

CAMBRIDGE ANTHROPOLOGY

INFORMATION FOR CONTRIBUTORS

SUBMISSION GUIDELINES

The Board of Editors welcomes contributions. Authors should submit articles as word attachments by e-mail, formatted as Microsoft Word or Rich Text Format 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, Associate Editor or a member of the Editorial Board. 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 send submissions of **articles** to the Editor, Maryon McDonald: Editor@cambridgeanthropology.org.uk

Authors interested in **reviewing books** or writing **review articles** should contact the Reviews Editor, Nikolai SSorin-Chaikov, directly: ReviewsEditor@cambridgeanthropology.org.uk

Articles should be 6,000 to 8,000 words in length (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 2000 to 4000 words in length.

FORMATTING

The document must be set at A4 paper size or U.S. letter size. The entire document (including the notes and references) should be double-spaced with 2.5 cm (1 inch) margins on all sides. A 12-point standard font such as Times or Times New Roman is required and should be used for all text, including headings, notes, and references. An unusual character or diacritical mark should be flagged, as the character may not translate correctly during typesetting.

COVER PAGE

The cover page should provide the title of the article, complete contact information for each author (address, phone, and e-mail), and biographical data of approximately 25–50 words for each author. Please provide a total word count. If applicable, indicate the number of tables and/or figures to be included. The figures should be named clearly so that their placement in the text can easily be matched to where they are referred to in the text.

ABSTRACT/KEYWORDS

The article must include an abstract of no more than 150 words and 6 to 8 keywords, presented after the abstract in a comma-separated list, with only proper names capitalized.

COPYRIGHT/PERMISSIONS

Upon acceptance, authors are required to submit copyright agreements and all necessary permission letters for reprinting or modifying copyrighted materials, both textual and graphic. (The author is fully responsible for obtaining all prior permissions and clearing any associated fees.)

ARTWORK

Any figures and corresponding captions should be placed in separate files; only placement indicators should appear in the main text. Figures should be numbered consecutively as they appear in the text. Please number items individually (figure 1, 2, 3, 4) as opposed to grouping items together (figure 1, figure 2a, 2b, 2c).

For optimal reproduction, figures or photos should be submitted as TIFF (resolution at 300 dpi) if they are halftones or EPS (800 dpi) if they are line drawings and/or contain text. All figures should be black and white, with all fonts embedded. Additionally, all images should be approximately 10 x 8 centimeters at the resolution indicated. Figures may also be submitted on glossy camera-ready paper.

Tables and corresponding captions should be placed in separate files; only placement indicators should appear in the main text. As with the figures, please be sure to number the tables consecutively.

PROCESS FOR REFEREEING AND ACCEPTING ARTICLES

CA is a refereed journal. Submissions are considered on the understanding that the paper is not currently under consideration for publication elsewhere. Articles are sent to at least two scholars with relevant experience and expertise. Given the breadth of topics reviewed, contributors are asked to suggest at least one potential reviewer when they submit. 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 that have been accepted for publication but 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 Publishers. 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.

CA BRITISH-ENGLISH STYLE GUIDE

The CA style guide is based on the *Oxford Guide to Style* (OGS), with some deviations for house preferences. The journal uses U.K. punctuation and spelling, following *The Oxford English Dictionary* (OED). Foreign words (except proper names) should be italicized.

ARTICLE TITLE AND HEADINGS

- Use capitalization in the article title and headings (in English) for nouns, pronouns, verbs and adjectives.
- Prepositions and conjunctions are not capitalized (or, but, over, through, between):
Introduction to the Many Forms of Money.
The Euro versus the Pound.

ABBREVIATIONS

- Avoid unnecessary abbreviations.
- Acronyms must be spelt out on first appearance. Provide parenthetical explanations:
REM (rapid eye movement).
- Do not use a full stop (period) after abbreviations including the first and last letter of the word (contractions):
Mr Mrs Dr St Ltd
- Some abbreviations drop the full stop, including those in the international system of measurement:
Mme Mlle m mm kg
- A full stop for: vol. seq. no. ibid. et al.
- Use full stops in the abbreviation of names of countries (except the USSR) but omit them with acronyms:
U.S. U.K. UN EU NATO

PUNCTUATION

- All punctuation should be followed by a single space and not a double space.
- There should be no full stop at the end of headings or subheadings.
- There is no need for double punctuation at the end of a sentence, either after an abbreviation or after a punctuation mark in quotation marks or a book or article title.

