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Editorial Policy and Style Guide

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This guide augments information for authors that appears on the inside covers of each issue of the *Journal*. Instructions herein incorporate certain minor changes designed to standardize manuscript preparation, copy editing, and typesetting. Authors are encouraged to familiarize themselves with the following elements of style.

EDITORIAL POLICY

The *Journal of California and Great Basin Anthropology* is a semiannual journal which publishes original manuscripts on the ethnography, ethnohistory, languages, arts, archaeology, and prehistory of the native peoples of Alta and Baja California and the Great Basin. Ordinarily, the *Journal* does not publish articles of a purely methodological or theoretical nature, unless they are based on applications to California or Great Basin data.

Evaluation

Submitted manuscripts are evaluated by the editorial staff and no fewer than two referees. The evaluations of the referees are solicited with an editorial guarantee of anonymity, although referees may elect to identify themselves. In cases where manuscripts are submitted by staff members of the *Journal*, anonymity of referees is protected through means of separate files. All efforts are made to secure evaluations of manuscripts in a timely manner, generally in six to eight weeks. Occasionally, evaluation may take longer. When evaluations are completed, the final decision on the disposition of the submission is made by the editors. Manuscripts may be accepted, rejected, or accepted pending revision. The editors reserve the right to send out revised manuscripts for reevaluation by a committee of referees, particularly when revisions have resulted in major differences from the original submission.

Responsibilities of Authors

The accuracy of the content of manuscripts is the responsibility of authors, and not of the *Journal*. Opinions expressed in material published by the *Journal* are those of the authors, and do not imply endorsement or agreement by the *Journal* nor by its publisher, Malki Museum, Inc. Manuscripts submitted to the *Journal* should not be under consideration by any other journal nor have been previously published.

Galley Proofs

Galley proofs are sent to authors to be checked for typographical and/or editorial errors. Correcting galley proofs is the responsibility of *the author*. Factual errors may be corrected, but major rewriting of text is not possible and will be accepted only in extreme cases. General revisions in text will result in the author being charged at the rate of one dollar per line. Galley proofs must be returned with corrections within 36 hours of receipt in order to be considered.

Tear Sheets

Authors of Articles and Reports are provided with tear sheets which may be used by authors for reprints at their own expense. Gratis copies of the entire issue in which a submitted manuscript appears are *not* provided. Authors are encouraged to be subscribers to the *Journal*, although this is not a requirement for publication.

GENERAL ORGANIZATION

Submit *all* written material, except documents intended for facsimile reproduction, as *double-spaced typescript* (including headings, text, columns, captions, notes, and references), with liberal margins, on consecutively numbered 8½ x 11-inch sheets of good quality paper. Particularly if you use a dot-matrix printer for preparing manuscripts, *make certain that the type is dark and easily read*. Manuscripts prepared on printers that lack capability to render descending letters will not be reviewed. Author's name and page number should appear in the upper right corner of each page except the title page. Submit four copies of all manuscripts. These copies should be complete with all graphics, however only one copy need have graphics of reproducible quality. Manuscript pages should be printed on one side of the page only.

The *Journal* publishes five types of written material, as well as photographs and other graphics. **Articles** are usually major presentations of up to 30 double-spaced typewritten pages. **Reports** should be 2 to 10 pages long and deal mainly with single, substantive items. **Comments** are short communications that discuss material previously published in the *Journal*. Scholarly discourse is limited to Article - Comment - Rejoinder. Comments are published at the discretion of the editor. **Reviews** should rarely exceed three typed pages, and are intended to inform readers of relevant literature and other resources as well as critically evaluate them. **Memorials** commemorate the lives and work of major contributors to California and Great Basin anthropology, and are generally accompanied by a list of anthropological publications of the deceased.

Articles

The title should appear at the top of the first page of text. 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 on page 1, with appropriate use of subheadings as discussed below. An abstract is unnecessary, as is use of the heading "Introduction" below the title. Notes, followed by Acknowledgements (if either is used), and then References, should appear on **separate** pages at the end of the text (see discussions on Notes, Acknowledgements, and References, below). Tables should be presented on **separate** pages. All figure captions should appear on a **separate** page or pages. The author's name, affiliation, and address (including zip code) should appear on a **separate** page at the end.

Reports and Comments

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

Reviews

Reviews are **solicited** by the appropriate Reviews Editor. Information about the item being reviewed (e.g., title of work, 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.) appears at the top of the first page. (See examples in current issues of the *Journal*.) Below this and aligned with the right margin should appear the reviewer's name, preceded by the words "Reviewed by." Below the reviewer's name should appear his/her address, including zip code. Use the abbreviations "Dept." and "Univ." Any notes and references should be handled as in Articles.

