

Antrocom Journal Submission Guidelines

Word Manuscript

- Please submit your manuscript in a single Microsoft Word document.
- Please do not use **bold type** or underlining in your manuscript. However, *italics* may be used.
- Please do not use **All Caps** in your manuscript.

Parts of the Manuscript

Titles

As an author in the digital age, select your titles carefully, using keywords and expressions that will attract potential readers searching for subjects online. Titles should be descriptive and clear.

Headings

Indicate a clear hierarchy in the headings by differentiating between heading levels. Font size must be used here to make the headings clear for the text formatter.

Footnotes

Create footnotes in the style that Word permits. Please place footnote numbers after punctuation, like this.⁴

Tables and Figures

Tables and figures should not be wider than 11 cm. Please include a List of Tables and/or a List of Figures, which are numbered consecutively. Figures are illustrations, graphs and charts. If graphs have been created in Excel, please send the separate Excel file with the graph. Each table should have a title preceding it. Please use the table below as a model.

Table 4: Proceeds from Privatization, 1990–1996 (in US\$ millions)

Year	All LDCs	Latin America and the Caribbean	Argentina(a)	OECD countries(b)	UK
1990	12,658	10,961	891	12,988	4,219
1991	24,243	18,723	1,892	10,168	5,346
1992	26,180	15,560	2,654	18,722	7,923
1993	23,651	10,487	3,823	37,930	8,114
1994	21,704	8,198	746	55,119	4,632
1995	21,802	4,615	954	54,429	5,648
1996	25,175	13,919	272	52,949	2,426
1990–6	155,413	82,417	11,232	242,305	38,308

Note. Manzetti, 1999, and *Financial Market Trends: Finance and Investment* 82 (June 2002).

(a) These are only cash figures. Debt bonds used in transactions totalled US\$17 billion in nominal value (as they were considered), but their actual market value was US\$8 billion.

(b) Mexico is not included.

Illustrations

If your article is to contain photographs or prints, please provide digital images. It is important that the images supplied are of a sufficient quality; therefore, please read the guidelines below carefully.

- If supplying digital images, please send them in a separate file with the Word MS. Please do not position the images within the Word MS itself. But please do indicate where in the MS the image should be placed (i.e. insert 'see Figure 1' in the body of the text). Please remember to include a caption for each image.
- Please supply digital images as jpg files or png files with a file extension .jpg or .png.

- Digital images should be supplied to a resolution of 300dpi. Lower resolutions will result in your image looking pixellated. (Note that images taken directly from websites tend to be low-resolution (72dpi) and will therefore not be suitable for printing, even though they may look fine on-screen.)
- Please check the size of your image as well as the resolution. Very small images will need to be enlarged to fit the page size, which will negatively impact the resolution. As a result, small images may need to be supplied at a higher resolution than 300 dpi.
- If you are scanning the images from a printed book, please ensure that you *descreen* the image when scanning. Images which have been printed in books have a *line-screen* on them. Unless this existing line-screen is removed when the image is scanned, there will be a 'duplication' of line-screen when the image is printed a second time, resulting in unsightly patterns called screen-clash. The only way to avoid this is to remove the line-screen by descreening when scanning.
- Scanned images should also be free from any marks resulting from the scanning process (images should be checked at 100% enlargement on screen).
- Please ensure that you have obtained *all* permissions for the images you plan to use.

Permissions

Please ensure that you have obtained *both print and electronic rights* for extensive prose or poetry extracts, third-party illustrations and previously published work of your own.

Antrocom Journal Style Guidelines

Please ensure that the style of the manuscript is consistent and accurate throughout. The complete and utter failure to adhere to the guidelines will result in the exclusion of the Article EVEN IF it was previously approved.

References

The style should be uniform throughout the work. The bibliography should be alphabetized by author last name and multiple works by one author should be organized chronologically. If more than one work by the same author has the same date, add 'a' and 'b' after the dates and organize them alphabetically by title (see below).

Examples of entries in a **bibliography**:

Book

Balassa, B. (1961). *The Theory of Economic Integration*. London: Allen and Unwin.