[BRACKETS] AND (PARENTHESES)

- Use square brackets for editorial comments within quotations or for uncertain data in references (e.g., if the publication year or city is ascertainable but does not appear in the book).
- Brackets are also used within parentheses: (he used to go there [to Tehran] every spring).
- Include translations of foreign-language quotations in brackets immediately following the quotation (without italics and without quotation marks): 'Todas somos amigas de desde chiquitas, casi puras vecinas' [We are all friends since we were small, and almost all are neighbours].

QUOTATION MARKS

- Always use single quotation marks. Double quotation marks are only used within a quotation. He remarked: ‘This charge of “fraudulent conversion” will never stick.’
- Quotations of eight to ten lines or longer (or over 60 words) should be indented as extracts and separated from the main text. Such text extracts should not be set within quotation marks.
- Extracts longer than 400 words require copyright permission.

DASHES

- The UK style for dashes requires blanks before and after the en dash.
- An author may substitute a hyphen for the en dash if necessary. The typesetter will later convert the hyphen to the en dash:
He spoke in a whisper - the room was quiet.
He spoke in a whisper – the room was quiet.
- The en dash is commonly used in ranges without additional spaces: 129–173, Monday–Thursday, vi–xii.

ELLIPSES POINTS (...) (*. ...*) (*, ...*) (*... !*)

- Three points should be used for omitted text. There should be one space before and after the ellipsis.
- If the omitted text follows a completed sentence, there should be four dots, the first indicating a full stop (or period). In contradiction to the three-dot ellipses, there is no space between the last word in the sentence and the first full stop ending the sentence.

DATES, NUMBERS AND RANGES

- Dates should be set day/month/year, with no comma in between the elements, e.g., 26 January 1988.
- In general, use words for numbers that are less than 100, and numerals for all other numbers. Number ranges should not be abbreviated.
- In-text number ranges should employ prepositions not dashes:
Use ‘from 1924 to 1928’ or ‘between 1924 and 1928’
Do *not* use ‘from 1924–1928’, and not ‘between 1924–1928’

REFERENCES**AUTHOR-DATE SYSTEM**

- In-text citations should follow the author-date system with full documentation in the Reference section.
- Every author mentioned in the reference list must be cited in the main text, and every author cited in the main text must be listed in the reference list.
- Confirm that spelling and dates are consistent between the main text and the reference list.
- Any parenthetical notes or footnotes should be presented as endnotes, and should be kept short and to a minimum.
- Acknowledgements should not be included as a numbered note but given its own heading and paragraph following the body of the text, prior to the note and reference sections.

IN-TEXT, AUTHOR-DATE CITATION EXAMPLES

(Pickett and White 1985; Smith 1987) [Note: alphabetical order]

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)

REFERENCE LIST

- The reference list must be in alphabetical order. For multiple listings under an author's name, list the oldest publication first, followed by the other publications, in chronological order.
- In the reference list please use underscores rather than dashes to indicate a subsequent title by the same author.
- Please confirm that web links are accessible as cited.
- If possible, update information where references cited are in press or submitted for publication.

REFERENCE EXAMPLES**BOOK:**

Wagner, R. G. [1975] 1981. *The Invention of Culture*. Chicago: University of Chicago Press.
 _____ 1986. *Symbols that Stand for Themselves*. Chicago: University of Chicago Press.

TWO AUTHORS:

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 IN A BOOK

(WITH DIGITAL OBJECT IDENTIFIER [DOI] NUMBER IF KNOWN. *Include full stops only if and exactly where the reference indicates*)

Appadurai, A. 1991. Global Ethnoscapes: Notes and Queries from a Transnational Anthropology. In *Recapturing Anthropology* (ed.) R. Fox, 191–210. Santa Fe, NM: SAR Press.
 doi:10.2345/recap.1991.123456

ARTICLE IN A JOURNAL:

(WITH DOI NUMBER IF KNOWN. *Include full stops only if and exactly where the reference indicates*)

Gingrich, A. 2006. Neo-Nationalism and the Reconfiguration of Europe. *Social Anthropology* 14, no. 2: 195–217. doi:10.1017/S0964028206002539

TRANSLATIONS:

Cortázar, J. 1969. *Cronopios and Famas* (trans. P. Blackburn). New York: Random House.
 [Do not translate foreign titles into English unless it is the English version that is referred to.]

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.

PAPERS READ AT MEETINGS:

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.

DISSERTATION:

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

UNPUBLISHED MATERIAL:

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

ORGANIZATION AS 'AUTHOR':

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

MATERIALS IN ARCHIVES:

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

INTERNET / WORLD WIDE WEB SITES:

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).