TRANSFORMING ANTHROPOLOGY

STYLE GUIDE FOR AUTHORS

EDITORIAL POLICY: Transforming Anthropology, as the chief publication of the Association of Black Anthropologists, is concerned with all subfields of anthropology and contributions of other disciplines as they relate to anthropology. Publishing preference is given to contributions that deal with the formulation of conceptual and methodological frameworks to advance the understanding of all forms of human diversity and commonality; the construction of more adequate theories to explain the conditions that create and support social inequalities based on race, ethnicity, class, gender, and other invidious distinctions; and the development of research that involves both the peoples studied and local scholars in all stages of investigation and dissemination of findings.

Transforming Anthropology does not pay for any submissions. Also, services such as scanning, retyping, drawing, mounting of illustrations and tables, editing that exceeds standard copyediting, and express postage are the sole responsibility of the author. The Editor reserves the right to return or reject any materials that do not conform to this style guide, or in terms of length, content, etc., are not consistent with the journal’s goals.

MANUSCRIPT SUBMISSIONS: Transforming Anthropology accepts scholarly articles, book and film reviews, reflections, and commentary. DO NOT SEND THESES. Four hard copies of manuscripts should be sent to the Editor, as listed at the end of this style guide. Materials should arrive by first-class mail and should indicate a current mailing address, telephone and fax numbers, and e-mail address; any changes in address should be sent to the journal immediately.

MANUSCRIPT FORM: Manuscripts should be double-spaced, including quotations, references cited, notes, captions, and headings. The main text should not exceed thirty double-spaced pages, excluding notes and references. Submit four copies. Use one side only of good quality bond paper; erasable bond is not acceptable. There should be a one-inch margin on all four sides. Do not use right justification, do not break words at the end of typed lines, and do not include author’s name on any pages other than the title page.

Title Page: Give title, author(s), institutional affiliation(s), and current mailing address. Include acknowledgments on this page. The author will be asked to place acknowledgments with the notes, as the first unnumbered paragraph, if the paper is accepted for publication.

Abstract: On a separate page, provide a 100-200 word abstract that describes the aims, methods, findings, and conclusion of the manuscript. Indicate up to four keywords. Do not include author’s name on this page.

EVALUATION: All manuscripts are generally reviewed by the Editor and/or the Associate Editor, by one or more members of the Editorial Board, and/or external referees. This process may take place over a few weeks, but often requires several months. Authors are notified immediately of the status of their submission. Reviewers of manuscripts are chosen at the discretion of the Editor. If submitting authors believe their work is highly specialized, they may provide a list of up to three individuals (with institutional affiliation, email, and current mailing addresses) whom they feel might be appropriate referees; however, the Editor is not bound by these suggestions. Book Reviews are evaluated by the Book Review Editor (see next page) who will notify authors directly of whether their review is accepted.
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AUTHOR'S RESPONSIBILITIES: Authors (and not Transforming Anthropology) are responsible for the following: content of submissions; accuracy of quoted materials, references, citations, and dates; spelling and grammar; for the legal rights to publish materials submitted, including any illustrations that are not the author's work; and for submitting manuscripts consistent with this style guide. Submissions to Transforming Anthropology should not be under consideration by any other journal or have been published elsewhere. Any submissions not meeting these requirements will be rejected and returned to the author.

COMMENTARY AND “ANTHROPOLOGY IN ACTION” SUBMISSIONS: Manuscripts for these sections should not exceed fifteen hundred words. Submissions may take the form of field reports, discussions of topics/issues of significance to Transforming Anthropology readers, and briefs on works-in-progress. Decisions on these submissions will be made by the Editor in conjunction with members of the Editorial Board.

BOOK/FILM REVIEWS SUBMISSIONS: Book and film reviews should be sent to the Book Review Editor.

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BOOK/FILM REVIEW FORM: Book or film reviews must conform to all the stylistic requirements in this guide with the following exceptions: Submissions cannot exceed eight hundred words and should be double-spaced with one-inch margins on all sides. Reviews should begin with the author(s), title and subtitle of the book, place of publication, publisher, year of publication, number of pages in Roman and Arabic numerals, illustrations, and the book's cloth and/or paperback price. The Reviewer's full name and institutional affiliation comes next, followed by the text. Two hardcopies and a computer disk in either IBM Compatible Word or WordPerfect (5.0 and higher) should be submitted to the address above. Book/Film Reviews are published on a rolling basis as space permits and at the discretion of the Editor.

GENERAL STYLE GUIDELINES: The following style guidelines pertain to all manuscripts and book and film reviews.

Emphasis and Italic:
Both should be done by underscoring. Do not use italic type. In the text and endnotes (do not use footnotes), underscore books, journals, and film titles. In the list of references do not use italics or quotation marks.

Capitalization:
Black in the sense of African American is capitalized; White in the sense of European American is also capitalized. When not used to refer to specific peoples, or when used as an adjective, these words are lower cased, e.g., black, aborigine, highlander, white, or white hegemony. If the stem of a pre-fixed word is capitalized, use a hyphen, e.g., non-European, pro-Black.

Punctuation:
Periods and commas go INSIDE quotation marks. Semicolons go OUTSIDE quotation marks and parentheses. Use a comma (or semi-colon, if appropriate) before the conjunction that joins the last of a series of three or more coordinate items: X, Y, and Z; X, Y, or Z. Terms with the stem class, e.g., working class, middle class, etc. should be hyphenated when used as adjectives, e.g., working-class anthropologists; as nouns, there is no hyphen, e.g., member of the working class.