

GUIDELINES FOR ARTICLES

Guidelines for Authors

Anthropology News articles are designed to explore issues relevant to the discipline from an anthropological perspective. Currently received by over 10,000 subscribers, *AN* is the most widely distributed anthropological publication in the world. Articles reflect the views of the authors and their publication does not signify endorsement by *AN* or AAA. Authors are expected to verify all factual information included. Because writing a piece may involve a significant time commitment, we recommend that you submit your idea as a proposal to editor Dinah Winnick (dwinnick@aaanet.org) before drafting a full article.

Types of Articles

AN features several article types. Content often reflects monthly themes, but can also address unique topics.

- In Focus Commentaries
- News Features
- Teaching Strategies
- Field Notes
- Photo Essays
- Photo Features

Submission Details

- Commentaries should be **1,000–1,300 words**. News articles should be a maximum of **600–800 words**. Field Notes and Teaching Strategies should be **800–1100 words**. For photo essay and photo feature specifications, see page 10.
- Organize the text into 3–4 subheadings.
- Keep bibliographical references to the bare minimum. In keeping with its newspaper format, *AN* style recommends embedding the author's name, title and date of publication into the flow of the text itself, and only when absolutely necessary.
- At the end of your article, add a single biographical paragraph of 20–40 words summarizing your research interests. This is an opportunity to list your most recent publication, fieldwork foci or to mention an additional reference for interested readers.
- Think about a visual to illustrate your article. Poignant visual content with a strategic caption can be used to clarify a point briefly mentioned in your text or to raise a new concept. Photos submitted for your article must have a minimum **resolution of 300 dpi**.
- Submit your proposal or draft manuscript via email to dwinnick@aaanet.org for editorial comments and suggestions.

Writing Suggestions

- Limit the key points you wish to make to three or four; readers will be more likely to absorb and remember your piece if you help them to focus. Key subheads to these points.
- Keep in mind that 99.9% of your readers will not be familiar with your specialty and its particular jargon. Write for a broad and diverse anthropology audience.
- Begin with the bottom line: feature the **single most powerful** sentence as the opening line. Consider: What is the main point of your piece? What is it that you would like the reader to remember most?
- Be sure that your points and examples clearly and effectively support your argument.
- End with a brief statement of what it is that you want the reader to retain.
- Feature concrete examples. This is the most effective communication device in a newspaper medium. Examples not only draw the reader into the subject more easily, they facilitate a much more rapid comprehension.

Thank you for your time and collegial spirit. Please feel free to contact the associate managing editor of *Anthropology News*, Dinah Winnick, directly for assistance or clarification at dwinnick@aaanet.org.

GUIDELINES FOR VISUAL CONTENT

Guidelines for Authors and Photographers

Anthropology News photo essays and photo features are designed to explore issues relevant to the discipline from an anthropological perspective through visual media. Currently received by over 10,000 subscribers, *AN* is the most widely distributed anthropological publication in the world and increasingly features visual content in print and online. Authors are expected to verify all factual information included and have all the necessary permissions to publish images of people. Because developing a photo essay or photo feature may involve a significant time commitment, we recommend that you submit your idea first as a proposal.

Submission Details

- Photo features include one photograph, 100–200 words of supplementary text and a 20–30 word author/photographer bio. Photo essays vary in length but typically include 4–7 photos, 200–500 words and a 20–30 word author/photographer bio.
- When submitting a photo essay or photo feature proposal, include around 10 images, 300 words of explanation and a 50–100 word bio. We may request additional photos based on your submission.
- When selecting photos for a proposal, please keep in mind that some details may be lost since the final will be printed on newsprint in grayscale.
- Submit your proposal via email to dwinnick@aaanet.org for editorial comments and suggestions.
- Photos should be submitted uncropped, in original format, at the highest resolution available. Minimum resolution for print publication is 300 dpi. Cover photos must be at least 300 dpi for a 8.66" x 6.40" crop. All photos should be in TIFF or JPG format. If you have a preferred crop, please note it in your email.
- Where possible we will supplement printed photographs with additional online photographs posted through the *AN* Flickr page and AAA blog.

