

Style Guide for Arctic Anthropology

2007

Arctic Anthropology is an international journal devoted to the study of northern cultures and peoples, past and present, in both the Old and New Worlds. The journal publishes papers that cover the disciplines of archaeology, ethnology, ethnohistory, linguistics, human biology, and related fields, as well as interdisciplinary papers that include a human dimension. The journal also invites translations of Russian, Japanese, Chinese, Korean, and Scandinavian contributions dealing with northern peoples. With the exception of translated works, papers submitted should not have been published, nor should they be under consideration elsewhere.

Writing Style

For the most part *Arctic Anthropology* encourages authors to use the conventions of a formal academic writing style. Since the journal publishes papers from a variety of academic disciplines, authors are encouraged to write with a broad readership in mind, avoiding jargon. Use of the passive tense is sometimes necessary in this style of writing, but the editor encourages the use of active tenses when possible. Please limit use of the first person, especially in the abstract. If a particular paper calls for a more informal writing style, the author should consult with the editor before submission.

Manuscript Submission

All manuscripts should be word-processed (typed manuscripts will be considered as well). Double space all sections of the manuscript: the abstract, main text (including quotations), tables, end notes, acknowledgements, references cited, list of tables with their captions, and list of figures with their captions. Margins should be at least one inch on all sides. Do not use right-justified margins and use tabs rather than spaces to format material. Pages should be numbered consecutively and the lead author's name and the date of submission should appear at the top of every page. *Arctic Anthropology* uses the conventions of *American Anthropologist*, with some exceptions identified below. Please

consult the style guide when preparing your manuscript.

Please submit four copies of the manuscript to the editorial office at the address listed below. *Arctic Anthropology* is edited and produced electronically. Papers are edited using "Microsoft Word." Manuscripts created using other word processing software will be translated into "Word" in the editorial process. If possible, submit a high-density disc or CD containing an electronic version of your manuscript along with the hard copies. Label the disk or CD with the name of the lead author, date of submission, and word processing program and operating system used. Do not include earlier versions of your manuscript on the disk and *make sure that the hard copy and the electronic version of the paper are identical.*

If the manuscript includes tables or figures, submit them as pages and files distinct from the text. Be sure to include a list of captions for tables and figures, appended to the end of the paper. Tables will be typeset (see instructions below). Authors must submit camera-ready figures as hard copy or digital files. Please consult the instructions that follow regarding preparation of figures.

Manuscript Format

Title Page and Abstract

The title of the paper should appear in all capital letters at the top of the title page, centered. Skip three lines and type the name of the author(s), skip three lines and type an abstract of no more than 150 words. The abstract must be a double-spaced paragraph, left justified. Begin paragraph with the heading "*Abstract*" italicized and followed by a period.

Skip three lines after the abstract and type the author's name(s) and follow each name with the author's institutional affiliation and full mailing address including a building address (not just a post office box), zip code/postal code, and telephone numbers, since these are needed for express mailing services. Please provide a current e-mail address for each author as well. Names should appear in order of seniority, with the lead author's name appearing first.

Text

Begin the text of the paper on a new page. Do not use hard returns within paragraphs and do not manually hyphenate words at line breaks. The first paragraph following a title or subheading is not indented.

Subheadings

Most articles are better organized if subdivided into major sections, with appropriate subsections where necessary. However, too many levels of subdivision can be as confusing as too few. In most cases, three or fewer levels are adequate.

To indicate the relative importance of subheadings, they should be ordered as shown below. Always triple-space above and below subheadings and be sure the levels are consistent throughout the manuscript.

Centered, Initial Capitals, Bold 1

Initial Capitals, Bold 2

Centered, Initial Capitals, Italics 3

Initial Capitals, Italics 4

Initial Capitals 5

Initial Capitals 6

Citations

Citations within the text should follow the style specified by *American Anthropologist*. Every citation must include the author's name (unless the name is in the passage to which the citation applies), date of publication, and when appropriate, page number(s). When a citation involves multiple works, authors' names should be listed in alphabetical, not chronological order. All citations must have related entries in the "References Cited" section of the paper. Citation of a paper delivered at a conference but never published and not available in a repository is discouraged. Please note the use of colons, semicolons, spacing, and organization in the following examples:

Single author: (Jones 1992:60-68)

Coauthors: (McCartney and Savelle 1985)

Three authors: (James, Kline, and Savelle 1987)

Four or more authors of the same work: (Lepofsky et al. 2001)—unless two references have the same initial authors, in which case the last names of all should appear in the citation: (Lepofsky, Moss, Lyons, and Smith 2001)

Multiple works: (Jones 1992; Smith 1989; White 1999)—note alphabetical order of the works.