In text citation: (Balassa 1961:31)

Book with one or more authors/editors

Duncan, G. J., and Brooks-Gunn, J. (eds) (1997). *Consequences of Growing Up Poor*. New York: Russell Sage Foundation.

In text citation: (Duncan and Brooks-Gunn 1997:134-5).

For four or more authors, list all of the authors in the reference list; in the text, list only the first author, followed by et al. ("and others"):

(Barnes et al. 2010)

Chapter in a book

Magarey, M. E. (1988). "Examination of the Cervical and Thoracic Spine!". In R. Grant (ed.), *Physical Therapy of the Cervical and Thoracic Spine*, pp. 81–109. San Diego, CA: Harcourt.

In text citation: (Magarey 1988:81-109)

Kelly, John D. 2010. "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War." In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, pp. 67–83. Chicago: University of Chicago Press.

(Kelly 2010:77)

Article in a print journal

In the text, list the specific page numbers consulted, if any. In the reference list entry, list the page range for the whole article.

Weinstein, Joshua I. 2009. "The Market in Plato's Republic." *Classical Philology* 104:439–58.

(Weinstein 2009: 440)

Jessop, B. (1995a). "Regional Economic Blocs". *American Behavioral Scientist*, 38 (5):674–715.

Jessop, B. (1995b). "Regulation Approach, Governance and Post-Fordism". *Economy and Society*, 24 (3):307–33.

In text citation: (Jessop 1995b)

Sackeim, H.A., Gur R.C. (1985). "Voice Recognition and the Ontological Status of Self-deception". *Journal of Personality and Social Psychology* 48:213-215.

Newspaper article

Cumming, F. (1999). 'Tax-Free Savings Push', *Sunday Mail*, 4 April, p. 1.

Book published electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if one is required by your publisher or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.

Austen, J. 2007. *Pride and Prejudice*. New York: Penguin Classics. Kindle edition.

(Austen 2007)

Kurland, P. B., and Lerner R., eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/>.

(Kurland and Lerner, chap. 10, doc. 19)

Article in a newspaper or popular magazine

Newspaper and magazine articles may be cited in running text (“As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on 27February, 2010, . . .”), and they are commonly omitted from a reference list. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.

Mendelsohn, Daniel. 2010. “But Enough about Me.” *New Yorker*, 25 January.

(Mendelsohn 2010:68)

Stolberg, S. G., and Pear R. 2010. “Wary Centrists Posing Challenge in Health Care Vote.” *New York Times*, February 27. Accessed 28 February, 2010.

<http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

(Stolberg and Pear 2010)

Online journal article

Boughton, J. M. (2002). ‘The Bretton Woods Proposal: An In-depth Look’, *Political Science Quarterly*, 42 (6) <<http://www.pol.upenn/articles>> accessed 12 June 2005.

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.

Kossinets, Gueorgi, and Duncan J. Watts. 2009. “Origins of Homophily in an Evolving Social Network.” *American Journal of Sociology* 115:405–50. Accessed 28 February 2010. doi:10.1086/599247.

(Kossinets and Watts 2009:411)

Editor, translator, or compiler instead of author

Lattimore, Richmond, trans. 1951. *The Iliad of Homer*. Chicago: University of Chicago Press.

(Lattimore 1951: 91–92)

García Márquez, Gabriel. 1988. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape.

(García Márquez 1988:242–55)

Chapter of an edited volume originally published elsewhere (as in primary sources)

Cicero, Quintus Tullius. 1986. “Handbook on Canvassing for the Consulship.” In *Rome: Late Republic and Principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press. Originally published in Evelyn S. Shuckburgh, trans., *The Letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

(Cicero 1986:35)

Preface, foreword, introduction, or similar part of a book

Rieger, James. 1982. *Introduction to Frankenstein; or, The Modern Prometheus, by Mary Wollstonecraft Shelley*, xi–xxxvii. Chicago: University of Chicago Press.

(Rieger 1982:xx–xxi)

Book review

Kamp, D. 2006. “Deconstructing Dinner.” Review of *The Omnivore’s Dilemma: A Natural History of Four Meals*, by Michael Pollan. *New York Times*, 23 April, Sunday Book Review. <http://www.nytimes.com/2006/04/23/books/review/23kamp.html>.