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GUIDELINES FOR OBITUARIES

Although shorter than the more formal obituaries that were once common in academic journals, timely reports in the *Anthropology News* In Memoriam section now serve an important function within the discipline. These notices are designed to provide information for the record and, at a minimum, typically include: name, dates and places of birth and death, graduate and final affiliation, disposition of papers, accomplishments and immediate survivors. Family, as well as friends, colleagues and future generations will appreciate your effort.

Here is an example that could serve as a model, although this exact format is not required:

James F Deetz, 70, world-renowned historical archaeologist, died of pneumonia on November 25, 2000, in Charlottesville, VA. He was born in Cumberland, MD, and received his undergraduate training at Harvard U, where he graduated Phi Beta Kappa in 1957 and earned his PhD three years later. Deetz began to teach anthropology at Harvard in 1957 and led excavations of pilgrims' houses near the original landing site around Plymouth. He found a lifelong interest when introduced to efforts to establish Plimoth Plantation, a reconstruction designed as an outdoor history museum in Plymouth, MA. The museum brought to life the story of the pilgrims in 1627, just before they dispersed throughout what became known as Plymouth Colony.

In 1960 he accepted an appointment at UC Santa Barbara; he rose to full professor of anthropology there by 1966. After that, he taught at Brown, the University of Cape Town and UC Berkeley. When he was a visiting professor of New World studies at the University of Virginia, in 1994, he was appointed Harrison Professor of historical archeology.

Deetz was one of the country's foremost specialists in colonial North America. His studies, spanning several decades, focused on the earliest English settlements in New England and Virginia. He was counted among the "new" US archaeologists who sought to build a general theory of anthropological archaeology. Influenced by structuralism, he sought to discern patterns underlying historical finds that reflected changes in past human behavior, values and thought. He and colleague Ted Dethlefsen published a series of papers on stylistic changes in old New England gravestones. He also wrote on ceramics, the "ethnogastronomy" of Thanksgiving and African American settlers at Plymouth. His several books, clearly written in an accessible style, include *Invitation to Archaeology*, *In Small Things Forgotten: The Archaeology of Early American Life* (both still widely read) and, most recently, *The Times of Their Lives: Life, Love and Death in Plymouth Colony*.

James F Deetz is survived by six sons, four daughters, one sister and 16 grandchildren. His earlier marriage to Eleanore Kelley Deetz, a resident of Albany, CA, ended in divorce.

Submission Details

- AN obituaries may be **no more than 500 words** in length.
- **Verify death and check facts with the family and/or through the deceased's department.**
- Photographs are welcome and should be submitted as JPEG or TIFF files, minimum of 300 dpi at 1.5" tall. Please submit photos in their original format (uncropped), though you may indicate a preferred crop in your submission email.
- Include no more than 3–4 major publications and their dates.
- Focus on the highlights of the person's career and contributions to the discipline.
- Personal opinions, reminiscences and eulogies are appropriate, but best kept to a minimum. There is usually little space left over for direct quotes.
- To honor the deceased and as a service to the discipline, notices should appear as soon as possible. Please try to honor the deadline given for the next edition.
- Contributions will be edited for grammatical accuracy and appropriate length.

Thank you sincerely for your help. Please feel free to contact the associate managing editor of *Anthropology News*, Dinah Winnick, directly for assistance or clarification at dwinnick@aaanet.org.

AMERICAN ANTHROPOLOGICAL ASSOCIATION STATEMENT

On Response to Accusations in the *Anthropology Newsletter*

(adopted January 1995)

WHEREAS the *Anthropology Newsletter* (AN) offers members opportunities to express views of ethical issues affecting the profession, And whereas a member, to express her/his views fully, may feel it necessary on occasion to accuse another association member of wrongdoing, And whereas the member accused should be given timely opportunity to respond fully to the charges,

THEREFORE, be it resolved

- (1) the person accused should be the opportunity to respond fully in the same edition of the AN in which the charge of wrongdoing appears;
- (2) the person accused should be given two weeks to prepare a response; and
- (3) publication of the original article should be delayed only if the person accused cannot meet the two-week deadline for good reason (eg, overseas field research, illness). It is understood that the AN reserves the right to edit a response as with any submission to the AN.

