STYLE GUIDE FOR AUTHORS

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EDITORIAL POLICY: As the chief publication of the Association of Black Anthropologists, Transforming Anthropology advances scholarship across the four fields of anthropology and beyond. We seek contributions that reflect the dynamic, transnational, and contested conditions of social worlds, and work that pushes the boundaries of discipline and genre. The publication interrogates the contemporary and historical construction of social inequalities based on race, ethnicity, class, gender, sexuality, nationality and other invidious distinctions. We remain committed to publishing material that generates dialogues among communities of scholars, activists, artists, and the people with whom they work. Transforming Anthropology is published semianually. We invite the submission of research articles for peer review, as well as short commentaries, research reports, review essays, interviews, and other innovative formats. Submissions from advanced graduate students are especially welcome.

Transforming Anthropology does not pay for any submissions. Also, services such as scanning, retyping, drawing, mounting of illustrations and tables, editing that exceeds standard copy editing, and express postage are the sole responsibility of the author. The Editor reserves the right to return or reject any materials that do not conform to this style guide, or in terms of length, content, etc., are not consistent with the journal’s goals.

MANUSCRIPT FORM: The main text should not exceed 35 double-spaced pages, inclusive of notes and references. Manuscripts should have a one-inch, unjustified margin on all four sides. Do not use right justification. Do not break words at the end of typed lines, and do not include author’s name on any pages other than the title page. On a separate page, include a 150-word abstract with up to five keywords. Do not include author’s name on this page. At the time of submission, we require a 100-word bio with current affiliation, rank, research interests, and key publications. All acknowledgments should be placed with the notes as the first unnumbered paragraph.

EVALUATION: This process will take several months. Authors are notified immediately of the status of their submission. Peer reviewers of manuscripts are chosen at the discretion of the Editor, and book/film reviews are evaluated by the Book Review Editor (see next page), who will notify authors directly of acceptance.

ACCEPTANCE PROCEDURE: Within a reasonable period of time following submission of their materials, authors will be notified of the status of their work. Upon acceptance, authors will be asked to make any changes recommended by reviewers or the Editor and to submit a final electronic version and one hard copy, both of which must conform to this style guide. Electronic files must be PC compatible with Word for Windows. MacIntosh files should be formatted for use on a PC and saved as text documents (txt) or Rich Text Format (rtf).

AUTHOR’S RESPONSIBILITIES: It is the responsibility of the author (and not Transforming Anthropology) to ensure originality of content; accuracy of quoted materials, references, citations, and dates; spelling and grammar; to obtain legal rights to publish materials submitted, including any illustrations that are not the author’s work; and to submit manuscripts consistent with this style guide. Submissions to Transforming Anthropology should not be under consideration by any other journal or...
have been published elsewhere. Any submissions not meeting these requirements will be returned to the author.

COMMENTARY, RESEARCH REPORTS, AND “ANTHROPOLOGY IN ACTION” SUBMISSIONS:
Manuscripts for these sections should not exceed fifteen hundred words. Submissions may take the form of field reports, discussions of topics/issues of significance to Transforming Anthropology readers, and briefs on works-in-progress. Decisions on these submissions will be made by the Editor, and are published on a space-available basis.

BOOK/FILM REVIEWS SUBMISSIONS:
Book and film reviews should be sent electronically to the Book Review Editor:

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Book or film reviews cannot exceed 800 words, but otherwise must conform to all the stylistic requirements in this guide. Reviews should begin with the author(s), title and subtitle of the book, place of publication, publisher, year of publication, number of pages in Roman and Arabic numerals, illustrations, and the book’s cloth and/or paperback price. The Reviewer’s full name and institutional affiliation comes next, followed by the text. Submit an electronic version in PC compatible Word for Windows and one hard copy to the address above. Book/ Film Reviews are published on a rolling basis as space permits, and at the discretion of the Editor.

GENERAL STYLE GUIDELINES:
The following specific style guidelines pertain to all manuscripts, as well as book and film reviews. For general style questions not mentioned, follow guidelines set by The Chicago Manual of Style, 15th edition. Electronic Formatting: When submitting material by computer disk, use Microsoft Word (Doc or RTF) or text (txt.) files. When submitting material by e-mail, use the same formats and send as an e-mail attachment. Do not paste articles into e-mail texts.

Emphasis and Italic: Emphasis is indicated by underscoring, not by italic type. Foreign words not commonly found in English usage are set in italic type. In the list of references do not use italics or quotation marks to indicate titles. In the text, use italics for books, journals, and film titles.

Capitalization: Generic names for peoples, used as nouns or adjectives, are capitalized. Thus Black in the sense of African American is capitalized; White in the sense of European American also is capitalized. If the stem of a pre-fixed word is capitalized, use a hyphen, e.g., non-European, pro-Black.

Citations, End Notes and References: In-text citations should conform to the American Anthropologist style guide, which is available at http://www.aaanet.org/pubs/style_guide.htm. Use End Notes, not Footnotes. The bibliography should consist only of references cited and should give the full citations, INCLUDING PAGE NUMBERS. Double-space all entries and list alphabetically by last name of the senior author and chronologically for two or more titles by the same author(s). The author’s full professional name should be used, e.g., W.E.B. Du Bois, not William Du Bois or W. Du Bois. Refer to The Chicago Manual of Style, 15th edition, to determine appropriate formatting, including archival and electronic sources.

Notes: All notes follow the text should begin on a new page and are restricted to material that cannot be included in the text. Notes are numbered consecutively throughout the text by superscript numerals. Notes should not exceed five double-spaced pages, and are included in the manuscript page count.

Tables: All tabular material should be separate from the text, in a series of tables numbered consecutively with Arabic numerals. Each table should be typed on a separate page, double-spaced, and identified by a short descriptive title centered at the top. Notes for tables appear at the bottom of each table and are marked with lowercase, superscript letters. Marginal notations in the text should indicate approximate placement of tables. Please send an original (saved as a tiff file) of all tables.

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