(Kamp 2006)

Thesis or dissertation

Choi, M. 2008. “Contesting Imaginaires in Death Rituals during the Northern Song Dynasty.” PhD diss., University of Chicago.

(Choi 2008)

Paper presented at a meeting or conference

Adelman, R. 2009. “ ‘Such Stuff as Dreams Are Made On’: God’s Footstool in the Aramaic Targumim and Midrashic Tradition.” Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, 21–24 November.

(Adelman 2009)

Website

A citation to website content can often be limited to a mention in the text (“As of 19 July 2008, the McDonald’s Corporation listed on its website . . .”). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified. In the absence of a date of publication, use the access date or last-modified date as the basis of the citation.

Google. 2009. “Google Privacy Policy.” Last modified 11 March. <http://www.google.com/intl/en/privacypolicy.html>.

(Google 2009)

McDonald’s Corporation. 2008. “McDonald’s Happy Meal Toy Safety Facts.” Accessed 19 July. <http://www.mcdonalds.com/corp/about/factsheets.html>.

(McDonald’s 2008)

Blog entry or comment

Blog entries or comments may be cited in running text (“In a comment posted to The Becker-Posner Blog on 23 February 2010, . . .”), and they are commonly omitted from a reference list. If a reference list entry is needed, cite the blog post there but mention comments in the text only. (If an access date is required, add it before the URL; see examples elsewhere in this guide.)

Posner, Richard. 2010. “Double Exports in Five Years?” The Becker-Posner Blog, 21 February. <http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html>.

(Posner 2010)

E-mail or text message

E-mail and text messages may be cited in running text (“In a text message to the author on 1 March 2010, John Doe revealed . . .”), and they are rarely listed in a reference list. In parenthetical citations, the term personal communication (or pers. comm.) can be used.

(John Doe, e-mail message to author, 28 February 2010)

or

(John Doe, pers. comm.)

Citations/Quotations

Always put in text citations. Do not use note for the citation only.

In-text citations should use the author–date style and be inserted into text *prior* to punctuation. In indented block quotes, however, the author–date citation *follows* end punctuation. The page number may be included after a colon, if necessary:

For years, most textbooks referred to the five stages of economic integration (Jessop 1995b).

According to Higgins, preventative medicine is ‘cost effective’ (2005: 56), but not efficient.

Berkley (2009:43) argued that ‘[g]lobal climate change has caused billions of pounds of damage.’

“Only upon the rarest occasions do American like to feel isolated from the mainstream” (Llewellyn 2006:229).

Quotation marks	Use varies depending on whether British or US style is in use. Quotation marks are not used around displayed quotations.	
British style quotation marks	Use single quotation marks first. Use double quotation marks for quoted matter within a quotation.	Weber saw it as embodying ‘the typical power of the “non-economic”’. ‘Have you any idea what “red mercury” is?’

	When quoting a complete sentence, place punctuation within the quotation marks.	Rather than mince words she told them: 'You have forced this move upon me.'
	When quoting a word or incomplete sentence, place punctuation outside the quotation.	Why does he use the word 'poison'? No one should 'follow a multitude to do evil', as the Scripture says.
US style quotation marks	Use double quotation marks first. Use single quotation marks for quoted matter within a quotation.	Weber saw it as embodying "the typical power of the 'non-economic.'" "Have you any idea what 'red mercury' is?"
	Always place commas and periods inside the closing quotation mark, regardless of whether or not it is part of the quoted material. Colons and semicolons—unlike periods and commas—following closing quotation marks; question marks and exclamation points follow closing quotation marks unless they belong within the quoted matter.	Why does he use the word "poison?"
Quotations: displayed or run on?	Quotations can be set apart from the main text ('displayed') or run on in the main text. Generally quotations of less than fifty words are run on. Quotation marks are not used around displayed quotations	

Use square brackets for an editor's interpolation ('in many respects [hers is an] exemplary biography').

For quotations in prose that exceed five lines, indent the entire quote and do *not* use quotation marks.

