

## STYLE GUIDE FOR THE JOURNAL OF CALIFORNIA ANTHROPOLOGY

This guide augments "Information for Authors," which appears on the inside covers of each issue of the *Journal*. For matters of style not included herein, consult *A Manual of Style*, twelfth edition, revised, University of Chicago Press (1969). In the case of discrepancies between this guide and the *Manual*, follow the guide.

Submit *all* written material, except documents intended for facsimile reproduction, as *entirely* double-spaced typescript (including headings, text, columns, captions, notes, and references), with liberal margins, on consecutively numbered 8-1/2 x 11 inch sheets of good quality. Author's name and page number should appear in the upper right corner of each page, except the first. Submit three copies of all manuscripts.

### General Organization

The *Journal* publishes four general types of written material, as well as photographs and other graphic items. *Articles* are usually major presentations of up to 30 double-spaced typewritten pages. *Reports* range from 2 to 10 pages and deal mainly with single, substantive items. *Reviews* should rarely exceed three typed pages; they are intended to inform readers of relevant literature and other resources and to critically evaluate them. The *Comment* section provides space for discussion of material previously published in the *Journal* and for letters of general interest.

### Articles

The title should appear in caps, centered towards the top of the first page. Author's name should appear under the title, aligned with the right margin. The body of the text should begin below the author's name. Author's affiliation and brief address should follow the text, aligned with the right margin. In the case of several authors, their affiliations and addresses should appear in the same order as their respective names. Notes and then references should be gathered together following the text (see Notes and References below).

### Reports and Comment

Follow the same general format as for articles. Attempt, however, to use a more concise title and to avoid the use of subheads, notes, and references.

### Reviews

As appropriate, information about the item being reviewed (e.g., title, author's name, place of publication, publisher, number of pages of front matter and of text, presence of maps, tables, notes, bibliography, index, price, etc.) should appear toward the top of the first page. (See examples in current issues of the *Journal* or the *American Anthropologist*.) Below this and aligned with the right margin should appear the reviewer's name preceded by Reviewed by. The reviewer's affiliation and general address, aligned with the right margin, should follow the text. Notes and references, if any, should be handled as in articles.

### Subheads

Three levels of subheads, in addition to the title, may be used. Type first-order subheads in caps, centered on the page. Align second-order subheads with the left margin and type in upper and lower case letters. Third order subheads begin paragraphs, are typed in upper and lower case, underlined, and followed by a period. Subheads should be succinct, meaningful, and similar in sense and tone.

**Italics**

Use underlining to indicate italics. The following are regularly italicized: (1) native words appearing in English text; (2) foreign words other than English; (3) generic, specific, and varietal biological names; (4) titles of books, monographs, and periodicals, when mentioned in the text—but *not* when appearing as references (titles of articles, papers, chapters, and reviews are enclosed in double quotation marks when appearing in the text); (5) occasional words to be emphasized.

**Capitalization**

The following words are capitalized: (1) Names of specific archaeological, ethnographic, and geographic areas, e.g., Central Valley, North Coast Ranges; (2) Taxonomic names of generic and higher rank, e.g., family Solanaceae, genus *Datura*; (3) proper names of chronological, cultural, and geological divisions, but not restrictive modifiers, e.g., Late Horizon, late Pleistocene, Berkeley Pattern, Altithermal Period, Pomo kin group, Borax Lake site.

**Numbers**

Numerals must be used for exact enumerations and for exact numbers followed by units of measure, except when they appear as the initial word in a sentence, e.g., 3 pits, 4 cm., 2 hours, *but* about six miles. Otherwise, numbers through nine should be spelled out. In a series containing any number over nine, numerals should be used throughout the series, e.g., 7, 8, and 12 beads, or the 2nd, 8th, and 10th positions. Dates, page numbers, exact percentages, and numerical designations are expressed with numerals, e.g., January 27, 1974, 5%, No. 3, Phase 2. Commonly used fractions may be expressed in the conventional forms, e.g., 1/2, 1/3, 1/4. Very large numbers should be spelled out, e.g., six thousand, 12 million.

**Units of Measure**

Abbreviate (with a period) *except*: (1) when used nonspecifically, e.g., many years passed, several feet deep; (2) when used with a spelled out number, e.g., two feet below the surface, an area of several hundred square miles. Abbreviated units are used at the end of a series, e.g., 2, 4, and 6 m. pits. In inclusive measurements, symbols are repeated for each quantity, e.g., 35°-95° F., 10%-20%. Metric units are preferable.