Multiple works by the same author: (Ingling 1989, 1992, 2001)—note chronological order of the works.

Multiple works by the same author that have the same date: (Taylor 1977a, 1977b)

Multiple works involving the same lead author: (McCartney 1995:83; McCartney and Savelle 1985)—note that single author works by an author should appear before coauthored or edited works by the same author.

Edited work: (Fitzhugh [ed.] 1975)

Multiple works by the same author, same date, including edited work: (Parker 1992, 2001; Parker [ed.] 1992).

Main citation, and related citation: (Maars 1978; see also Alberg 1943)

Publication in press: (Lee, in press)

Conference paper never published: (Jordan, n.d.)—use of unpublished conference papers is discouraged.

Personal communication: (McCartney, personal communication 2002)—do not list in "References Cited" section.

Quotations

Quotations of four or fewer manuscript lines should be set off with quotation marks and run in with the text. Provide the citation (author, date, page) enclosed in parentheses following the closing quotation marks. Quotations of five or more manuscript lines should be indented on the right one tab stop (0.5) and should be followed by the citation enclosed in parentheses (exception to *American Anthropologist*). Please note use and placement of quotation marks, punctuation, and parentheses in the following examples.

Short quote: He has pointed out that the Arctic is "... a natural laboratory for studying global environmental issues" (Nuttall 1998:8).

Long quote:

Now the master of ceremonies puts on his head ring, which consists of a flat strip of cedar bark, to which a long trail of the same material is attached. Again he sings his secret song and goes around the fire four times swinging the rattle, which he holds approximately at the height of his head. During this song people bend their heads down and move on their seats in order to gain a convenient position. (Boas 1897:510)

End Notes

Use end notes rather than footnotes. End notes should be used only when absolutely necessary,

and should be as short and concise as possible. Number them consecutively throughout the body of the text using superscript cardinal numbers. The end notes must be double-spaced. If end notes include bibliographic citations, be sure the works cited are listed in “References Cited.”

Tables

All tables should be double-spaced. Avoid unnecessary horizontal and vertical marker lines in tables. Unless a table is very short, it should be typed on a separate sheet of paper. If a table is more than a page long, note the number of pages and the internal order of pages at the bottom of each page: “Table 2, 1 of 4,” “Table 2, 2 of 4,” etc. Number the tables consecutively as they appear in the text and insert a table on or following the page where it is first mentioned.

Table captions. Table captions should appear at the top of the first page of a table, flush left, and should be typed in capitals and lower case. Captions should be brief. A period should follow the number of the table. The word “Table,” the table number, and the period should appear in bold. A list of tables and their captions should be included with the manuscript.

*Caption: **Table 1.** Distribution of artifacts at the Campus site.*

Text references to tables. All tables must be referred to in the text of the paper. When referring to a specific table, the word “Table” should be spelled out and capitalized.

Mentioned as part of a sentence: “The events in the anti-sealing campaign are listed in Table 2.”

Included in parentheses within or at the end of a sentence: “Quantities of worked caribou antler were recovered from the sleeping platform (Table 3).”

Figures

Authors must submit one set of high quality photographs or digital prints and original camera-ready line art with the hard copies of the manuscript (photocopies of the figures should be included in the four hard copies of the manuscript). Clearly print the author’s last name and the figure number in pencil on the back of each original illustration. Also on the back note the top of the figure or photograph to ensure proper orientation. Digital photographs may be submitted in tiff or psd format. Line art must be sent in the program that was used for its creation. Note that Power Point files cannot be used by the printer.

All figures should be mentioned in the text and they should be numbered sequentially in the order in which they are referred to in the paper.

Do not include the figure number, caption title, or caption as part of the figure. Rather, list all figure numbers and captions on a separate sheet of paper at the end of the manuscript.

