Anthropologica
Submission Guidelines for Authors

CONTENTS

Subject Matter and Scope

The official publication of the Canadian Anthropology Association, *Anthropologica* is a bilingual, peer-reviewed journal, publishing original and ground-breaking scholarly research in all areas of cultural and social anthropological research. We encourage submissions from cultural and social anthropologists without preference for any single region of the world or any particular theoretical tradition. *Anthropologica* publishes articles and book-reviews twice a year in both French and English, and welcomes ethnographic writing by non-Canadian scholars who have been identified by the editors as making important contributions to the field.

Anthropologica accepts articles written in either English or French. The abstracts of articles are published in both English and French. Abstracts that are submitted in only one language will be translated by *Anthropologica.* The *Introduction* to a Special Theme issue is published in both English and French*.* An *Introduction* to a Special Theme issues that is submitted in only one language will be translated by *Anthropologica*.

The Editorial Advisory Board has made it quite clear that except for CASCA's award-winning papers (e.g., CASCA Women's Network Award for Student Paper in Feminist Anthropology), *Anthropologica* will not normally publish graduate student papers as there are venues for graduate student publications.

Anthropologica Sections

Anthropologica publishes regular articles, commentaries, and book reviews. *Anthropologica* issues normally include one *Special Theme* along with regular articles and one or more feature item, which include *Ideas* and *Anthropological Reflections.* On *Special Theme* submissions, please see below. Invited papers include CASCA's keynote addresses and select award-winning papers by students and faculty.

Regular articles express the views of the author(s), supported by scholarly argument and/or scientific evidence on a topic falling within the editorial mandate of *Anthropologica*. Where relevant, reference should be made to previously published articles in *Anthropologica*.

The *Ideas* section consists of a brief, position paper by a well-known scholar concerning a key concept in anthropology and the social sciences such as "community" and "the state" and short responses by other scholars to that paper. Normally *Ideas* are between 3500 and 5000 words in length.

Anthropological Reflections is a feature which invites anthropologists to reflect on their experiences in the field in autobiographical and auto-ethnographic pieces, photo-essays, poetry, travelogues, exchanges with interlocutors, experimental writing, etc. The point of this section is to broaden the scope of our anthropological writing, publishing and reception.

Practitioner's Corner invites anthropologists working outside of academia to share their experiences in their practice as public servants, human rights advocates, museum curators, NGO and INGO workers, lawyers, social workers, teachers, etc. These submissions are between 3500 to 5000 words in length.

Special Theme Proposals Submissions Process

Anthropologica publishes at least one special theme in each issue. Special Themes normally include a long Introduction to the theme and between 5 to 8 scholarly articles.

All proposals for a special theme MUST to be submitted to the Editor in Chief and include

1. a formal introduction to the theme with a detailed discussion of the current debates in the literature and an outline of the contributions that the special theme will make to contemporary anthropological discussions in Canada and beyond (1000 to 2000 words);
2. the titles and abstracts of the individual articles and their individual contributions to the special theme (approximately 100 to 150 word abstracts); and
3. short biographical statements by each of the contributors (approximately 100 to 150 words) (Please do not send individual CVs).

Each special theme issue normally must include at least one paper in French or English, depending on the dominant language of the rest of the collection of articles.

The Francophone and Anglophone editors first consider every proposal and, if there is interest, it will be sent on to the Editorial Advisory Board for review and approval. The Editorial Advisory Board members may accept the proposal; reject the proposal; or suggest that the proposal be revised and resubmitted. The Editor in Chief is responsible for communicating the decision of the Editorial Advisory Board to the editors of the special theme issue.

Given that the majority of articles submitted for any special issue normally require revision and resubmission, it has become very difficult to predict when a special issue will make it through the review process. Editors and contributors should expect the process to take *at least* one annual year from the date of submission. Note as well that one needs to understand that one contribution may hold up an entire issue. Normally, special theme issues are only assigned publication dates once all necessary reviews have been completed.

All articles are reviewed individually and contributors are asked to communicate the results of their reviews with the special theme editors. Theme editors will work closely with *Anthropologica's* Anglophone and/or Francophone editors but ALL publication decisions rests with *Anthropologica's* Editor in Chief, including whether an article will be excluded from the final special issue.