AN STYLE GUIDE

AN follows the *Associated Press Stylebook* and *Briefing on Media Law*; refer to *The Chicago Manual of Style* for issues not covered here or by AP.

ABBREVIATIONS

Anthropology News = AN (NOT preceded by “the”)

American Anthropological Association = AAA

AAA section names in articles: “Full name (acronym)” on first reference, acronym only thereafter

United States = US (whether used as adj or noun); use “US” instead of “American” whenever possible

United Nations = UN

National Science Foundation = NSF

Other common government agencies: “Full name (acronym)” on first reference, acronym only thereafter

Junior = Jr (NOT preceded by comma)

“fax” always in lower case

Telephone = tel

Street = St

Drive = Dr

Institute = Inst

Parkway = Pkwy

Highway=Hwy

Suite= Suite

Apartment= Apt or #

Extension = ext

Incorporated = Inc; Company = Co; Limited = Ltd (as part of proper company name)

Percent = %

Centimeter = cm; meter = m; kilometer = km; kilogram = kg (BUT: mile, inch, foot)

PROFESSIONAL TITLES AND AFFILIATIONS

AFFILIATIONS

In text: in parentheses following individual’s name

In bylines: on line following author’s name

Use institution’s preferred name format when location is part of name. BUT: abbreviate U of California as UC, California State U as Cal State U and University of North Carolina as UNC). Referring to schools in the text, spell out full name; when referenced in parentheses or in bio paragraph, use abbreviated form, always U for University and C for College. Refer to institution’s website for proper format. Campuses of a university should be preceded by a hyphen.

Example: “Jane Doe is associate professor of anthropology at Goldsmiths College and John Smith is associate professor at University of Texas-Austin,” or “Jane Doe (Goldsmiths C) and John Smith (U Texas-Austin)”

TITLES

Only capitalize titles when in front of name (“AAA President Don Brenneis”; “Don Brenneis, president of the AAA”)

Also applies to executive board. When written with identifying entity, capitalized (AAA Executive Board); otherwise not (executive board).

For board titles, upper case all when referencing in a list or title, e.g. Member-at-Large; upper case first part when using the name as a title, e.g. “Member-at-large Joe Smith; lower case all when referring to the position generally, e.g., “there are two open positions for members-at-large.”

ADDRESSES

Format: Street address; telephone number; fax number; email; website. (note punctuation)

States: when listed as City, State, use two-letter postal abbreviation; when state used alone, spell out

All telephone and fax numbers should be identified as either "tel" or "fax"

Email addresses NOT separated by < >, nor prefaced by "email"

Format hyperlinks and email addresses as regular text before submitting copy

Website addresses also listed as part of text, NOT separated by parentheses or < >, nor prefaced by "website" or "http://" (exception: use "http://" when the address does not include "www")

Example: AAA, 2200 Wilson Blvd, Suite 600, Arlington, VA 22201-3357; tel 703/528-1902; fax 703/528-3546; members@aaanet.org; www.aaanet.org.

NUMBERS

1–9 spelled out in text; 10 and above use numerals only

Use numbers for proper names: 20th century, 19th century (BUT: spell out for adjectives, e.g., thirteenth time)

Ages: "He was in his mid-thirties" (BUT: "He was a 35-year-old ethnographer.")

