

Focaal—Journal of Global and Historical Anthropology

SUBMISSION INFORMATION FOR CONTRIBUTORS

The editors welcome contributions. Authors should email articles as Microsoft Word or Rich Text Format (rtf) files to the managing editor, Luisa Steur, at LuisaSteur@yahoo.co.uk. Any questions concerning submissions or interest in reviewing books should also be sent to the managing editor.

FORMATTING

The document must be set at the US 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 email), biographical data of approximately 100 words for each author (including an ORCID if applicable), a total word count, the number of tables and/or figures included, and any acknowledgments. Affiliations and email addresses will be posted online for indexing/abstracting purposes.

ABSTRACT/KEYWORDS

The article must include an abstract of **125 words** and **5 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 capitalized.

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PROCESS FOR REFEREEING AND ACCEPTING ARTICLES

Focaal 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 as to whether an article should be published and, if so, with what recommended changes. The editors respond to the author with a decision, a list of any changes needed for the article to be accepted for publication, and the anonymous referees' comments, or a summary thereof. Forum articles and review articles are published with consent of the editors and with the full responsibility of the authors.

PUBLICATION

Manuscripts accepted for publication that do not conform to the style guide may be rejected or 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 cannot supply new materials or request major alterations following the copyediting stage, so please ensure that all text is final upon acceptance. Contributors of research articles will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.

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STYLE GUIDE

The *Focaal* style guide is based on *The Chicago Manual of Style (CMS)*. Please note that the journal uses **US punctuation and spelling**, following *Merriam-Webster's Collegiate Dictionary*.

CITATION SYSTEM

Focaal 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; 2001: 104)

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.

Please note that translations of all non-English titles in the reference list are required for indexing/abstracting purposes (see the translated title examples provided below).

REFERENCE LIST EXAMPLES

Book with one author/editor

Wagner, Roy G. (1975) 1981. *The invention of culture*. Chicago: University of Chicago Press.

Book with multiple authors/editors

Lü, Xiaobo, and Elizabeth J. Perry, eds. 1997. *Danwei: The Changing Chinese Workplace in Historical and Comparative Perspective*. New York: M. E. Sharpe.

Chapter or other part of a book

Treacle, Kay 1998. "Ecuador: Structural adjustment and indigenous and environmentalist resistance." In *The struggle for accountability: The World Bank, NGOs, and grassroots movements*, ed. Dave Brown and Jonathan Fox, 219–264. Cambridge: MIT Press.

Journal article (always include the doi)

Moerman, Michael. 1965. "Ethnic identification in a complex civilisation." *American Anthropologist* 67 (5): 1215–1230. <https://doi.org/10.1525/aa.1965.67.5.02a00070>.

Translations

Havel, Václav. 2008. *To the castle and back*. Trans. Paul Wilson. New York: Vintage Books.

Translated titles

Bernet, Moshe. 2009. *A Nation Like Any Nation: Toward the Establishment of an Israeli Republic*. [In Hebrew.] Jerusalem: Carmel.

Schierenbeck, Isabell. 2003. *Bakom välfärdsstatens dörrar* [Behind the doors of the welfare state]. Umeå, Sweden: Boréa.

Article in a newspaper or magazine

Fontanelle, Eric C., and Valerie Mandible. 1951. "Iron despair: Postwar bewilderment." *World Spectator*, 6 April, 12.

Paper presented at a meeting or conference

Szebehely, Marta. 2007. "Carework in Scandinavia: Organisational trends and everyday realities." Paper presented at the 5th Annual ESPAnet Conference, Vienna, 20–22 September.

Report

Christoplos, Ian, Simon Anderson, Margaret Arnold, Victor Galaz, Merylyn Hedger, Richard J. T. Klein, and Katell Le Goulven. 2009. *The human dimension of climate adaptation: The importance of local and institutional issues*. Report to the Commission on Climate Change and Development, Ministry for Foreign Affairs, Stockholm.

Thesis, dissertation, or unpublished manuscript

Forbess, Alice. 2005. "Democracy and miracles: Political and religious agency in an Orthodox convent and village of South Central Romania." PhD diss., University of London.

Archive materials

Individual items in archives are usually best cited in endnotes and may be cited according to the conventions of the particular archive or kind of material being cited. A collection as a whole may be cited in the reference list.

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

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.

Websites and blogs

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

Marshall, Ruth. 2011. "Falling on the Sword of the Spirit." *Immanent Frame*, 28 February. <http://blogs.ssrc.org/tif/2011/02/28/falling-on-the-sword-of-the-spirit>.

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

Online video

Rubinstein, Arthur. 2011. "Rachmaninoff Piano Concerto No. 2, Op. 18, I Moderato." Video, 10:16. Uploaded 8 November. <http://www.youtube.com/watch?v=0Vv0Sy9FJrc&list=PLDB11C4F39E09047F>.

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- Copyright assignment form** is signed and submitted (*no later than the final revised article submission*);
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- 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;
- US spelling is used throughout, and a spellcheck has been performed;
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- 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);
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- 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;
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