Italics

Use italics:

- For names of ships, film and play titles, works of art, long poems, newspapers (*Note*: only *The Times*, *The Guardian* and *The Economist* have 'The' as part of title), paintings, books, magazines, journals, TV programme names
- For foreign words and phrases not in common use (see *New Hart's Rules*)
- For emphasis (do *not* use bold or underlining)
- For key terms or coined words

Do *not* use italics:

- For poem, essay and short story titles; instead use roman type and single quotation marks
- Foreign words in common usage (*rendezvous*, *regime*, *elite*; *Note*: no accents)

Abbreviations, Contractions and Acronyms

Abbreviations	Abbreviations fall into three categories. US style uses more full points than British style.	British style	US style
	Abbreviations: omit the end of a word or words. <ul style="list-style-type: none"> In general include a full point at the end (note that in some disciplines no full points are used; check with your OUP Editor if you are unsure). 	Lieut. cent. assoc.	Lieut. cent. assoc.
	Contractions: omit the middle of a word or words. <ul style="list-style-type: none"> Do not include any full points in British style. 	Dr Jr Mrs St	Dr. Jr. Mrs. St.
	Acronyms: formed from the initial letters of words. <ul style="list-style-type: none"> Do not include any full points. 	AWOL NATO	AWOL NATO

Use full points:

- If an abbreviation does *not* end with the final letter of the word: ed., vol., no., Rev.
- After initials in a name: R. A. Butler (and leave a space between initials)

Do *not* use full points:

- If a contraction ends with the final letter of the word: Dr, Mr, Mrs, St, eds, edn
- In metric units of measurement: cm, kg
- In acronyms, such as initials of organizations or associations: RAC, BBC, USA

Capitalization

Keep the use of capitalized letters to a minimum. Use capital letters only for proper nouns, and for the initial letters of the full formal names of institutions, organizations, buildings, and the like British Museum, United Nations, Bridge of Sighs. Use capital letters:

- For proper names; proper names of institutions, movements or organizations; words derived from proper names (Dantesque, Latinize); prefixes and titles (President Barack Obama)
- For recognized geographical names (Northern Ireland)
- For proper names of periods or natural phenomena
- For historical eras and events (the Reformation); trade names (Levi's)
- For titles of works of literature in English

Do *not* use capital letters:

- For descriptions of geographical regions (northern England)
- For political theories (socialism, communism, fascism, the left, the right)

Punctuation

Dashes: Use an 'en' rule with a space on either side – to be typed thus.

Ellipses:

- Use three dots with spaces on either side ... even if a sentence starts or ends with one.
- Indicate the elision of text from within a quote like this [...] with remaining text continuing.
- If a full stop follows the elision of text, indicate like this [...].

Hyphens: Maintain consistency throughout the manuscript for all key terms.

- Use hyphens for compound nouns (make-up), adjectival phrases (middle-class neighbourhoods), between repeated vowels (co-operate)
- Do *not* use hyphens for established compound nouns (soundtrack, breakdown), between an adverb and adjective if the adverb ends in 'ly' (widely known), between two vowels that don't clash (reintroduce), in words with the 're-' prefix that don't clash (rewrite, rethink)

Commas: Do *not* use serial commas in lists: We bought apples, oranges and pears.

Spelling

Use British spellings, but use -ize endings (realize, organize, etc.). However, note that 'analyse' should be used, not 'analyze'.

Numbers

Use figures:

- For years: 1984, 1950s (not fifties)

British style formulates as: day, month, year.	11 November 1918
US style formulates as: month, day, year, and includes a comma before and after the year.	On November 11, 1918, the entire world