Use numerals in hyphenated adjectives: "2-year college", "7-member panel"

DATES

Month day, year (December 12, 1969)

BC and BCE appear after a date (47 BCE) and AD appears before (AD 47)

Years: 1970s (no apostrophe) but '70s if using 2-number year

2006–08

PUNCTUATION

No final comma in series of three or more: "red, white and blue cars"; "red, white, blue and green cars" (BUT: retain final comma if one or more entry in the series is compound: "red and white cars, blue motorcycles, and green bicycles")

Periods: at end of all address lines (including email and Internet addresses)

Numbering in a list: single parenthesis, e.g., "1"

Numbering within a paragraph in sentence form: double parenthesis, e.g., "(1)"

Italics: NOT uppercase for emphasis (e.g., He was *very* angry.)

Quotation marks: Avoid overuse. May be used the first time in a text when indicating author's opinion about a term, thereafter no quotes. (eg, "race")

Ellipses: At end of sentence: ".#..." In sentence, to signify missing text "#...#"

Hyphens: are joiners, used to avoid ambiguity or to form a single idea from two or more words.

En-dash: used in series in place of "to" (eg, 1979–82)

Em-dash: used as break in sentence, or as colon (why do so many women—not only the ones with big hair—use so much hair-spray?)

Washington DC (no comma)

CAPITALIZATION

All prepositions in headings should be lowercase (unless uppercase is necessary for meaning)

REFERENCES

Publication acronyms italicized (eg, *AN*, *AA*)

Book/magazine titles in italics

Film titles in italics

TV Program in italics

TV Episode in quotes

Page numbers: p and pp

Use least number of digits when listing suite of pages (eg, 108–11)

Embed references into the body of the article (*Book Year*) (Author, year)

SECTION COLUMNS

Contributing editors' contact information in italics at end of each column

Subheads no longer than a single printed line

Contributing editor's parenthetical remarks: bracketed [], NOT italicized, no indentation

Sections referred to in their own Section News columns by acronym only; by "Full name (acronym)" on first reference, then acronym only in a different section's column

When acronym is not used, refer to group as a "section," NOT society, council, division

Author bio: italic, no indent, no surrounding brackets, at the end of the column

Corrections: in column, "Correction" as subhead

Annual Meeting: session titles surrounded by quotation marks, not italicized

SPELLING

adviser

blog

bylaws

archaeology (BUT: Archeology Division when referring to the AAA Section)

email

fax

fieldwork

Google

googling

Internet

Neanderthal

website

worldview

worldwide

subdiscipline

[Year] AAA Annual Meeting (Include applicable year; NOT plural when referring to a singular event)

association (when referring to AAA)

Sept 11

post-9/11

URL

listserv

VARIOUS STYLES

NO "etc"

NO "and/or" (use one or the other)

Titles: NO Dr, Mr, Mrs, Ms, Professor

NO "Professor" when referring to an individual (BUT: use Reverend, The Honorable)

chair (NOT chairman)

Avoid "page/s" (choose one or the other)

NO "he/she"; avoid "he and she"

NO hyphens for sociocultural, cochair

African American, Latin American, European American (but Afro-American, Euro-American)

black, white (when referring to US ethnic groups, although African American and European American are preferred)

Italicize first instance only of non-English words that do not appear in the main section of Webster's.

For headers, follow AP style: Capitalize any word over 4 letters long.

INTERVIEW FORMAT

Bold for names and text of interviewer; Bold for name of interviewee, Roman for text.

Bold Initials after first use of full names

AKA OR NICKNAMES

Ian "Sandy" Thomas

Maiden names in parentheses, as in Joan (King) Smith

BIO FORMAT AT END OF ARTICLES

Bold author's name

Text in italics

max 30 words

Abbreviations apply

SUBHEADS

A. Bold Roman

B. Bold Italic

C. Plain Italic, run into text

NAMES BOLDED

ONLY in Grant Recipients, Award Winners, Kudos and authors' bios

FOREIGN WORDS

Italicize first time only (with English translation in parens if necessary), NO quotes

EDITORIAL COMMENTS

AN Editor's: Italicized with "—Ed." E.g., *Because I said so. —Ed.*

Contributing Editor's: [bracketed], NOT italicized. NO "Ed." but follow with —.[initials]

as of 11/13/09 arg