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STYLE GUIDE

EDITORIAL POLICY AND STYLE GUIDE

This guide augments information for authors that appears on the inside cover of each issue of the *Journal*. Instructions herein incorporate changes designed to standardize manuscript preparation, copyediting, and typesetting. They are particularly important because articles are in most cases set to type from an electronic file submitted by the author. The use of electronic formatted media is a standard practice in most publishing efforts and avoids the need for retyping every manuscript, saves time and cost, and minimizes errors. Prospective authors are encouraged to familiarize themselves with the following pages. Manuscripts submitted for consideration that do not conform to the editorial style of the *Journal* will be returned without being reviewed.

EDITORIAL POLICY

The *Journal of California and Great Basin Anthropology* is a semiannual journal that 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. All contributions must be based on applications to California or Great Basin data. Opinions expressed in material published by the *Journal* are those of the authors, and do not imply endorsement or agreement by the *Journal*, its editorial staff, or its publisher. The Malki Museum Press Editorial Board, Malki Museum, Morongo Indian Reservation, Banning, California, is the founder, copyright holder, and owner of the *Journal*. The editorial policy of the Press Editorial Board therefore dictates the editorial policy of the *Journal*, and stresses professional quality and content.

The *Journal* accepts five types of written material. **Articles** are usually major

presentations of up to 30-40 double-spaced typewritten pages including tables, figures, notes, and references. **Reports** are up to 10 pages long, including all illustrative material, and present research results. **Comments** are short communications, up to 5 pages long, that discuss material previously published in the *Journal*, or published in another outlet that does not have a forum for airing readers' comments and views. In such rare cases, the original contribution is reckoned as the article in the "article-reply-rebuttal" sequence. **Reviews** should rarely exceed three typed pages; they critically evaluate relevant literature and other resources. Comments and reviews discuss specific literary works and issues and, even if solicited, are subject to review by the editors and must conform to the editorial policy of the *Journal*. **Memorials** commemorate the lives and works of major contributors to California and Great Basin anthropology, and are accompanied by a complete list of anthropological publications of the deceased.

GENERAL MANUSCRIPT ORGANIZATION

Submit four (4) hard copies of all written material as double-spaced typescript (including headings, text, quotes, columns, captions, notes, and references), with liberal margins, on consecutively numbered 8 1/2 x 11-inch sheets of good quality paper. An electronic file of the article must be submitted in Microsoft Word format with illustrations scanned as TIFF Greyscale 300 dpi files. Word Perfect documents are also acceptable. All submissions must be made electronically as well as in hardcopy. All illustrations must be submitted as scanned files. Electronic files must be submitted in CD disc format. Submissions should be mailed to the JCGBA, Malki Museum, Inc., P.O. 578, Banning, CA 92220.

Author's name and page number should appear

in the upper right corner of each page except the title page. Hard copies should be complete with all graphics. Manuscript pages should be printed on one side only. In the accompanying letter of submission, provide a telephone number and email address where you can be reached for clarification.

Articles

The title should appear at the top of the first page of text in upper and lower-case letters. Author's name (in caps), affiliation, and address should appear under the title, aligned with the left margin. The body of the text should begin below the author's name on page 1, with appropriate use of subheadings as discussed below. Do not include an abstract of more than 150 words or begin the text with the heading "Introduction." Notes, followed by Acknowledgements (if either are used) and then References, should appear at the end of the text (see discussions on Notes, Acknowledgements, and References, below). Tables should be presented on separate pages properly spaced and aligned. Collect all figure captions on a separate page or pages.

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 editor, rather than volunteered. Information about the item for review (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 left 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." Notes, references, and quotes from the original text should be avoided when possible.

Memorials

Memorials are solicited by the editors. Usually they 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 notices are published under the title of "Colleagues Remembered" at the discretion of the editors. These normally will not include a publication list, although they may refer to important contributions of the deceased.

Evaluation

Submitted manuscripts are evaluated by the editorial staff and no fewer than two outside referees. The evaluations of the referees are solicited with a 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 and that staff member is not involved in editorial decisions regarding that manuscript. Every effort is made to secure conscientious and knowledgeable evaluations of manuscripts in a timely manner. At the end of the evaluation period, final disposition of submitted manuscripts are made by the editors. Manuscripts may be accepted, rejected, or accepted pending revision. The editors may seek independent recommendations from referees on revised and resubmitted manuscripts, particularly when revisions have resulted in major differences from the original submission. The editors will generally seek opinions of members of the Board of Editors, or of referees, or of the original author of a work when comments are received for consideration. The order of discourse is ordinarily that of "article-reply-rebuttal." The editors make the final decision on all acceptances, including comments (replies and rebuttals) and manuscripts submitted by review editors or other members of the editorial staff.