In past, the Editorial Advisory Board has made it clear that except for CASCA's award-winning papers (e.g., CASCA Women's Network Award for Student Paper in Feminist Anthropology, *Anthropologica* will not normally publish graduate student papers as there are venues for graduate student publications.

Manuscript Requirements

All articles must be the author's original work, previously unpublished, and not being reviewed for publication with another journal.

Regular articles lengths should be at least 5000 words but should not exceed 9,000 words, exclusive of tables, figures, and references. Authors are asked to ensure that the manuscript is clear of any major grammatical and spelling errors. There is no editing or line editing support provided to individual authors. An article may be immediately rejected on grounds it does not meet **Anthropologica's** and the University of Toronto Press' publication standards.

Upon initial submission, all supporting files including figures and illustrations, tables, and images must be submitted.

Tables are to be placed in the submission file at the end of the manuscript, with each table numbered consecutively in the order in which they are mentioned in the text.

Figures, illustrations, and other images must be submitted as separate files.

Anthropologica discourages the use of italics and quotation marks for emphasis. Please use short and meaningful subheadings to break up long sections of text.

Manuscripts should be submitted as files prepared in MS Word. The manuscript should be double-spaced and formatted for 8½ x 11" (21.5 x 28 cm) paper, with 1" (2.54 cm) margins on both sides of the page.

All **Anthropologica** submissions, reviews, and editorial work are completed through our online peer review management system, *ScholarOne Manuscripts.*

Through ScholarOne, *Anthropologica's* editorial team will acknowledge receipt of the manuscript and eventually communicate the decision of the Editorial Committee.

Peer Review Process

Anthropologica uses a double-blind peer review process.

Author(s)' Commitments

The editing and peer review process require a substantial commitment of time by *Anthropologica's* editors and reviewers. There is NO managing editor or staff working for the journal. Submitting a manuscript to *Anthropologica* implies the contributor(s)' commitment to publish in the journal. Authors must certify in writing that neither the article submitted nor a version of it has been published, nor is it publicly available online, nor is it being considered for publication elsewhere, nor will be submitted elsewhere for consideration for publication while

the manuscript is under review by the journal. Such certification must accompany the manuscript. Authors thereby agree to transfer their copyright to the publisher of the journal.

Blinding

Anthropologica uses a double-blind peer review process.

Each and every manuscript must therefore be properly blinded in preparation for submission.

Blinding a manuscript entails removing all references to your name on the cover page, the abstract, any publications, whether in text and in the bibliography. References that are likely to suggest the identity of the author (e.g., to unpublished work by the author) should also be avoided.

Authors are cautioned that word processing software such as MS Word and JPEG automatically attaches identifying information (i.e., author's name and institutional affiliation) to every file created or revised. Please remove any information that identifies you from the "Properties" area of the file.

A cover page listing authorship, institutional affiliation, acknowledgements, and the date of submission of the article should be included along with a full manuscript in a separate file

It is the responsibility of the contributing author to blind the paper for submission.

Upon acceptance of the article for publication, the author will be required to provide a revised version of the text in which identifying references have been integrated into the text and the bibliography.

Selection of Reviewers

Each article that is submitted to ***Anthropologica*** is evaluated by the Anglophone or Francophone Editors (depending on the language of submission). Based on their initial assessment, the article will be immediately rejected, sent back to the author with suggestions for revisions (which may be minor or major), or sent on for review.

In order to assist the editors with the selection of reviewers, all contributors are asked to list a minimum of 3 potential reviewers with their submission. Authors must avoid any and all conflict of interest with their recommendations. A reviewer should NOT be suggested if he/she:

1. is from the same institution, or organization as the applicant or interact with the applicant in the course of his/her duties;
2. has direct involvement in the proposal being discussed
3. has collaborated, been a co-applicant, or published with the applicant(s) within the past 5 years;
4. has been a student or supervisor of the applicant(s) within the last 10 years; or
5. is a close personal friend or relative of the applicant

Upon the receipt of all reviewers' reports, the contributor will receive one of the following decision letters from the editor: accepted, accepted conditional on minor revisions, rejected with an invitation to make major revisions and resubmit, or rejected.

