

The Cambridge Journal of Anthropology

SUBMISSION INFORMATION FOR CONTRIBUTORS

The editorial board welcomes contributions. Authors should submit articles as Microsoft Word or Rich Text Format (rtf) files. Electronic submissions are preferred, but mailed contributions will be reviewed. Please note that all correspondence will be transmitted via e-mail.

Occasional issues will have a thematic focus, wholly or in part, supervised by a guest editor, an associate editor or an editorial board member. Details of themes and editors will normally be announced at least two issues in advance. All correspondence should be addressed to the editorial office unless otherwise indicated.

Please submit **articles** to the Editor, Maryon McDonald, at Editor@cambridgeanthropology.org.

Authors interested in **reviewing books** or writing **review articles** should contact the Reviews Editor directly at ReviewsEditor@cambridgeanthropology.org.

Articles should be **6,000 to 8,000 words** (including notes and references), although longer articles may be considered. Reviews should be up to 800 words, and Review Essays must review a minimum of three titles and be 2,000 to 4,000 words.

FORMATTING

The document must be set at the U.S. letter standard size. The entire document (including notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides and no extra spaces between paragraphs. A 12-point standard font such as Times New Roman is required for all text, including headings, notes and references. Any unusual characters or diacritics should be flagged by placing the entire word in **red type**.

COVER PAGE

The cover page should provide the title of the article, complete contact information for each author (mailing address, phone number and e-mail), a total word count and the number of tables and/or figures included. Affiliations and e-mail addresses will be posted online for indexing/abstracting purposes.

ABSTRACT/KEYWORDS

The article must include an abstract of no more than **150 words** and **6 to 8 keywords**. The abstract should not duplicate the text verbatim but rather include the research question or puzzle, identify the data and give some indication of the findings. Keywords should be drawn from the content and not duplicate the article title, listed in alphabetical order and separated by commas; only proper nouns should be capitalised.

BIOGRAPHICAL DATA

At the end of the article, please provide a brief biographical statement for each author, including an affiliation and recent publications (e.g., "Mary Smith is Senior Lecturer at Oxford University, and her most recent publications include...").

COPYRIGHT/PERMISSIONS

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ARTWORK

For optimal reproduction, **figures** or **photos** should be submitted as high-resolution JPGs or TIFFs (300 ppi), or as EPS files with all fonts embedded. Additionally, all images should be at least 4 x 4 inches at the resolution indicated. **Tables** should be made and submitted in Microsoft Word or rtf. All figures and tables should be in separate files and numbered consecutively; only placement indicators and captions (with source/copyright information) should be included in the articles themselves.

PROCESS FOR REFEREEING AND ACCEPTING ARTICLES

CJA is a refereed journal. Submissions are considered on the understanding that the article is not currently under consideration for publication elsewhere. Articles are sent to at least two scholars with relevant experience and expertise. Referees are asked to advise the editors whether the article should be published and, if so, with what recommended changes. The editors respond to the author with their decision and a list of any changes needed for the article to be accepted for publication. They also send the anonymous referees' comments to the author, or a summary thereof.

PUBLICATION

Manuscripts accepted for publication that do not conform to the style guide may be returned to the author for amendment. The editors also reserve the right to alter usage to conform to the style guide issued by the publisher. Authors may not supply new materials or request major alterations following the copyediting stage, so please ensure that all text is final upon acceptance. Contributors will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.

STYLE GUIDE

The *CJA* style guide is based on the *New Oxford Style Manual* and *New Hart's Rules*. Please be aware that the journal uses **U.K. punctuation and spelling**, following *The Oxford English Dictionary*.

CITATION SYSTEM

CJA follows the in-text **author-date system**, with full documentation in the reference list. Any other notes should be **endnotes** (using Word's automatic endnote function) and kept short and to a minimum.

Author-Date Examples

(Pickett and White 1985; Smith 1987)
Jones's research (1977, 1979a, 1979b)
(Kant n.d.; McGinnis forthcoming)

Single Author with Multiple Sources: (Smith 1993: 63; 1998: 124–169)

Three or More Authors: (Jones et al. 2001)

Authors with Same Last Name: (D. Smith 1981; G. Smith 1999)

The first mention of an author in the main body text (not in-text citations) should include the first and last name. Multiple sources in a parenthetical note should be listed alphabetically.

REFERENCE LIST EXAMPLES

Book with one author/editor

Banton, M. 1977. *The Idea of Race*. London: Tavistock.

Wagner, R. G. (1975) 1981. *The Invention of Culture*. Chicago: University of Chicago Press.

Book with multiple authors/editors

Bloch, A. and L. Kendall (eds). 2004. *The Museum at the End of the World: Encounters in the Russian Far East*. Philadelphia: University of Pennsylvania Press.