Responsibilities of Authors

Accuracy of the content of manuscripts is the responsibility of authors, and not of the *Journal*. Manuscripts submitted to the *Journal* must not

be under consideration elsewhere, or have been published previously in the same or similar form. Authors are responsible for providing camera-ready figures. Authors must have their own copyright clearance to use any figures or other information owned by others or copyrighted elsewhere. Electronic proofs will be sent to authors to be checked for typographical and/or editorial errors. It is the responsibility of the author to correct and return these as a marked hard copy by regular first-class mail within 36 hours of receiving them. Factual errors may be corrected, but major rewriting of text is not possible and will be accepted only in extreme cases.

Author Copies

Authors of Articles and Reports are provided with PDF electronic files of the article in layout form which may be used by them 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 subscribe to the *Journal*, although this is not a requirement for publication.

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 and are placed in bold type. 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. 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.

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 super-scripts 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. 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.

Acknowledgements

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

Italics

Use italics to indicate the following elements: (1) native words appearing in English text; (2) foreign words not anglicized; (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); and (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., 4 cm., 2 hrs.), but informal or approximate prose requires that numbers be rendered as words and units of measure not abbreviated (e.g., about ten kilometers). 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 2002, 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 A.D.

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 meters below the surface, an area of several hundred square kilometers). Abbreviated units are used at the end of a series (e.g., 2, 4, and 6 m. deep; 10-20 cm.). In measurements used with symbols, repeat the symbol after each quantity (e.g., 35°-95° C., 10%-20%). Metric units are generally preferable. If English units of measure are necessary, provide metric equivalents in parentheses.

Radiocarbon Ages and Calendar Dates

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; otherwise 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. is desired, compute from A.D. 1950. If it is desirable to include also a radiocarbon age corrected for secular variations, refer to Radiocarbon 24:103-150 (1982). Use commas for all B.C. dates and for all B.P. dates with more than 3 digits. Do not use commas in A.D. dates.

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 Office, (e.g., CA-INY-372, 35LK1016). Once the identifying number is initially announced it may be referred to in abbreviated form (e.g., INY-372, LK1016). 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. It is the author's prerogative to use all capitals or a capital followed by lower-case letters in county designations (e.g., CA-INY-372 or CA-Iny-372), but whichever is selected it must match the usage in the tables and figures.

Native Language Terms

Authors planning articles that will include linguistic symbols should contact the Journal editor, 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

Presentation of information may be enhanced through the use of Tables and Figures. Do not label as Map, Graph, Chart, etc. 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. Very large tables may be too cumbersome for the Journal format and should be avoided. 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 and centered. Number tables consecutively and refer to them in that order in the text. Footnotes to tables are permissible and encouraged for clarity of data presentation. Indicate these by superscripted lower-case letters, not symbols or numbers, as the latter would refer to endnotes to the entire paper. *Use no more tables than absolutely necessary.*

Figures

Figures are of two kinds: black-and-white photographs and line drawings. They should be designed to fit within the margins of 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 km.”). If illustrating a collection of objects shown at the same scale, it is permissible in the caption to give the length of, for example, the upper left specimen. Reference to specimens by such phrases as “upper row,” “lower left,” etc., is encouraged. Letters (a, b, c, etc.) affixed to the photograph are screened along with the rest of the image and lose clarity. If use of such designators is necessary, use lower-case, not upper-case, letters, and keep them small. 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 within the context of a sentence, spell out the word “Figure”; when it occurs within parentheses, abbreviate it as “Fig.”

Photographs

Submit as a TIFF Greyscale 300 dpi scanned file. For best results, consult a technical photographer. Indicate the name of the author of the manuscript, figure number, and the direction to appear toward the top of the page in the published paper. The following yield poor printing results and must be avoided: small snapshots; previously screened photos (e.g., photos of printed photos); collages of cut photos on a white background; labels (pressure-sensitive or otherwise) affixed to the face of photographs.

Line Drawings

Line drawings follow the same criteria as photographs.

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 (but no spaces) 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, for example, 1970a, 1970b, with that designated “a” announced first in the text. 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., or loc. cit. in citations.

Citations to several works within the same set of parentheses should be arranged in chronological order.

