

Style Guide and Information for Authors

The following specifications will facilitate publication and minimize editorial changes and retyping.

1 Manuscript Form

Double spacing is required for all materials, including quotations, references cited, notes, captions, and headings. Manuscripts must be typed on one side of the sheet only, on good-quality bond paper. Required for submission are the ribbon copy and one photocopy.

2 Sections of the Manuscript

Footnotes, bibliography, abstract, tables and illustrations should be presented on separate sheets.

Simple references should be included in the text, not in the footnotes. They should be given by the name of the author, the year of publication and the number of the page, e.g.:

... as Sapir has noted (1921: 39) ...

Sapir has already said: "All grammars leak" (1921: 39).

...the well-known maxim: "All grammars leak" (Sapir 1921: 39)...

The bibliography should be presented according to the following model:

Fowler, Catherine, and Joy Leland

1967 Some Northern Paiute Native Categories. *Ethnology* (Pittsburgh) 6: 381-404.

Heesterman, J. C.

1957 The Ancient Indian Royal Consecration. 's-Gravenhage: Mouton.

Heller, Monica S.

1982 Negotiations of Language Choice in Montreal. In: John J. Gumperz (ed.), *Language and Social Identity*; pp. 108-118. Cambridge: Cambridge University Press.

Kelly, Isabel

1964 Southern Paiute Ethnography. (University of Utah Anthropological Papers, 69.) Salt Lake City: University of Utah Press.

Radcliffe-Brown, A.R., and Daryll Forde (eds.)

1950 *African Systems of Kinship and Marriage*. London: Oxford University Press.

All manuscripts should be accompanied by an abstract of not more than 200 words and by relevant data about the author's academic career and status and his major publications. The abstract should end with a bracketed list of five or six index words or phrases.

3 Figures

All illustrative material (drawings, charts, maps, diagrams, and photographs) should be submitted in a form suitable for publication without redrawing. Drawings and their lettering should be carefully done in black ink on white illustration board or good-quality acetate. Photographs should be good-quality, high contrast, glossy prints.

4 Galley Proofs

Proofs of articles are sent to authors, who must check them for typographical errors. Corrected proofs should be returned as soon as possible; if proofs are not returned in time, the editors will send their own corrected proofs to the printers. Authors may be billed for their alterations.

5 Reprints

Authors of articles receive 25 free offprints, reviewers 2. Additional offprints will be supplied at cost price if ordered when the corrected proofs are returned.