Maps. Maps must include a scale and a North arrow, and latitude/longitude information when possible. When creating maps, please follow formal conventions. For instance, the names of bodies of water should appear in italics.

Artifact figures. A scale must be included in drawings or photographs of artifacts, or reference to the scale must appear in the caption. If a number of artifacts are included in a figure, they should be identified sequentially using lower case letters.

Legibility. Illustrations should be selected with black and white publication in mind. Use simple patterns and fonts when creating maps, graphs, and drawings. *Avoid using shading gradations*, as the illustration will not reproduce well.

Consider that legibility is important and figures are often reduced: be sure that lines on maps and drawings are thick enough, line separation is adequate, fonts are large enough, and letters adequately spaced to withstand reduction.

Illustration size. When preparing original artwork, please keep the journal’s page size (8 1/2” × 11”) and column width (3 1/4”) in mind and submit the figures in formats that lend themselves to being published as either one column or two column illustrations.

Photographs should be submitted as 5” × 7” or 8” × 10” black-and-white glossy prints. Be sure they are sharp and have good contrast. Consider whether a photograph can fit into a single or double column format, or will need to be a full page in size. High quality black-and-white glossy prints are acceptable. If digital photographs are submitted, they must be high resolution images. Authors are encouraged to consult the University of Wisconsin Journals web page when preparing illustrations (http://www.wisc.edu/wisconsinpress/journals/preparing_illustrations.html).

Simple figure captions. The term “Figure” is always spelled out and capitalized in captions. Also, the word “Figure,” the figure’s number, and the period that follows should be in bold.

*Caption: **Figure 6.** Spirit mask used in the spring ceremony.*

Multicomponent figure captions. When a figure contains a number of components, such as a series of artifacts, they should be identified in the caption using lower case, italicized letters if possible.

*Caption for figure that has multiple components: **Figure 4.** Lithic specimens from the Ramah Bay quarry site: *a-c*, cores; *d-f*, bifaces; *g*, pick.*

Text references to figures. When referring to a specific figure as part of a sentence, the word “Figure” is capitalized and spelled out. When the reference to a specific figure appears in parentheses, the word “Figure” is abbreviated “Fig.” (exception to *American Anthropologist*).

Mention of a specific figure as part of a sentence: The 2001 study area is delineated in Figure 1.

Reference to specific figures using parentheses: Artifacts recovered included slate ulu blades (Fig. 1a-b) and a nephrite drill bit (Fig. 2).

Numbers, Measurements, and Dates

Use true numeric characters rather than the letters O (“oh”) or I (“el”). Numbers one through ten are spelled out in the text unless a list contains numbers larger than ten, the number is part of an arithmetic expression, or data are being reported.

Numbers one through ten: “He received six reindeer in the transaction.”

A list of numbers containing numbers larger than ten: “. . . 1,090 bone fragments, 500 broken points, and 2 bone awls . . .”

An arithmetic expression: “. . . a frequency of 1 in 10 . . .”

Reporting of data: “. . . 9 out of 17 women sewed.”

Measurements and weights. Use numerals and abbreviations for measurements and weights (an exception to *American Anthropology*).

Measurements: 17 mm, 1 m, 12 cm

Weights: 2 lbs, 7 oz

Four-digit numbers. Use commas in four-digit numbers *except* for page numbers and years.

Four digit numbers that use commas: “The artifact collection includes 4,598 microblades.”

Page numbers: “It can be found on page 5024.”

Calendar years: “She was in the field in 1999, and again in 2001.”

Fractions. Hyphenate fractions when they are used as adjectives or nouns

Fractions: “. . . a three-quarter length sleeve;” “. . . two-thirds of the children . . .”

Dates. Dates mentioned in the manuscript should follow the formats specified below.

Month, day, and year: September 30, 2002 (not September 30th, 2002)

Month and year: August 2000 (no comma)

Decades: 1970s or the seventies (not 1970’s)

Centuries: seventeenth century (not 17th century)

Radiometric ages. Radiometric ages published for the first time must be reported by providing the uncalibrated conventional radiocarbon age, followed by the 1-sigma standard error provided by the lab, followed by with the name of the lab, the sample number, and the nature of the material dated (exception to *American Anthropologist*). Authors are encouraged to consult the journal *Radiocarbon* regarding reporting conventions

Radiometric age first reported: 60 ± 60 B.P. (Beta 1258815, wood)

Calibrated dates. Calibrated dates must be identified with the word “cal” (meaning “calibrated,” not “calendar”) appearing before the date. The calibrated date should be reported in a calendar age range using “A.D.” or “B.C.” The calibration program utilized should be reported in the text of the paper, in a table, or in an end note, and authors should explain whether the calibration is made for 1 sigma or 2 sigma.