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 microfilm publication date, reel number, and frame number. The following are examples of the more frequently occurring cases:

Citation of	Example
Complete text	(Author 1980)
Single page	(Author 1980:34)
Consecutive pages	(Author 1980:101-107)
Nonconsecutive pages	(Author 1980:23, 46-49)
Material scattered throughout a work	(Author 1977:passim)
Particular volume and page	(Author 1970,11:33)
Figure	(Author 1970:Fig. 7)
Page and figure	(Author1970:89, Fig. 2)
Footnote	(Author 1933:22 fn.)
Endnote	(Author 1945:50 nt. 3)
Multiple publications, same author	(Author 1967, 1970a, 1970b)
Multiple publications; different authors	(Author a 1967:30; Author b 1975)
Source with two authors	(Author and Coauthor 1977)
Source with more than two authors	(Author et al. 1978)
Personal communication	(J. Smith, personal communication 1982)
J. P. Harrington notes	(Harrington 1984:R1.425, Fr.98)
Item with unknown publication or completion date	(Author MS:115)
Item accepted for publication but publication date not guaranteed	(Author n.d.)
Item with no single author or editor	(Issuing Body 1980)
Unknown author without editor	(Anon. 1833)
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 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. If one author has two items in the same year, indicate them as YEAR a, YEAR b, with an "a" being the first work cited in the text. Use only regular Roman type; do not use italics, quotation marks, or underlining for designating titles of article, books, periodicals, or monograph series. Never use "et al." in a reference; list all authors. It is the author's prerogative to use given names and initials, or just initials, of authors in referenced works, but the format should be consistent throughout. In cases where works have been reprinted, it is generally better to reference the original edition, unless there are compelling reasons (like a new preface that is cited) to use a reprinted edition. If a work is actually a revised edition, like 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 not given.)

Article in journal volume not numbered consecutively throughout

Follet, W. I.
1984 Fish Remains from CA-Ker-733, an Archaeological Site in Antelope Valley, Kern County, California. *Pacific Coast Archaeological Society Quarterly* 20(4):73-76. (Note here that issue number is necessary.)

Monograph in series

Stewart, Omer C.
1939 The Northern Paiute Bands. *University of California Anthropological Records* 2(3). (Note that the city is not designated because paper constitutes the entire number.)

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

1939 An Introduction to the Archaeology of Central California. Sacramento Junior College, Department of Anthropology, 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. University of California Publications in American Archaeology 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.)**

Selection in a multivolume series

Bright, William

1978 Karok. In: Handbook of North American Indians, Vol. 8, California, Robert F. Heizer, ed., pp 180-189. Washington: Smithsonian Institution.

Publications in press

Beck, Charlotte (ed.)

n.d. Dating Exposed and Surface Contexts. Albuquerque: university of New Mexico Press (in press). **(Note that if a publication date is guaranteed, the year should be used instead of "n.d.").**

Book review

Baumhoff, M. A.

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

Cultural Resource Management (CRM) Report

Basgall, Mark

1982 The Archaeology of Camp High Sierra (CAMNO-1529); A Preliminary Report. MS on file at the Eastern Information Center, Archaeological Research Unit, University of California, Riverside. **(Note that reference is not made to the agency or company to which the report was submitted, but rather to the repository at which others can read it or obtain a copy.)**

Manuscript with known date of completion

Gobalet, Kenneth W., and Steven W. Strand

1978 Analysis of Fish Remains from Four San Pablo Archaeological Sites. MS on file at Department of Zoology, University of California, Davis. **(Note that the MS is on file at the repository, not with the repository; they are not on file together.)**

Manuscript with no known date of completion

Rogers, Malcolm J.

Sketch and Information from Notes on Group No. 2 of Site C-170-A. MS on file at the San Diego Museum of Man, San Diego.

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

Sapir, Edward

1910 Kaibab Paiute Notes. MS on file at the American Philosophical Society Library, Philadelphia. **(If citing your own fieldnotes, state where they are on file; i.e, where someone else could read them or obtain a copy of them.)**

Dissertation

Bennyhoff, James A.

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

Thesis

Schneider, Joan S.

- 1987 Archaeological Investigations at Afton Canyon (CA-SBR-85), Mojave Desert, San Bernardino County, California. Master's thesis, University of California, Riverside. **(Note that this format eliminates the need to decide if it was an MA. or MS.; also, no Dept. given)**

Orally presented paper

Reid, Kenneth C.

- 1988 *Simmering Down: A Second Look at Ralph Linton's "North American Cooking Pots."* Paper read at the biennial meeting of the Great Basin Anthropological Conference, Park City. **(It is not necessary to include information like "11th Annual," or "43rd Biennial" in the citation. Use "annual meetings" rather than "Annual Meeting.")**

Optional information regarding obscure original sources

Hamy, E. T.

- 1882 *Rapport sur la mission au Perou 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.]

Electronic documents and web pages

Northwestern Obsidian Studies Lab

- 2001 XRF Information. Electronic document, <http://www.obsidanlab.com>, accessed April 3, 2002. **(Note that the reference is made to the web site unless there is a clear author or authors.)**

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