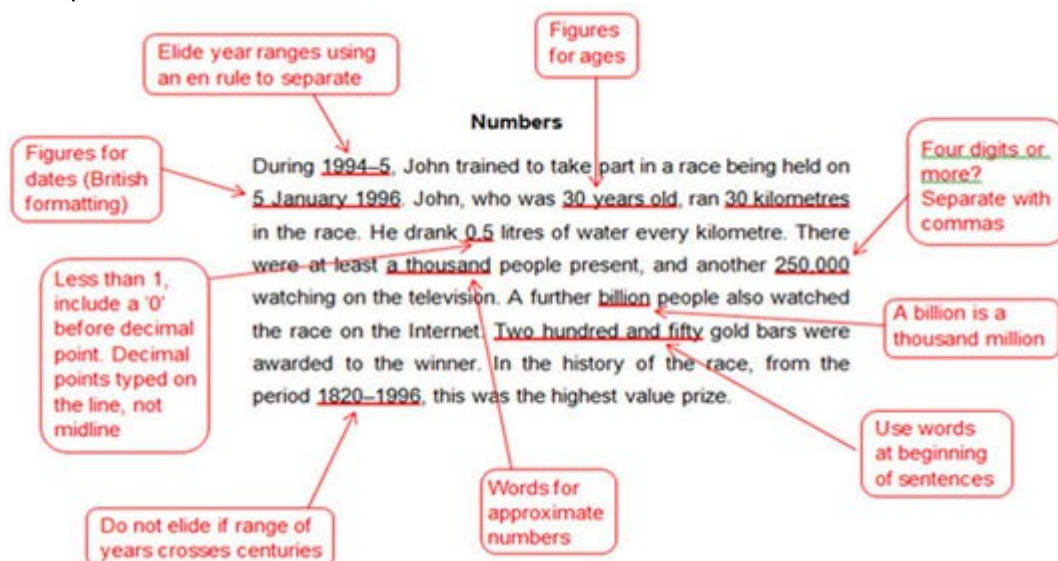
Formatting figures	In non-technical texts, separate using commas, not space, in numbers of four digits or more.	1,000 250,000
	Note that in texts where numbers are frequently used:	
	Remove the comma for numbers of four digits or more.	1000
	Insert a thin space for numbers of five digits or more.	250 000
	For decimal quantities of less than one insert a zero before the point. Use a full point on the line for the decimal point (not at midline).	0.5 0.768

- For numbers in a series: Table 1, Chapter 4
- For percentages: 25 per cent (*Note:* with 'per cent' as two words). If the article belongs to a hard science discipline (chemistry, physics, biology, medicine etc. or there are more than two % either in the sentence or in the paragraph, please write % instead of 'per cent'.

Units of measure	Follow normal practice in your discipline or subject.	
	Generally, abbreviations are less acceptable in the main text and more acceptable in tables and artwork.	
	Use metric measures, except where the historical context makes this unsuitable.	Louis Pasteur recommended heating milk to 140 degrees Fahrenheit.
	Scientific disciplines follow the relevant practices by the Royal Society and the Système International (SI), partic-	

	ularly for styling symbols and units.	
	When an abbreviated unit is used with a number, the number should be followed by a space.	10 g 1.423 km

Example



Please note:

- Surface measures: use mc for cubic metres and kmq for squares kilometers.
- Formulas: In formulas and scientific notes use superscripts and subscripts as per SI notes.
- In chemical formulas put the stoichiometric ratios as subscripts.
- Measures units can be written both in the SI and the Anglo-Saxon system putting the equivalent of the other system in text between brackets: 10miles (16,1 km) , 14m (15,31 yds).
- In standard scientific notation, the word **per** is represented by a virgule: **km/h** is accepted for **kilometers per hour**. Use **cm³** rather than **cc** for cubic centimetre.

Do not use figures:

- For numbers less than 100 in non scientific notes: twenty-five people
- For centuries: nineteenth century (not 19th century) and nineteenth-century history

Spans of numbers:

- Use an en rule (–) between the numbers in a range (pp. 23–36, 1939–45, or 9.30–5.30).
- In titles and headings, put numbers in full: 1931–1993

Omit as many digits as possible in number ranges.	25–6 100–2 1,001–22
Do not omit digits between 10 and 19 in any hundred.	10–11, 118–19

Translations

Please provide English translations of direct quotations in foreign languages. The English translation should appear in square brackets following the original:

- Short quotations:

The cyclist Jean Bégulé was ‘de ces Jean qu’on n’ose pas appeler Jeannot’ [one of those men named John one dare not call Johnny] (93).

- Display quotations:

A jutjar per com es presentava l'alba, la jornada s'anunciava certament moguda, o sigui feta ara de cops de sol espetegador, ara de gèlids ruixims de pluja, tot plegat amanit amb ràfegues imprevistes de vent.

[Judging by how dawn presented, the day promised to be certainly varied, so made of blows of punishing sun, and gushes of icy rain, all spiced with unexpected gusts of wind.]