Memorials

Memorials are solicited by the Editor. They generally take the form of a biographical sketch, with emphasis on the major contributions of the deceased to the field of anthropology. Memorials are accompanied by a complete bibliography in most instances. Occasionally, a series of shorter notes will be published under the title "In Memorium" at the discretion of the Editor. These normally will not include a publication list.

STYLE CONVENTIONS

The following conventions of style are used in the *Journal*, and should be followed in all manuscripts submitted for publication.

Subheads

A maximum of four levels of headings may be used. If you prepare your manuscript on a typewriter, use the following format: *First order heads* are centered on their own line in caps; *Second order heads* are placed at the left margin, in upper- and lower-case letters, on their own line; *Third order heads* are indented in the paragraph, in upper- and lower-case letters, followed by a period; *Fourth order heads* are the same as third order, but underlined. If you have word-processing capability, set the First, Second, and Third order heads as indicated for typewriters, but in bold. Subheads should be succinct, meaningful, and similar in sense and tone. Do not use the heading "Introduction" for the first section of a manuscript. Do not use "Conclusions" for the final section unless conclusions are present.

Acknowledgements

Acknowledgements appear as a separate section, headed by a first-order head, at the end of the text just before notes and references. Keep them short. If you wish to acknowledge assistance from someone, do it; don't say you wish to.

Notes

Endnotes, not footnotes, are used in the *Journal*. They are indicated in the text, and rarely in the titles and subheads, by consecutive numbers typed as superscripts. Wherever possible, these superscripts should come at the end of a sentence, or at least at the end of a clause. The notes, numbered to correspond to their order in the text, are gathered together on a double-spaced sheet, or sheets, under the first order heading "NOTES." Each note is a separate paragraph, with the note number indented. 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 wherever possible by incorporating note material into the text, by combining notes, or by eliminating them altogether.

Italics

In the absence of a word processor capable of rendering italics, use underlining to indicate italics. The following should be italicized: (1) native words appearing in English text; (2) foreign words; (3) generic, specific, and varietal biological names; (4) titles of books, monographs, and periodicals when mentioned in the text – **but not when appearing in the list of 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 (**do not** capitalize names of culture areas, e.g., south coast, southern California); (2) taxonomic names of generic and higher rank; (3) proper names of chronological, cultural, or geologic 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 quantities and for exact numbers followed by units of measure, except when they appear as the initial word in a sentence, e.g., 3 excavation units, 4 cm., 2 hrs., **but** about six miles. Otherwise, numbers one through nine are spelled out. In a series containing any number over nine, numerals should be used throughout the series, e.g., 7, 8, and 12 objects, or the 2nd, 8th, and 10th positions. Numerals are used to express page numbers, dates, exact percentages, and numerical designations, e.g., 27 January 1980, 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, when used in text, may be spelled out, e.g., 15 million. In both text and tables, use commas in numbers 1,000 and greater, but not in calendar years.

Units of Measure

Abbreviate units of measure, 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. deep. In inclusive measurements, symbols are repeated for each quantity, e.g., 35° - 95° C., 10% - 20%. Metric units are always preferable.

Radiocarbon Ages

The preferred format is to give the conventional radiocarbon age in radiocarbon years before the present (B.P.), as described in *Radiocarbon* 19: 355-363 (1977). If the radiocarbon age appears in print for the very first time, give the laboratory designation and sample number in parentheses after the age is given; give the published reference if previously announced. Examples: 2,450 ± 150 B.P. (UCR-334); 10,100 ± 250 B.P. (Jones 1980:88). If A.D. or B.C. dates are desired, compute from A.D. 1950. If it is desirable to include also a radiocarbon age corrected for secular variations, follow conventions in *Radiocarbon* 24: 103-150 (1982).

Archaeological Site Numbers and Accession Numbers

All archaeological sites discussed in text, tables, or figures must be referenced by formal

trinomial designations as per the convention of the respective State Historic Preservation Officer, e.g., CA-INY-372, 35LK1016. This enables other researchers to access site-specific data for future work, yet allows for the protection of specific site locations. Accession numbers and repositories of archaeological collections should be specified, preferably in an endnote.

Native Language Terms

Authors planning articles that will include linguistic symbols should contact Margaret Langdon, Dept. of Linguistics, Univ. of California, San Diego, in advance to work out special problems of rendering linguistic terms. 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.

ILLUSTRATIONS

In addition to textual material, many *Journal* Articles and Reports are enhanced through the use of Tables and Figures. The following guidelines apply.

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. Units of measure should be specified for all tabulated data. Table headings have the following form: Table 1 (centered), followed on the next line by the Title in **caps**. Number tables consecutively and refer to them in that order in the text.

Figures

There are two kinds of figures: black-and-white *photographs* and *line drawings*. They should be designed to fit within a single page. Foldouts are not permitted. When a figure includes a scale, the scale should be of such a nature that it will work for any size reduction or enlargement (i.e., use a bar scale, not "1 in. equals 1 mi.").