**Radiocarbon Ages**

Always give age *and* date in the first direct citation; dates may subsequently be used, e.g., the date of A.D. 10. Examples: (1) radiocarbon age of 11,950 ± 100 radiocarbon years; 10000 B.C. (Lab #); (2) age of 950 ± 100 radiocarbon years: A.D. 1000 (citation). Cite published reference if previously announced. Note comma in age but not in date.

**Native Language Terms**

Although we do not yet have all linguistic symbols, we do have the complete Greek alphabet and can, in most cases, devise suitable symbols. Authors planning articles which will include linguistic symbols should contact Margaret Langdon, Linguistics Editor, Department of Linguistics, University of California, San Diego, in advance, in order to provide adequate time to work out special problems. In using native terms, unless they are quoted from an earlier source, authors should employ one of the following procedures: (1) a practical orthography recognized by at least some members of the language community; (2) a phonemic orthography following the standard works in the field; (3) an accurate phonetic notation.

**Tables**

Tables report extensive numerical data in a concise, orderly manner, show classification, facilitate comparison, and reveal relationships. They should be self-explanatory, and data

presented in them should not be duplicated or discussed extensively elsewhere. Table headings have the following form: Table 1. followed on the next line by the title IN CAPS. Number the tables consecutively and refer to them in the text as, e.g., Table 1; Tables 1, 2, 4; Tables 1-3.

### Figures (Illustrations)

There are two types of figures: photographs, or other shaded illustrations, and line drawings.

*Photographs* should be submitted as high-quality glossy prints, 5 x 7 in. or larger. Extraneous material should be eliminated by careful framing, cropping, or use of an airbrush, and every effort should be made to obtain maximum sharpness and depth of field. Since quality photographic copying of works of art and photographs requires special equipment and skills, arrangements should be made whenever possible to make the originals available to the *Journal*. Otherwise, copies are preferably submitted as negatives, each containing a gray scale (Kodak Q-13 or equivalent) placed next to the object being copied. Do not write on the backs of photographs.

*Line drawings* must be absolutely clean and of high contrast. They may be submitted as photo-ready India-ink drawings or as glossy prints. Exercise extreme care in selecting lettering that is typographically consistent and of appropriate size (see below). Typewritten and handwritten letters and numerals are not acceptable unless they are to be set in type by the printer.

In preparing figures, pay heed to their eventual *reduced size*. Such features as line width and letter size of the reduced printed image must be considered. Figures that are to be reduced by the printer are most desirable; do not submit figures that must be enlarged. The columns in the *Journal* are 3 in. wide, and the full two-column width is 6-1/4 in. Column length is 8 in. Figures are generally printed one column wide, but may be printed up to the full image size of the page. If full page prints are intended, allow room for the caption.

All figures must be mentioned in the text and designated as Fig., followed by an Arabic numeral, or an Arabic numeral plus a lower case letter in the case of multiple figures above one caption, e.g., Fig. 2, Fig. 3a, Fig. 2a-c.

Each figure must have a caption. Captions should be written on a separate sheet and each numbered to correspond with a number written on the back of the figures in a manner that does not affect the image surface.

### Citations

References cited are indicated in the text and in notes, within parentheses, by giving the author's last name, year of original publication, or year of completion in the case of unpublished works, and pages cited. A colon separates date and pagination. Indeterminable publication and completion dates are so indicated by the abbreviation n.d. When there are two items for the same author in the same year, indicate them as, e.g., 1970a, 1970b, or similarly as n.d.a., n.d.b. Brackets are used in place of parentheses for citations at the end of lengthy indented quotations. Citations should immediately precede or follow quoted material. Where the author's name is mentioned in the text, it is often unnecessary to include it in the parentheses if the citation occurs near the name, e.g., As Author (1970:22) said. The following are examples of the more frequently occurring cases.

