

FOCAAL
JOURNAL OF GLOBAL
AND HISTORICAL ANTHROPOLOGY

STYLE GUIDE

GENERAL

An **abstract** of 150 words should accompany the article, as well as a list of four or five keywords. The abstract is meant to be a summary or overview of the entire article. Whereas it can paraphrase the text, it should not duplicate verbatim sections of the main text.

A short **biographical note** of no more than 75 words should follow the conclusion, as well as an **email address** we can publish in *Focaal*.

The hyphenation function should not be enabled and no intentional hyphens should be inserted at the ends of lines.

Titles should be concise.

Italicize words and phrases not in English or words that need explicit emphasis.

Use **double quotation marks only**.

NOTES AND ACKNOWLEDGMENTS

Notes should be indicated serially within the article.

Do not use superscript note indicators in titles, paragraph titles or subtitles.

Acknowledgments appear under a separate subtitle and are positioned before the Biographical note, Notes and References.

Notes must be used in an explanatory way and not as a reference list.

REFERENCES

TITLES

1. Only the first word and proper nouns should be capitalized in the title and subtitles.

IN-TEXT CITATIONS

Works by the same author

1. Works by the same author (with dates only and no page numbers) should be separated by commas.

Example:

Jones's research (1977, 1979a, 1979b)
(Whittaker 1967, 1975; Wiens 1988a, 1998b)

Multiple authors

1. The order of authors should be alphabetical within parenthetical in-text citations. When one specific author is called out, the remaining authors should be ordered alphabetically.

Example:

(cf. Hind 1965; see also Aronson 1972; Williams 1961).

2. Use the abbreviation "et al." in in-text parenthetical citations only when there are more than three authors.

Example:

(Jones et al. 2001).

3. Use semicolons between multiple authors in parenthetical in-text citations and between works by the same author when page numbers are involved.

Example:

(Armstrong and Malacinski 1989; Beigl 1989; Pickett and White 1985)
(Smith 1993: 63; 2003: 104)
(Garcia 1998: 67; Wong 1999: xvi; 2000: 475)

The same last names

When two authors share the same last name, first-name initials are added in the author-date citations in the main text, and the names are ordered alphabetically by the first-name initial.

Example:

(M. Smith 1994; P. Smith 2003).

Additional reference details

1. In parenthetical references, “compare” should be abbreviated (cf. Sutton 2001), as should “and the following pages” (Sutton 2001: 44ff.) and “see, for example,” (see, e.g., Sutton 2001).
2. When a parenthetical reference to the same work is repeated within a paragraph, use “ibid.” for the second and any subsequent mentions.
3. While they are “papers” when presented at a conference, the contributions to a journal should be referred to as “articles”.

Graphs and illustrations

1. When graphs and illustrations are taken from other materials, the sources should be noted in the text near where the images are to be placed.

Example:

[[Place figure 1 near here]]

Figure 1 Parameters of three profiles

Source: Tompkins (1981).

URLs

URLs should not be located in the main text when used in a bibliographical sense (although identifying names such as Amazon.com are acceptable). Instead, URLs should be cited in endnotes or the reference list.

REFERENCE LIST

1. The title of this section is “References” *not* “Bibliography.”
2. In the reference list, page numbers should be given for journal articles as well as chapters in an anthology.
3. Only the first word and proper nouns should be capitalized in book titles.
4. Foreign publication cities should use English spellings (e.g., “Munich” rather than “München,” “Vienna” rather than “Wien,” etc.), if a common English name exists.
5. When listing two publication cities, use “and” (not a comma or slash) to separate them. Example: “New York and Oxford” *not* “New York, Oxford” or “New York/Oxford.”
6. In the reference list, use the authors’ full names rather than first-name initials whenever possible.

7. Avoid using “et al.” in the reference list; instead, list all of the authors’ names.
8. In multi-author entries, only the first author’s name is inverted, and a comma follows the name. Example:

Smith, John, and Sheila Seelig. 1999.

9. Two or more works by the same author or authors published in the same year are distinguished by “a,” “b,” “c,” and so forth (set in roman, not italic), following the date. These entries are alphabetized by title.

Example:

Beijing Zoo. 1974a. Observations on the breeding of the giant panda and the raising of its young. [In Chinese.] *Acta Zoologica Sinica* 20: 139–47.

———. 1974b. On the diseases of the giant panda and their preventive and curative measures. [In Chinese.] *Acta Zoologica Sinica* 20: 154–61.

10. In-text references to newspaper articles should include the name of the newspaper (italicized) and the name of the journalist, when known. If the journalist is unknown, list the page number(s).

11. If both the original and reprint publication years are to be included, the in-text citation should be styled with the original publication year enclosed in square brackets. Example:

Emerson ([1836] 1985: 4).

12. If the translation of a cited text was done by the author of the *Focaal* article, include this information in an in-text citation. Example:

(Hernandez 1999; translation by the author).