- Titles of foreign-language works:

Hohler's novel *Der neue Berg* [*The New Mountain*] (1989) is in part a satirical work.

- Terms or short phrases:

Montella was *capocannoniere* [top scorer], with eleven goals.

Footnotes may alternatively be used for English translations, or for the original foreign language quotation if the majority of the text is in English.

Secondary sources may be provided in English translation only if the original foreign language text is not necessary for your argument.

If the translation is your own, please follow it with '(my translation)'. Please be sure to credit any published translations used.

ANTROCOM JOURNAL CORRECTIONS GUIDELINES

Please read these instructions carefully.

Any corrections that do not comply with these instructions will not be completed.

Stage 1: Formatted Proof and General Information regarding Correction

- You have now received the 'Formatted Proof' (as a .pdf file). It is understood that this is the final text and therefore any corrections should purely be related to the typesetting. This is also the only opportunity you will have to make corrections. The 'Formatted Proof' is the only proof that can be corrected.

Corrections should be provided in a list in the following manner:

p. 72, para 4, line 14: change 'battle' to 'Battle'.

- Corrections are now limited to errors in the typesetting, This is not an opportunity to edit or correct the content (i.e. Rewriting or revising your wording is not possible), however spelling, typos, and factual error corrections are allowed.

- Please note: Corrections that affect pagination cannot be completed. This is to prevent errors in the index.

- You need only make editorial changes that are necessary for reader understanding. In other words, it is important to avoid rewording or rephrasing text when the essential meaning is not changed. For example:

p.102, para 3, line 7: change 'it is common' to 'it is not uncommon' – this correction would not be completed as it is rephrasing text where the essential meaning does not change.

- If your corrections are difficult to decipher then they cannot be completed. In general, we need quotation marks around the text to be deleted or inserted (see examples above). This is so it is clear what is instructional text and which text should actually be inserted into the book, in order to avoid introducing further errors.

- Please be aware that Footnotes can be neither inserted nor deleted at this late stage.

- Please make sure to be clear, concise, consistent and decisive:

- ✓ Please avoid ambiguous corrections such as: p.52, change 'a' to 'as'; instead write:

p.6, para 1, line 1: change first instance of 'a' to 'as'.

- ✓ Please be sure to use correct grammar and include correct punctuation when writing your corrections.

- ✓ Please be sure not to make any unnecessary changes to punctuation, as this can sometimes disrupt consistency within the text (see example immediately above this point).

- ✓ Do not cut and paste sections of text with the subtle correction change within, as this may be missed. Be sure to be specific about what you would like changed.

- ✓ Typesetters are not copy-editors and therefore are not expected to make decisions about grammar and wording on your behalf. Make sure you are decisive in your corrections and that you are very clear about what is required so that your corrections can be completed quickly and efficiently.

- Global Changes. Do not list each occurrence if every instance should be changed throughout the book, but be sure to note that this is required. For example, you should write: Please change all instances of 'aging' to 'ageing' throughout the book.

- Be sure to proofread your corrections before you send them in order to ensure they make sense and that you are not introducing errors. An example of this:

p.27, para 2, line 2 change 'ethnog-raphers' to 'entho-graphers'

How to send your Corrections

Your corrections can be delivered in two different ways:

- As a marked-up PDF. Please see separate document 'annotate Reader' on how to do the mark-up.
- Via email in a Word document. For example:
 - ✓ p.11, para 2, line 1: indent first line of the paragraph.
 - ✓ p.52, para 1, line 2 from bottom: delete 'university', replace with 'University'

Stage 2: Final Proof

After your book has been corrected and the index has been added in, you will receive a Final Proof to be approved for delivery to Production. This is purely an opportunity to check that your existing corrections have been completed as expected and that your index has been correctly typeset. This is not an opportunity to create further correction. You will generally have a 24-48hr window upon receiving your Final Proof in order to give it one last check before it is sent for Production review.

Excessive Corrections

- Please bear in mind that you will need to check every correction you have listed, to make sure it has been completed as expected.
- It is important that your corrections are not presented in a confusing way and that they do not contain additional information that is irrelevant to the typesetter (e.g. an explanation for why you have decided to make that particular correction).