Photographs should be submitted as high-quality glossy prints, 5 x 7-in. size or larger. Do not submit small snapshots. Extraneous material should be cropped away. Every effort should be made to obtain maximum sharpness, clarity, and depth of field. Bad photographs cannot be printed. Keep in mind that lithographs copy and reproduce quite readily, but photographs that have been already screened cannot be reprinted effectively. If such a photograph needs to be reprinted, obtain the original print if necessary, or consult the editor to determine if an alternative means of illustration can be found. **Do not write on the backs of photographs.** Label photographs by writing on a piece of tape and affixing it to the back. Indicate the name of the author of the manuscript, figure number, and the direction to appear up in the published paper.

Line drawings must be absolutely clean and of high contrast. They may be submitted as photo-ready India-ink drawings (on drawing paper, not on typing paper) or as glossy prints. Do not submit photocopies of drawings except in the duplicate copies of the manuscript. Exercise

extreme care in choosing lettering that is typographically consistent and of appropriate size, and line weight and screening that will reproduce clearly. Avoid typewritten and handwritten labels; have labels set to type or use pressure lettering or LeRoy lettering. If drawings are submitted already reduced, prepare them for the size they will appear in the finished publication. Single column width is 3 inches; double column width is 6¼ inches wide and 8 inches high. Allow for captions when determining the finished size of figures.

In preparing figures, pay heed to their eventual reduced size. Such features as line width and letter size of the reduced image must be considered. Figures to be reduced by the printer are most desirable; do not submit figures that require enlargement. All figures must be mentioned in order, **beginning with Figure 1**. All figures mentioned in the text must be present; all figures present must be mentioned in the text. When a figure is mentioned in the text within the context of a sentence, spell out the word "Figure"; when it occurs within parentheses, abbreviate it as "Fig."

Captions

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 figure on tape or on the front of the figure outside the image area. Captions should be worded clearly and briefly. Avoid captions that begin with information such as "Fig. 1. Shows the location of" Use instead "Fig. 1. Map showing the location of"

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 if the citation is to specific pages. A colon separates date and pagination. When the works of more than one author appear in a single citation, separate the works of those authors by a semicolon, but use a comma to separate individual works of the same author. Indeterminable publication and completion dates are indicated by the abbreviation MS (for manuscript). Use the designation n.d. only for works in press for which the year of publication has not been guaranteed. When there are two items for the same author in the same year, indicate them as, e.g., 1970a, 1970b. Brackets are used in place of parentheses for citations at the end of quotations printed as extracts (those in smaller type and narrower margins; such quotes also, incidentally, do not require use of quotation marks). 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 appears near the author's name, e.g., As Author (1970: 22) said. **Do not use** *ibid.*, *op. cit.*, *loc. cit.*, or similar terms in citations.

Personal communications should be cited as (J. Smith, personal communication 1982). The circumstances of the communication and identity of the individual should be mentioned in the Acknowledgements.

Citations of archival material such as mission registers, collections of papers or letters, unpublished fieldnotes, etc., should preserve the system of organization used by the repository where the materials are housed, in order to allow other researchers to locate the specific passage cited. In cases where fieldnotes or other data have been published on microfilm (as with the

notes of J. P. Harrington), these should be referenced according to date, reel number, and frame number. The following are examples of the more frequently occurring cases.

Citation of:	Example:
Personal communication	(J. Smith, personal communication 1982)
J. P. Harrington notes	(Harrington 1984: Rl. 425, Fr. 98)
Complete text	(Author 1980)
Single page	(Author 1980: 34)
Consecutive pages	(Author 1980: 101-107)
Non-consecutive pages	(Author 1980: 23, 46-49)
Figure	(Author 1970: Fig. 7)
Page and figure	(Author 1970: 89, Fig. 2)
Footnote	(Author 1933: 22 fn.)
Endnote	(Author 1945: 50 nt. 3)
Multiple publications, same author	(Author 1967, 1970a, 1970b)
Material scattered throughout a work	(Author 1977: passim)
Particular volume and page	(Author 1970, II: 33)
Item with no known publication or completion date	(Author MS: 115)
Item accepted for publication, but no publication year guaranteed	(Jones n.d.)
Item with no single author or editor	(Issuing Body 1980)
Unknown author without editor	(Anon. 1833)
Source with two authors	(Author and Coauthor 1977)
Source with three authors	(Author, Coauthor, and Coauthor 1978)
Source with more than three authors	(Author et al. 1984)
Material to compare	(cf. Author 1981)
Material cited as an example	(e.g., Author 1976)
Material to refer to	(see Author 1981)