Calibrated date: “. . . the house dated to cal A.D. 1315 to 1345 (calibrated at 1 sigma using CALIB 3.0.3 [Stuiver and Reimer 1993]).”

Other Numbers

Page numbers: pp. 272-279 (not 272-79)

Time of day: 3:00 p.m.; noon

Age: Three-year-old, 2,000-year-old, 3,200- to 4,000-year-old.

Circa: Circa or ca. can only be used for numbers related to dates. Do not use in place of the word “about” or “around.”

Italics

The use of italics for emphasis is discouraged, but if necessary use italics rather than underlining, bold, or capitalization. Indicate the use of italics by underlining or using italic font.

Foreign words or phrases. Italicize only those foreign words and phrases that do not occur in the main section of *Webster’s Collegiate Dictionary*. Familiar words such as “raconteur,” “per se,” “eros,” and “in situ” are not italicized. Foreign words and phrases should be italicized throughout the paper (exception to *American Anthropologist*).

When unfamiliar phrases or foreign words are first used, a bracketed note explaining their meaning should follow. If words from several languages are included in the paper, please indicate the language used within the brackets when the word is first used and defined.

Foreign words and phrases: “The homestead was surrounded by a *chagda* [grove or forest].”

Foreign words and phrases where more than one language is involved: “The homestead was surrounded by a *chagda* [Sakha: grove or forest].”

Genus and species. The generic and specific names of plants and animals should be italicized, genus name is capitalized, and species name is set in lowercase.

Legal cases. Use italics for the names of legal cases (*Craven v. the State of Alaska*).

Capitalization

Geographical and popular place names. Capitalize geographical and popular names of places. Unless usage is generally accepted (North America, North Pole, Northeast Asia), do not capitalize non-political geographic areas. Do not capitalize directions.

Place names: Baffin Island, Anchorage, the Arctic and Subarctic (but lowercase in adjectival use, such as “arctic fox” and “subarctic peoples”).

Non-political geographic areas: Write “northern Alaska” rather than “North Alaska” or “north Alaska;” write “eastern Arctic,” “polar region,” “Tanana River valley.”

Words used as directions: “. . . they moved north along the river.”

Names of cultures, complexes, and traditions.

Capitalize the names of cultures, complexes, and traditions. Do not, however, capitalize the words “culture,” “complex,” or “tradition.”

Cultures: “. . . the Dorset culture is recognized for shamanic-like figurines.”

Complexes: “. . . controversies concerning the nature of the Norton complex;”

Traditions: “. . . features projectile points of the Archaic tradition.”

Punctuation and Spelling

Defining specific words, terms, or phrases. Authors should explain how they are using certain words, terms, or phrases if they are being employed in particular ways. Such words or phrases should be set in quotation marks when first used, and should be defined immediately (exception to *American Anthropologist*).

Defined words: “The term “Norton complex” will be used . . .”

Punctuation. Use serial commas throughout the manuscript.

Serial commas: “They hunted bearded seals, walrus, and ringed seals.”

Spelling. The United States’ style of spelling is used in *Arctic Anthropology*. Use “labor” rather than “labour,” “practice” rather than “practise,” and “theater” rather than “theatre.”

Other spelling conventions:

archaeology
Early Pleistocene
endblade
endscraper
field notes, fieldwork, fieldworker
fish
house-pit
microblade
Paleoindian
pit house
seal skins
sealskin parka
side-scraper
toolkit

Other Matters of Style

Authors are encouraged to consult the latest editions of *The Chicago Manual of Style*, the *American Anthropologist’s* style guide, and *Webster’s Collegiate Dictionary* for matters of style and spelling not included here.

Acknowledgments

Acknowledgments should follow the text and precede the “References Cited” section of the paper. Place the heading *Acknowledgments* in italics at the beginning of an indented paragraph. Type the acknowledgments in full sentences and double-space the text. Note American spelling.

