

# ***Social Analysis***

## **INFORMATION FOR CONTRIBUTORS**

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.

Please email submissions of **articles** to the Editor: Bruce Kapferer: Bruce.Kapferer@sosantr.uib.no

Authors interested in **reviewing books** or writing **review articles** should contact the Reviews Editor directly: Bjørn Enge Bertelsen: Bjorn.Bertelsen@uni.no

Articles should be 6000-8,000 words (including notes and references), although longer articles may be considered. Reviews should be 800 words and Review Essays must have a minimum of three titles reviewed and be 2000 to 4000 words in length.

### **FORMATTING**

The document must be set at the US letter or A4 paper size standard. The entire document (including the notes and references) should be double-spaced with 1-inch (2.5 cm) 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, fax, and e-mail), biographical data of approximately 100 words for each author, and any acknowledgments. Please provide a total word count and indicate the number of tables and/or figures as included. The figures should be named clearly so that their placement in text can easily be matched to where they are called out in the text.

### **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 include the research question or puzzle, identify the data, and give some indication of the findings. Keywords will be drawn from the content and not duplicate the article title.

### **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 permissions and clearing any associated fees.

### **ARTWORK**

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 text. Please number items individually (figure 1, 2, 3, 4) as opposed to grouping items together (figure 1, figure 2a, 2b, 2c).

“figure,” “table,” etc., are lowercase unless they begin a sentence or are capitalized in titles. Thus, in the phrase “see figure 11.1,” the word “figure” is lowercase.

For optimal reproduction figures or photos should be submitted as TIFF (resolution at 300 dpi) or EPS (800 dpi), black and white, with all fonts embedded. Additionally, all images should be approximately 4 x 4 inches 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

*Social Analysis* is a refereed journal. 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.

## 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 and may purchase additional copies at a reduced price or purchase offprints.

## STYLE GUIDE

The *Social Analysis* style guide is based on the *Chicago Manual of Style* (CMS) 14 and 15 editions, with some deviations for house preferences. Please note that the journal uses US punctuation and spelling, following *Merriam-Webster's Collegiate Dictionary* or the *American Heritage College Dictionary*.

### 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).
- Do not number headings within an article. Rather, indicate different levels of headings by varying the typeface, position, and size (e.g. use bold for the main headings [A heads] and italic for sub-headings [B heads])
- Superscript note reference numbers and/or asterisks should not be placed on essay titles, headings, epigraphs, or the essay author's name.

### ITALICS/BOLD

**Note: Do not use bold for emphasis at any time. Bold type should be used only for titles and headings.**

- Do not underline words that are meant to be italicized. Instead, change the affected text to italics.
- Use italics for emphasis sparingly. It is usually possible to make your point without special emphasis.

### ABBREVIATIONS

- Acronyms must be spelled out on first appearance. Provide parenthetical explanations: REM (rapid eye movement).
- Some abbreviations drop the full point, including those in the international system of measurement:  
Mr Mrs Dr St Ltd Mme Mlle mmm kg
- A full point for: vol. seq. no. ibid. et al.
- Names of countries are spelled out in the main text but can be abbreviated in tabular matter, lists, etc. In the absence of a universal standard for abbreviating countries, use periods in the abbreviation of the names of some countries, but omit them in others, especially those that are acronyms.  
Ger., Isr., It., Swed, Russ., US, UK, USSR and other acronyms UN, EU, NATO
- Centuries should be spelled out rather than using numerals: use "sixteenth century" *not* "16th century."
- Postal abbreviations are now used for the names of US states in reference list entries.  
*Note that a comma precedes the state abbreviation:* Cambridge, MA; Evanston, IL; Albany, NY; Lanham, MD.

### PUNCTUATION

- All punctuation should be followed by a single space and not a double space.
- There should be no period at the end of headings or subheads.
- 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.

## TRANSLITERATION

- We recommend that contributors refer to the ALA-LC Romanization Tables system for transliteration.
- All technical terms from languages using non-Roman alphabets (and with no acceptable romanization system) must be fully transliterated with diacritical marks clearly indicated.
- Contributors are fully responsible for the consistency and accuracy of their transliteration.
- Transliterated terms (with the exception of those words that have become familiar in English, such as: catharsis, habeas corpus, fait accompli) should be italicized on the first instance and throughout the remaining text.

## [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

- Single quotation marks are used to denote terms, and in most cases, the quotation marks should be used on every instance that the term appears throughout the essay.
- Always use double quotes. Single quotes are only used within a quotation:  
He remarked: "This charge of 'fraudulent conversion' will never stick."
- Unless the punctuation is part of an original quotation, the closing quote mark follows all punctuation.
- 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 American style for dashes has no blanks before or after the en dash.
- An author may substitute a hyphen for the en dash if necessary.
- 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 period (full stop). In contradiction to the three-dot ellipses, there is no space between the last word in the sentence and the first period 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 *always* be non-abbreviated: 1979–1999; 249–381.
- 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"

## BIAS/PAROCIALISMS

- Never use a feminine article to refer to ships, countries, and so on. Use "it" and "its" rather than "she" and "her."
- If possible, avoid gender-specific language in contexts in which it is not necessary. The use of neutral pronouns is preferred whenever feasible: humankind *instead of* mankind; spokesperson *instead of* spokesman
- Authors should not assume that all of the readers share their social and humanistic experiences, background, and world-view. Making generalizations that imply such a shared experience should be avoided.

