. Abstract (title only; do not include author’s name)

c. Author’s statement (includes author’s current affiliation, acknowledgment of research support, etc.)

d. Text

e. Notes (keep to an absolute minimum)

f. References Cited

g. Figures/maps

h. Tables

Each of these sections should begin on a new page. Indicate placement of figures and tables in the text, but place the figures and tables separately at the end. Include a separate list of table headings and figure captions.

III. Specific Questions of Style

1. References are placed in the body of the text. The citation is placed in parenthesis, with the author’s name, year of publication, and page cited: (Stedman 1982:1322). Punctuation is placed outside the parenthesis. Specific page citation is mandatory for a direct quote, or when referring to a paraphrased statement that is found only in a very specific place in a cited text. The page may be omitted if the reference is to the general theme of an entire work.

a. If the citation refers to more than one work, list the works in alphabetical order by the author’s name and separate the items by semicolons. For example, (Bolin 1987a, 1987b; Goodell 1985; Nesman 1981).

b. Works by one, two, or three authors are cited by using the full names, e.g., (Welch, Greathead, and Beutel 1985).

But works with four or more authors are cited as e.g., (Acheson et al. 1979). The coauthors’ names are given in full in the References Cited list.

2. References Cited should be alphabetized by author’s last name.

a. Every item referred to in the text must appear in the Reference Cited list. Do not include any item in the References
Cited if it has not been cited in the text. Multiple items by the same author are listed chronologically. Multiple items by the same author having the same publication date are alphabetized by the first word of their titles and distinguished by (a), (b), etc.

h. The layout of typical references is as follows:

Burton, Frank

De Walt, Kathleen M.

Ellen, R. F. ed.

Huaomoni Coba, Nanto, and Enaperti Nihua

LatinNet
1996 Tras la desconfianza, Colombia enfrenta una incertidumbre económica. URL: <http://latineta.net.co/economia/archivo/septiembre/centil.htm> (September 16, 1996).

Nash, June

Reynolds, Paul D.


Smart, James W.

Please note the patterns of spacing, indentation, capitalization, and punctuation; note also the order in which items of information within a reference are placed. Use a hard return after the author’s name. Use a standard tab before and after the date. Double space between all references.

c. An institution that serves as an author is written out in full, followed by an acronym. The acronym alone is used in the citation. For example, the full reference is:

California Department of Food and Agriculture (CDFD)

But the citation would be: (CDFD 1986).

d. Be sure to indicate inclusive pages and volume numbers for articles in periodicals, and inclusive pages and name of editor for articles in anthologies.

e. For all other questions regarding style of references—particularly such matters as government documents, unpublished reports, materials in languages other than English—consult the University of Chicago Manual of Style, 1993.

f. Direct quotations of five or more typed lines must be indented from both left and right margins. Do not use quotation marks. Give the reference for such a quotation in the sentence immediately preceding, if at all possible. Omissions in a quotation are indicated by ellipses (three spaced dots); the third dot does not substitute for a period.

g. The final authority on spelling will be Webster’s Third New International Dictionary. In a direct quotation, however, the original spelling is followed, even if it is incorrect. An incorrect spelling is indicated by [sic].

h. Acronyms do not carry periods. Very familiar acronyms may stand without explanation (e.g., UN, USA, USAID, EEC), but unfamiliar titles are written out in full at first mention, followed by a parenthetical acronym that is used thereafter, e.g., Strawberry Processing Advisory Board (SPAB).

i. Numbers from one to nine are spelled out; all others are express as numerals, including such constructions as 5,000 (rather than “five thousand”). A number expressing percentage is written as a numeral followed by the word “percent” (e.g., 5 percent, not “5%” or “five percent”). Monetary expressions are to be written as numerals and symbols (e.g., $8,000, not “eight thousand dollars”). Provide U.S. dollar equivalents for all other currencies, if at all possible. Century designations use numerals, and “century” is not capitalized (e.g., “18th century”). A decade is referred to as “the 1980’s” (not “the 1980’s or “the eighties”). When inclusive pages are cited, no digits are omitted (e.g., (Burton 1978:164-179)), but when a span of years in a single century is indicated, the first two digits of the second number may be omitted (e.g., “1965-80”). If a number begins a sentence, it must be written out.

j. Common units of measurement are left in abbreviated form; numbers associated with such abbreviations are left as numerals (e.g., 6 km., not “six kilometers”). Use metric units whenever possible.

IV. Submission of Electronic Copy—Files, Formats, and Figures

After your manuscript has been accepted, please submit the electronic copy in either MS Word 6.0-8.0 or WordPerfect 6.0-8.0. When preparing your manuscript, please use keyboard strokes for typographical symbols instead of codes, where possible, e.g., use the quotation marks (“ “) and plus sign (+) on the keyboard instead of numerical codes. This eliminates coded symbols transforming into other symbols when word-processing programs are converted. When web site addresses are included in the manuscript, please make sure they are a typed web site address only, and not an electronic “link” to the web site.

Figures, maps, and tables should be prepared separately from the manuscript, but their location should be noted, e.g., (figure 1 here). Please submit both a camera-ready copy (600 dpi or higher) and electronic copy of all figures and maps. The electronic copy should be a.tif or .eps file to ensure accurate conversion.