References

The accuracy of references is solely the responsibility of the author. Difficulties with references slow the editorial process and pose a burden to both editors and authors. Before submission, every manuscript should be thoroughly checked to be sure that *all references cited in the text, tables, figures, and end notes are listed in the “References Cited” section, and all listed references are actually cited in the paper.* If you use a bibliographical program such as *Endnote*, you should be able to select the *American Anthropologist* style and *Endnote* will format in-text citations and references appropriately.

“References Cited” should begin on a new page. The heading “**References Cited**” should appear in bold, centered at the top of the page. Single-space the references and maintain the pagination established earlier in the paper. *Do not* autoformat a bibliographic entry with a hanging

indent. Type the names of the authors on one line, followed by a hard return. On the second line of an entry type the date of the publication, tab in one stop (0.5) and begin typing the particulars of the reference without adding any hard returns within the entry. The tab key (0.5) can then be used to align the entire entry after it is typed, or you may leave it aligned flush left. Entries formatted this way can be easily reformatted and corrected by the technical editor.

Interviews. An interview can be listed in the “References Cited” section under the name or pseudonym of the informant *if, and only if*, the interview is on file in an official repository and available to other researchers. Such citations should include, when possible, tape or transcript number, name of source, interviewer’s name, name of any translator or interpreter, collection name and repository name, location of repository, grant or project title, and date of interview. If the interview is only in the possession of the author, it should be cited in the text (Robert Itak, interviewed September 30, 2002), but not included in the bibliography.

Authors’ names. Use full author names whenever possible. Check names that appear on a number of publications for consistency of treatment. Pay special attention to names that include middle initials and hyphenated or multipart names (Robert A. Bartlett; Ann Fienup-Riordan; George Palmer Putnam).

Unpublished conference papers. The use of unpublished papers presented at conferences is discouraged. If there is a compelling reason to use them, they should be cited in the bibliography. In addition to the name of the author(s) and title of the paper, the name, date, and location of the conference should be provided. Instead of a date, the in-text citation and date listed in “References Cited” should read “n.d.”

Foreign publications. Check spelling and capitalization carefully. The conventions of capitalization are retained in foreign titles. Name of the place of publication may be anglicized, but the name of the publisher should not be changed. **See below for sample formats.**

Books

Single author

- Condon, Richard G.
1987 Inuit Youth: Growth and Change in the Canadian Arctic. New Brunswick: Rutgers University Press.

Co-authored Book

- Meade, Marie and Ann Fienup-Riordan
1996 Agayuliyararput, Kegginuqut, Kangiit-Illu: Our Way of Making Prayer, Yup’ik Masks and the Stories They Tell. Seattle: University of Washington Press.
- Victor, Paul-Émile and Joëlle Robert-Lamblin
1993 La civilisation du phoque. Bayonne: Raymond Chabaud.

Book with Three or More Authors

- James, Clayton A., Janice H. Pine, Knud Konig, and Lillian R. Prescott
1992 Whales and Their Kin. Chicago: Bayling Press.

Author as Editor

- MacClancy, Jeremy (ed.)
1997 Contesting Art: Art, Politics, and Identity in the Modern World. New York: Berg.

Book in a Series

- Fitzhugh, William W.
1972 Environmental Archeology and Cultural Systems in Hamilton Inlet, Labrador. Smithsonian Contributions to Anthropology, 16. Washington, D.C.: Smithsonian Institution Press.

One Volume in a Multivolume Work

- Oosten, Jarich and Laugrand, Frédéric (ed.)
1999 The Transition to Christianity. vol. 1. Inuit Perspectives on the Twentieth Century. Iqaluit: Arctic College/Nortext.

Chapter in a Book with Editor(s)

- Graburn, Nelson H.H.
1980 Man, Beast, and Transformation in Canadian Inuit Art and Culture. *In* Manlike Monsters on Trial: Early Records and Modern Evidence. Marjorie M. Halpin and Michael M. Ames, eds. Pp. 193-210. Vancouver: University of British Columbia Press.
- Rogers, Edward S.
1981 History of Ethnological Research in the Subarctic Shield and Mackenzie Borderlands. *In* Handbook of North American Indians. vol. 6. Subarctic. June Helm, ed. Pp. 19-29. Washington, D.C.: Smithsonian Institution Press.