## 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 should be presented as endnotes, and should be kept short and to a minimum. Authors should use the software feature that allows notes to be added in Word. This ensures that the endnotes will be numbered sequentially and correctly, and that no entries will be left out.
- 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

(Smith 1987; Pickett and White 1985)  
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 style that *Social Analysis* has adopted for its reference lists is based on figure 16.2 in *CMS*, 14th ed.
- It is preferred that the authors' first names be given in full, rather than using first-name initials.
- Note that article and chapter titles are to be capitalized and enclosed within quotation marks.
- When listing two publication cities, use "and" (not a comma or slash) to join them: "New York and Oxford" *not* "New York, Oxford" or "New York/Oxford."
- The reference list must be in alphabetical order with a period placed at the end of each entry. For multiple listings under an author's name, list the oldest publication first, followed by the next publications, in chronological order.
- In the references section 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, Roy 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 (USE COMMA TO SEPARATE):

Bloch, Alexia, and Laurel 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 (NOTE PLACEMENT OF PAGE NUMBERS AND EDITORS)

(WITH DIGITAL OBJECT IDENTIFIER [DOI] NUMBER IF KNOWN. *Include full stops only if and exactly where the reference indicates*)  
Appadurai, Arjun. 1991. "Global Ethnoscapes: Notes and Queries from a Transnational Anthropology." Pp. 191-210 in *Recapturing Anthropology*, ed. R. Fox. Santa Fe, NM: SAR Press. doi:10.2345/recap.1991.123456

### SEVERAL CONTRIBUTIONS TO THE SAME BOOK

When two or more contributions to the same multi-author book are cited, the book itself, in addition to the specific contributions, may be included in the reference list. The entries for the individual contributions may then cross-refer to the book's editor(s). In the shortened form in the reference list, no mention of the title, publisher, and publication city is then needed. Abbreviations such as "eds." And first-name initials are omitted:

Byrant, Clifton D., ed. 2003. *Death and Dying: A Reference Handbook*. 2 vols. Thousand Oaks, CA: Sage Publications.

Hayslip, Bert, Jr. 2003. "Death Denial: Hiding and Camouflaging Death." Pp. 34–42 in Byrant 2003.

ARTICLE IN A JOURNAL:

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

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

TRANSLATIONS:

Cortázar, Julio. 1969. *Cronopios and Famas*. Trans. Paul Blackburn. New York: Random House.

Labidi, Leila. 1989. *Cabra hacham: SexualitŽ et tradition* [Patience and Shame: Sexuality and Tradition]. Tunis: Dar Annwras.

ARTICLE IN A NEWSPAPER OR MAGAZINE:

Fontanelle, Eric C., and Valerie Mandible. 1951. "Iron Despair: Postwar Bewilderment." *World Spectator*, 6 April.

MOVIE:

Godard, Jean-Luc, dir. [1966] 2005. *Masculin Feminin*. Criterion Collection.

PAPERS READ AT MEETINGS:

Speth, James D., and Deirdre Davidson. 1975. "Seasonal Variability in Early Hominid Predation." Paper presented at symposium, Archeology in Anthropology: Broadening Subject Matter. Seventy-fourth annual meeting of the American Anthropological Association, New York, 6–8 May.

DISSERTATION:

Downer, John. 1975. "Necessity and Knowledge in the Later Philosophy of Wittgenstein." PhD diss., University College of North Wales.

UNPUBLISHED MATERIAL:

Marciniak, Edward, and Nancy Jefferson. 1985. "CHA Advisory Committee Appointed by Judge Marvin E. Aspin: Final Report" (December). Chicago. 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. University of Georgia Library, Athens.

INTERNET / WORLD WIDE WEB SITES:

World Health Organization. 2000. "Committee on Technical Barriers to Trade–Notification–Mexico–Tequila" [online WHO notification]. Document G/TBT/Notif.00/168, serial number 00–1336 (3 April). <http://docsonline.eto.org> (accessed 9 April 2000).

## **TEXT PREPARATION CHECKLIST**

- All text, including headings, sub-headings, notes, and references, are set in a standard 12-point type, such as Times or Times New Roman, and must be double-spaced with a 1-inch margin on all sides.
- US spelling has been used: set default language to “English (USA),” and make sure that the spell checker is in US English.
- The abstract is no more than 150 words.
- The abstract is a summary or overview of the entire article. Whereas it can paraphrase the text, it has not duplicated verbatim sections of the main text. Please be sure that such duplicated text is avoided.
- The keywords are limited to eight and listed in alphabetical order.
- Bold type should be used only for titles and headings, not for emphasis. Use italics (sparingly) for emphasis.
- Although the contributions may originally have been papers presented at a conference, in the journal they should be referred to as articles.
- Italicize on every instance foreign-language words that are not common in US usage.
- URLs should not be located in the main text when used in a bibliographical sense (although names such as Amazon.com are acceptable). URLs should be relocated to endnotes or the reference list.
- Any artwork supplied conforms to the requirements with location called out in the text and all permissions cleared.
- The Style guide has been followed:
  - References adhere to the examples provided.
  - Every author mentioned in the reference list has been cited in the main text or notes, and every author cited in the main text and notes has been listed in the reference list.

Please always double-check your manuscript to see that these conditions have been met.

**THANK YOU FOR YOUR COOPERATION!**