REFERENCES

Under the heading REFERENCES, beginning on a separate double-spaced page, list **all, and only**, the items cited in the text and notes. **Do not single-space any material in the references or elsewhere in the entire manuscript.** References are listed alphabetically by author. When there are two or more items for an author, list them in chronological order, from earliest to most recent, with items cited as n.d. or MS preceding those with dates. Use only regular Roman type, **do not use italics, quotation marks, or underlining for designating titles of articles, books, periodicals, or monograph series.**

Never use "et al." in a reference; list all authors. In cases where works have been reprinted, it is generally better to reference the original edition, unless there are compelling reasons (such as a new preface that is cited) to use a reprinted edition. If a work is actually a revised edition, such as many texts that are regularly updated, then specify the actual year and edition that is cited. For multi-volume works, if only one volume is used for reference, then only that volume need be referenced. When several volumes of the same work are used, list the title and specify, e.g., 5 Vols., and in citations distinguish which volume is cited, as in (Author 1930, II: 546).

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. Pay particular heed to indentation, method of indicating pagination, editorship, city and place of publication, etc.

Book:

Willey, Gordon R., and Philip Phillips
1958 Method and Theory in American Archaeology. Chicago:
University of Chicago Press. (Note city before publisher.)

Selection in a book:

Steward, Julian H.
1936 The Economic and Social Basis of Primitive Bands. In:
Essays in Anthropology Presented to A. L. Kroeber,
R. H. Lowie, ed., pp. 331-350. Berkeley: University of
California Press. (Note order of editor and page numbers.)

Article in journal volume numbered consecutively throughout:

Gayton, A. H.
1945 Yokuts and Western Mono Social Organization. American
Anthropologist 47: 409-426. (Do not use Vol. to designate volume;
it is understood. Note that issue number is optional.)

Article in journal volume not numbered consecutively throughout:

King, Chester
1971 Chumash Inter-Village Economic Exchange. The Indian
Historian 4(1): 31-43. (Note here that issue number is needed.)

Monograph in series:

Stewart, Omer C.
1939 The Northern Paiute Bands. University of California
Anthropological Records 2(3). (Note that the city is not design-
ated because the series is University-wide.)

Lillard, J. B., Robert F. Heizer, and Franklin Fenenga
1939 An Introduction to the Archaeology of Central California. Sacramento Junior College, Department of Anthro-
pology, Bulletin No. 2. (Note commas between authors, and that
the first names of junior authors precede their surnames. Since the city where
the institution is located is obvious, it is not specified.)

Lanning, Edward P.
1963 Archaeology of the Rose Spring Site, INY-372. Univer-
sity of California Publications in American Archae-
ology and Ethnology 49(3). (Note here that since the series is
University-wide, the city is not given. Also, since the item is the full number,
the pages need not be given. If pages are given, the number need not be given,
but it is preferable to give the number, not the pages.)

Hindes, M. G.

- 1962 The Archaeology of the Huntington Lake Region in the Southern Sierra Nevada, California. Berkeley: University of California Archaeological Survey Reports No. 58. (Note that the city must be given because the series is peculiar to the specific university campus, not the University as a whole. Note also the use of a number designation to avoid confusion with a volume designation.)

Book review:

Baumhoff, M. A.

- 1977 Review of: The Round Valley Indians of California, by Amelia Susman. The Journal of California Anthropology 4(2): 329-330.

Manuscript with known date of completion:

Smith, John D.

- 1977 Archaeological Studies at Devil Canyon, Iron County, Utah. MS on file at the Bureau of Land Management, Cedar City, Utah.

Manuscript with no known date of completion:

Smith, John D.

- MS Archaeological Studies at Devil Canyon, Iron County, Utah. MS on file at the Bureau of Land Management, Cedar City, Utah.

Manuscript accepted for publication but no publication year guaranteed:

Jones, C. J.

- n.d. California Indian Religions. American Anthropologist (in press).

Manuscript that exists solely in the possession of an author or other individual:

(Do not cite unless available for others to locate and use.)

Unpublished fieldnotes:

Smith, John D.

- 1938 Unpublished ethnographic fieldnotes on the Seri. MS on file at the Bancroft Library, University of California, Berkeley. (If citing your own fieldnotes, tell where they are on file.)

Dissertation:

Bennyhoff, James A.

- 1961 Ethnogeography of the Plains Miwok. Ph.D. dissertation, University of California, Berkeley. (No Dept. given.)

Orally presented paper:

Masters, Joan

- 1964 Notes on Sinkyone Subsistence. Paper presented at the Annual Meeting of the American Anthropological Association, Denver.

Optional information regarding 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. (Trans. by Nancy E. Heizer, reprinted in: Berkeley: University of California Archaeological Survey Reports No 12: 6-13.)

Harrington microfilm:

Harrington, John P.

- 1984 John P. Harrington Papers, Vol. 1: The Northwest Coast. Washington: Smithsonian Institution, National Anthropological Archives. [Microfilm edition. Millwood, NY: Kraus International Publications.]

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