Chapter or other part of a book

Appadurai, A. 1991. 'Global Ethnoscapes: Notes and Queries from a Transnational Anthropology'. In R. Fox (ed.), *Recapturing Anthropology*. Santa Fe, NM: SAR Press, 191–210.

Journal article (with DOI number if known)

Gingrich, A. 2006. 'Neo-Nationalism and the Reconfiguration of Europe'. *Social Anthropology* 14 (2): 195–217. doi:10.1017/S0964028206002539.

Translations

Do not translate foreign titles into English unless the English version is being referred to.

Cortázar, J. 1969. *Cronopios and Famas*, trans. P. Blackburn. New York: Random House.

Article in a newspaper or magazine

Fontanelle, E. C. and V. Mandible 1951. 'Iron Despair: Postwar Bewilderment'. *World Spectator*, 6 April.

Film

Godard, J.-L. (dir.). (1966) 2005. *Masculin Feminin*. Criterion Collection.

Paper presented at a meeting or conference

Schweitzer, P. 1993. 'Rediscovering a Continent: Siberian Peoples and the Hunter-Gatherer Debate'. Paper presented at the Seventh International Conference on Hunting and Gathering Societies.

Thesis, dissertation or unpublished manuscript

Downer, J. 1975. 'Necessity and Knowledge in the Later Philosophy of Wittgenstein'. Ph.D. diss., University College of North Wales.

Marciniak, E. and N. Jefferson. 1985. 'CHA Advisory Committee Appointed by Judge Marvin E. Aspin: Final Report (December)'. Unpublished.

Organisation as authoring agent

Metropolitan Housing and Planning Council. 1982. *Map 2000: Metropolitan Area Plan for the Year 2000*. Chicago: Metropolitan Housing and Planning Council.

Archive materials

Archive materials may be cited according to the particular kind of archival material being cited. Note that public documents might be cited differently than private documents in archives.

Dedyk, Claudia. 1933. Linguistics Memos, Rossiskii Gosudarsvenyi Isoricheskii Arkhiv [RGIA], fond 1129, opis 1, delo 491, 11 February, 74–83, 116–119. Russian State Historical Archives, St. Petersburg.

Egmont Manuscripts. n.d. Phillips Collection. Athens: University of Georgia Library.

Websites and blogs

Access dates are only required when no date of publication or revision can be determined from the source.

World Health Organization 2000. 'Committee on Technical Barriers to Trade – Notification – Mexico – Tequila'. <http://docsonline.eto.org/TBT/Notif.00/168> (accessed 9 April 2000).

Vale, P. and J. Carter. 2008. 'But Do They Think?' *Mail and Guardian*, 2 March. <http://mg.co.za/printformat/single/2008-03-02-but-do-they-think>.

ARTICLE SUBMISSION CHECKLIST

- ❑ **Copyright assignment form** is signed and submitted (*no later than the final revised article submission*);
 - ❑ **Cover sheet** is included and provides:
 - **Title** of the article;
 - An **abstract** that is no more than 150 words, is a summary or overview of the entire article, and does not duplicate verbatim sections of the main text;
 - Six to eight **keywords** that are in alphabetical order and separated by commas (with only proper nouns capitalised);
 - Complete **contact information** for each author (mailing address, phone number and e-mail);
 - A **bio** of approximately 100 words for each author;
 - Total **word count**, the number of tables and/or figures included and any acknowledgements.
 - ❑ For any **figures**, ensure that:
 - **Placement** indicators and **captions** (with source/copyright information) have been provided in the main text for all figures and tables;
 - Separate files are provided (clearly named and consecutively numbered) and in the **required format** with all accompanying **permissions**.
-

PLEASE ENSURE THAT:

- The style guide has been followed;
- All text, including headings, notes and references, is in a standard 12-point type, such as Times New Roman, and double-spaced with a 1-inch margin on all sides and no extra spaces between paragraphs;
- U.K. spelling is used throughout and a spellcheck has been performed;
- Different levels of headings are indicated by varying the typeface. Use **bold** type for an **A head** (a main text heading). Use **bold italic** for a **B head** (a first-level subheading). Use *non-bold italic* for a **C head**;
- Superscript note reference numbers and/or asterisks are not placed on article titles, headings, epigraphs or the contributor's name;
- Contributions are referred to as articles (not essays or papers);
- Numbers 0–100 are spelled out, as are large whole numbers (e.g., fourteen hundred), and all number ranges are non-abbreviated;
- Foreign-language words that are not common in U.K. usage are italicized on every instance;
- Single quotation marks are used for all quotations and terms, except for quotes or terms within quotes;
- URLs are not located in the main text when used in a bibliographical sense (although names such as Amazon.com are acceptable). Any URLs have been relocated to endnotes or the reference list;
- Contractions and abbreviations such as e.g., i.e., etc. and et al. are not used in the main text (except in parentheses);
- Every author mentioned in the reference list is cited in the main text or notes, and every author cited in the main text and notes is listed in the reference list.