Documentation

Anthropologica follows the Chicago Manual of Style (CMS, 16th edition), author-date style. Our house style for spelling and word breaks is the Canadian Oxford Dictionary (CanOD), with the exception of "ise" rather than "ize" spellings (for example, globalise, globalisation, realise, analyse, evangelise, etc.)

References

References should appear at the end of the article. Sources should be listed in alphabetical order, letter by letter. An em-dash can replace the surname of an author who appears more than once. If the author appears with co-authors, the surname must be spelled out again. Multiple sources by the same author are listed chronologically by year, beginning with the oldest source. Sources from the same year should be distinguished by using a, b, c. Each source should end with a period.

The references must include all references in the text and must not include any items not cited in the text. The use of "et al." is not acceptable in the References appendix; list names of all authors using full first names (except for authors who always publish using only their initials).

For journal style as to the capitalization/non-capitalization of titles, please follow the examples below.

If the cited material is unpublished but accepted for publication, use "forthcoming" with name of journal or publisher; otherwise use "unpublished."

The following examples of reference list entries may prove useful:

Journals:

Augé, Marc. 1986. "L'anthropologie et la maladie." *L'Homme* 26(1-2): 15.

Books:

Smith, Gavin. 1999. Confronting the Present: Towards a Politically Engaged Anthropology. Oxford: Berg.

Saillant, Francine, and Manon Boulianne, eds. 2003. *Transformations sociales, genre et santé: Perspectives critiques et comparatives*. Paris et Québec: L'Harmattan et les Presses Universitaires de l'Université de Laval.

Chapters in Books/Edited Volumes:

Muratorio, Blanca M. 1995. "Amazonian Windows to the Past: Recovering Women's Histories from the Ecuadorian Upper Amazon." In *Articulating Hidden Histories: Exploring the Influence of Eric R. Wolf*, edited by J. Schneider and R. Rapp, 322-335. Berkeley: University of California Press.

Government report or other publication:

Statistics Canada. 2001. *2002 Census Dictionary Reference*, Catalogue No 92-378-XPE. Ottawa: Statistics Canada.

Translated titles:

References to foreign works should include a translation in square brackets.

Pirumova, N.M. 1977. Zemskoe liberal'noe dvizhenie: Sotsial'nye ko¬rni i evoliutsiia do nachala XX veka [The zemstvo Liberal Movement: Its Social Roots and Evolution to the Beginning of the Twentieth Century]. Moscow: Izdatel'stvo Nauka.

In-text citations

All source references are to be identified at the appropriate point in the text by the last name of the author, year of publication, and pagination where needed. Identify subsequent citations of the same source in the same way as the first.

In-text citations should follow the following format:

If the author's name is in the text, follow it with the year in parentheses.

- Duncan (1959)

If author's name is not in the text, insert in parentheses the last name and year.

- (Gouldner 1963)

Pagination follows year of publication after a comma and a space.

- Kuhn (1970, 71)

For multiple authors, use "and colleagues" in the text and "et al." in the notes when there are four or more authors but list each author in the reference list. When two authors have the same last name, include initials in the text.

Separate a series of references with semicolons and enclose them within a single pair of parentheses.

- (Burgess 1968; Marwell et al. 1971, 386–87; Cohen 1962)

If there is more than one reference to the same author and year, distinguish them by the letters a, b, etc., added to the year.

- Levy (1965a, 331–332)

Author-date citations are placed alphabetically, and in the case of more than one citation by the same author, they are placed in chronological order from oldest to newest. Multiple authors are separated by semi-colons, and multiple works by the same author are separated by commas.

(Beazley 1938, 13; Mertens 2006, 191; Oakley 1997, 1–3).

(see Fairbanks 1907, 1914).

Footnotes and Endnotes

Endnotes are reserved for extraneous information by the author as well as for citations of primary sources, including archival material, legislation, law cases, conventions, treaties, and websites. If, in addition to the publication details of primary source material, there is a website given where the primary materials are available to be viewed, then the website for the primary documents should be cited in the reference list.

Where to avoid notes: Placement of a note number in chapter titles or headings is strongly discouraged. Instead, position the note at the end of the first sentence or paragraph of the section if it doesn't disturb sense.