Reprint

- Boas, Franz
1964 The Central Eskimo. Lincoln: University of Nebraska Press. [1888]

Translation

- Billotti, Vera
2001 Italian Ethnographers in the Far North. Jeanette Ransom, trans. Salem: Mallard Press.

Foreign with Translated Text

- Zhuravlev, Semen Maksimovich
1967 Along the New Path. In *Elgeei Sovsovkhoz* [Elgeei State Farm]. N.F. Sleptsov, ed. Pp. 1-8. Yakutsk: Yakutknigoizdat.

Articles

Article in Journal

- Harper, Kenn
1985 The Early Development of Inuktitut Syllabic Orthography. *Études/Inuit/Studies* 9(1):141-162.

Article in Journal Theme Issue

- Quinn, Carlita
1995 Elmo Falling: Recording Childhood Dreams. In *Dream Studies across Time, Age, and Culture*. Theme issue. *Oneirae* 24(2):188-199.

Other Formats

Material in Archives

- Peck Papers
n.d. M56-1. General Synod Archives of the Anglican Church of Canada, Toronto.

Report

- Northern Power and Light
1988 Line Survey Results, 1987-88. Inter-office Report, 52. Fantail, Alaska: Northern Power and Light Corporation.

Ph.D. Dissertation

- Loring, Stephen
1992 Princes and Princesses of Ragged Fame: Innu Archaeology and Ethnohistory in Labrador. Ph.D. dissertation, Department of Anthropology, University of Massachusetts.

Internet Documents

Citation of internet documents should be avoided since they are subject to change. However, when such citation is unavoidable be sure to review the web site and identify the person, research group, and/or repository that authored or released the information. For FTP or Telnet sites begin URL with (ftp:// . . .), for WWW sites begin with (http:// . . .), and for gopher sites use (gopher:// . . .).

- Green, Rachell, and James VanDoren
Our Ediaries. Electronic Document. <ftp://Our.ediaries/swbanks/hyperlink/june/1992/>.

Multiple References in the Same Year

Citation of works published by an author in the same year should be organized alphabetically by title and identified with letters appended to publication date:

- Schledermann, Peter
1976a The Effect of Climatic/Ecological Changes on the Style of Thule Culture Winter Dwellings. *Arctic and Alpine Research* 8:36-47.
1976b Thule Culture Communal Houses in Labrador. *Arctic* 29:27-37.

Multiple References that Include an Edited Volume

An edited volume published in the same year as another publication by the same author should be cited as follows:

- McCartney, Allen P.
1995 Whale Size Selection by Precontact Hunters of the North American Western Arctic and Subarctic. In *Hunting the Largest Animals: Native Whaling in the Western Arctic and Subarctic*. Allen P. McCartney, ed. Pp. 83-108. *Studies in Whaling*, 3, Occasional Publication 36. Alberta: The Canadian Circumpolar Institute.

- McCartney, Allen P. (ed.)
1995 *Hunting the Largest Animals: Native Whaling in the Western Arctic and Subarctic*. *Studies in Whaling*, 3, Occasional Publication, 36. Alberta: The Canadian Circumpolar Institute.

Work Accepted for Publication

Works accepted for publication can be cited in the manuscript and should be listed in the bibliography. Please remember that a work in preparation or submitted but not accepted for publication cannot be cited as its ultimate title, and date and place of publication can change.

- Beershon, Vance R.
Northern Placenames: Cultural Imperialism and Naming Traditions. Boise: Swank and Peters. (in press)

Unpublished Conference Paper

- Jordan, Richard H.
n.d. Archaeological Investigations of the Hamilton Inlet Labrador Eskimo: Social and Economic Responses to European Contact. Paper presented at the 75th Annual meeting of the American Anthropological Association, Washington, D.C. November 1976.

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Manuscripts should be submitted to:

Susan A. Kaplan
Editor, *Arctic Anthropology*
The Peary-MacMillan Arctic Museum
9500 College Station
Bowdoin College
Brunswick, Maine 04011 U.S.A.
Tel 207-725-3289
e-mail: skaplan@bowdoin.edu