Citation of	Examples
Complete text	(Author 1970)
Single pg.	(Author 1970:4)

Consecutive pp.	(Author 1970:104-124)
Non-consecutive pp.	(Author 1970:3, 21-22)
Figure	(Author 1970:Fig. 1)
Page and figure	(Author 1970:6, Fig. 1)
Footnote	(Author 1970:22 fn.)
Endnote	(Author 1970:50 nt. 3)
Multiple publications, same author	(Author 1970a, 1970b, 1972)
Material scattered throughout a work	(Author:1970)
Particular volume	(Author 1970, II:22)
Item with no known publication or completion date	(Author n.d.:20)
Item with no single author or editor	(Issuing Body 1970)
Unknown author without editor	(Anon. 1970)
Source with two authors	(Author and Coauthor 1970)
Source with more than three authors	(Author et al. 1970)
Material to compare	(cf., Author 1970)
Material to refer to	(see Author 1970)

### Notes

Endnotes, not footnotes, are used in the *Journal*. They are indicated in the text, and rarely in titles and subheads, by consecutive numbers typed slightly above the line. Wherever possible these superscripts should come at the end of a sentence, or at least at the end of a clause. The actual notes, numbered to correspond to their numbers in the text, are gathered together on a double-spaced sheet, or sheets, under the heading NOTES. Notes should be used with discretion. Only material not directly relevant to an understanding of the text is included in them. Attempt to reduce the number and length of notes where possible by incorporating note material into the text, by combining notes, or by eliminating them altogether.

### References

Under the heading REFERENCES, beginning on a separate double-spaced page, are listed all, and only, the items cited in the text and notes. References are listed alphabetically by author. Where there is more than one item for an author, list them in chronological order, from earliest to most recent, with items cited as n.d. preceding those with dates. The following examples are given as models of the more common forms. When in doubt whether or not to include information in a reference, it is best to include it.

#### Book

Willey, Gordon R., and Philip Phillips

1958 *Method and Theory in American Archaeology*. Chicago: University of Chicago Press.

#### Selection in a book

Steward, Julian

1936 *The Economic and Social Basis of Primitive Bands*. In *Essays in Anthropology Presented to A. L. Kroeber, R. H. Lowie, Ed.* Berkeley: University of California Press. pp. 331-350.

#### Article in vol. numbered consecutively throughout

Gayton, A. H.

1945 *Yokuts and Western Mono Social Organization*. *American Anthropologist* 47:409-426.

**Article in vol. not numbered consecutively throughout**

King, Chester

1971 Chumash Inter-village Economic Exchange. *Indian Historian* 4(1):31-43.

**Monograph in series**

Cook, Sherburne F.

1957 The Aboriginal Populations of Alameda and Contra Costa Counties, California. *Anthropological Records* 16:131-156.

Lillard, J. B., Robert F. Heizer, and Franklin Fenenga

1939 An Introduction to the Archaeology of Central California. Department of Anthropology, Sacramento Junior College Bulletin 2.

Loeb, Edwin M.

1926 Pomo Folkways. University of California Publications in American Archaeology and Ethnology 19:149-405.

**Book Review**

Jones, Volney H.

1953 *Review of The Grain Amaranths: A Survey of Their History and Classification*, by Jonathan D. Sauer. *American Antiquity* 19:90-92.

**Manuscript**

Orlins, Robert I.

1972 Obsidian Hydration Analysis from Indian Valley, Lake County, California. Manuscript on file at the U.S. National Park Service, Western Region, San Francisco.

**Unpublished duplicated material**

Allen, Thaddeus

1968 Aboriginal Agriculture in the Coachella Valley of the Colorado Desert. Mimeo. On file at the Department of Anthropology, California State University, Hayward.

**No known copyright or completion date**

Barrows, David Prescott

n.d. Unpublished field notes on the Cahuilla Indians on file at the Bancroft Library, University of California, Berkeley.

**Dissertation**

Bennyhoff, James A.

1961 Ethnography of the Plains Miwok. Ph.D. Dissertation, University of California, Berkeley.

**Orally presented paper**

Clewett, Ed

1973 A Preliminary Report on an Early Archaic Site in Northern California. Paper presented at the 1973 Annual Meeting of the Society for American Archaeology, San Francisco.

**Optional information re obscure original sources**

Hamy, E. T.

1882 Rapport sur la mission au Pérou et en Californie. *Archives des Missions Scientifiques et Littéraires (Series 3)* 9:333-344. (Translated by Nancy E. Heizer and reprinted in *University of California Archaeological Survey Reports* 12:6-13, 1951. Berkeley.)