Epigraphs do not take note numbers. Only the author and title of the work need be given, or for historical quotation, speaker and date. If the source is more complex and requires further documentation or explanation, place an unnumbered note at the beginning of the notes for that article.

Additional Elements for Submission

Contact Information

Include a cover page separate from the main file providing authorship, institutional affiliation, acknowledgements, and the date of submission of the article. Please also provide full contact information for the corresponding author(s).

CV/Biographical Statement

Include a CV or a biographical statement separate from the main file outlining academic qualifications, past experiences and research interests.

Abstract and Keywords

Your abstract must be fewer than 200 words and written in the language of the paper. It should be a brief summary of the key points of the article, without the use of phrases such as "In this article…"; "The author…"; "The article is about…."

Provide five to seven keywords positioned a few spaces beneath your abstract. The text body should then follow on a separate page. Using keywords will enhance discoverability through ***Anthropologica,*** search engines, and databases.

Letters of Permission

Provide a copy of permission to use copyrighted material, if applicable. A forwarded email is sufficient. Please note that failure to include letters of permission to use copyrighted material will, at the very least, delay the publication of the manuscript until the letters of permission have been received by the University of Toronto Press.

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When asking for permission from copyright holders, note that UTP requires permission to publish the work, in perpetuity, in print, online, and any other form and in any media now known or hereafter devised, as well as through third-party aggregators (electronic database providers) such as Project MUSE. Our agreements with third-party aggregators require that we have obtained permission for all copyrighted material included in our content.

You must pay any costs associated with purchasing image licenses from copyright holders (e.g., online image databases).

Note that UTP publishes under Canadian copyright law, not US copyright law. "Fair use" does not apply under Canadian copyright law. The Canadian equivalent is called "fair dealing." For more information on fair dealing, see section 29, "Exceptions," especially sub-sections 29.1–29.3, which deal with fair dealing.

Tables and Figures

Tables should appear at the end of the manuscript with each table numbered consecutively in the order in which they are mentioned in the text. Figures should be provided as separate files; see below for details. In the text, indicate exactly where each table and figure belongs. Use the phrase, "Table/Figure [1] about here" in the approximate place where your table or figure should appear in the final copy. The captions for all tables and figures should be included here as well.

Tables

Tables should be prepared in Word (not Excel) using the Tables function (i.e., not created manually using drawn lines, tabs or spaces). Each table must include a descriptive title and headings to columns. Gather general footnotes to tables as "Note:" or "Notes:", and use a, b, c, etc., for specific footnotes. Table footnotes are appended only to a specific table. Asterisks * and/or ** indicate significance at the 5 percent and 1 percent levels, respectively.

At the stage of typesetting, tables should be put into a Word file separate from the file containing the text of the article (one file for all tables).

Figures

The typesetting stage requires that illustrations be provided without their captions as a high-resolution graphics file (one file per illustration).

High resolution JPEG, TIFF, and EPS are the preferred graphics file formats. All figure files should be no less than 4 inches wide and 300 dpi or higher (or at least 28 inches wide). Important: If you are unsure of the resolution of your image, please check it in your image software.

Microsoft Photo Editor: Go to File/Properties/Resolution

Photoshop: Go to Image/Image Size/Document Size

For charts and line drawings (but not photographs), PDF or Excel files are accepted; each chart must be in a separate file.

Producing tables, graphs, and illustrations is costly and authors are asked to minimize their use without sacrificing clarity.

Please note that the University of Toronto Press can present colour images in the online version of *Anthropologica* at no cost to the author. Video clips illustrating your thesis, such as this one, *http://www.youtube.com/watch?v=3T6vuoQdY6Q&feature=related*, can also be featured alongside your *Anthropologica* article online*.*

Upon acceptance of the manuscript, authors will be required to obtain copyright permission for all images being used in their article or for the cover of the journal.

Queries

"*How to Alienate Your Editor: A Practical Guide for Established Authors,*" written by Stephen K. Donovan and published in the *Journal of Scholarly Publishing*, is an excellent article on classic mistakes made during the submission process. Also useful is "*Surviving Referees' Reports,*" written by Brian Martin and also published in *Journal of Scholarly Publishing*.

Contact Us

Questions relating to any of the above may be directed to *Anthropologica* at the address below:

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