**STYLE GUIDE FOR Anthropological Theory ARTICLES**

(What articles should include and how things should be presented. Examples are in black letters, explanations are in red letters.)

**Text conventions:**

1. All text (Abstract, Body of the paper, Notes and References) should be in Times New Roman, size 12 font, and double-spaced *(this is easier for the editors to read)*. Either UK or US Style conventions are permitted, but they must be consistent with spelling conventions *(i.e. US flavor and UK flavour)*. Use normal margins for a letter-size page *(US 1 inch top, bottom and sides; UK 2.5 cm top, bottom and sides)*. Conventions for each Style appear in the table below.

<table>
<thead>
<tr>
<th>Punctuation</th>
<th>UK Style</th>
<th>US Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Terminal punctuation goes</td>
<td>outside quotation marks: … ‘beware of political parties’. … ‘beware of political parties’, yet no one paid attention.</td>
<td>inside punctuation marks: … “beware of political parties.” … “beware of political parties,” yet no one paid attention.</td>
</tr>
<tr>
<td>4. Oxford/serial commas in lists of three or more objects or phrases</td>
<td>no comma precedes ‘and’ or ‘or’ before a list’s last element: … cod, cusk and hake are groundfish … … for dessert, choose apple pie, flan or Indian pudding …</td>
<td>a comma precedes ‘and’ or ‘or’ before a list’s last element: … cod, cusk, and hake are groundfish … … for dessert, choose apple pie, flan, or Indian pudding …</td>
</tr>
<tr>
<td>5. Parenthetical dashes (should be used sparingly)</td>
<td>Spaced en dashes: … this has been found in urban areas – notably affecting children – where pollution …</td>
<td>Closed em dashes— *(parenthetical dashes): … this has been found in urban areas—notably affecting children—where pollution …</td>
</tr>
<tr>
<td>6. Colons can introduce lists or phrases after sentences: only use one colon per sentence <em>(same in both styles)</em></td>
<td>The first word after a colon is not usually capitalized. Exceptions are when a sentence follows the colon: Then the first word may be capitalized. In a section, chapter, article or book title, the first word after the colon is always capitalized: <em>Shifting Baselines: The Past and Future of Ocean Fisheries</em></td>
<td></td>
</tr>
</tbody>
</table>
TITLE: Subtitle or phrase

Author 1 (first and last name)
Institutional affiliation, Country name

(If existing) Author 2 (first and last name)
Institutional affiliation, Country name

Abstract

Your abstract should be titled “Abstract”. This is the style your abstract should have. Along with the rest of the manuscript, it should be double-spaced. The Abstract should contain no citations and should be one paragraph that summarizes the article’s argument.

Keywords
Keyword, keyword, keyword, keyword … (minimum of five, maximum of ten Keywords)

Corresponding author:
Corresponding author’s (first and last) name, complete institutional mailing address.
Email: email address

Introduction (please note text conventions below)

First paragraph of the section is without indent. The text should be in this style: Times New Roman, size 12 font, and double spaced (this is easier for the editors to read). First paragraph of the section is without indent. The text should be in this style: Times New Roman, size 12 font, and double spaced (this is easier for the editors to read). First paragraph of the section is without indent. The text should be in this style: Times New Roman, size 12 font, and double spaced (this is easier for the editors to read).
Second and subsequent paragraphs in a section should be indented and appear like this—

with no extra space (return on your computer keyboard) between paragraphs in a section. Direct quotations of up to 40 words may appear in the text (always include full citation, with the page numbers of the quote after the year): ‘quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation’ (author’s last name, year: page numbers). (note punctuation, and follow directions in the Text Citation section below)

Section titles are left justified and in boldface type
Subtitles are left justified and italicized (don’t number section titles or subtitles, but an extra space [return] should separate each title from the body of the paper above and below it.)

The first paragraph in a section or subsection is not indented. Paragraph paragraph paragraph paragraph paragraph paragraph paragraph paragraph paragraph paragraph paragraph paragraph paragraph paragraph paragraph. Subsequent paragraphs are indented. Paragraph paragraph paragraph paragraph paragraph paragraph paragraph paragraph paragraph paragraph paragraph Paragraph paragraph paragraph paragraph paragraph paragraph paragraph paragraph. Quotations longer than four lines are separated from the text and the text block is indented, thus:

Acknowledgments

The authors would like to thank XYZ …

Declaration of conflicting interests

The author(s) declare statement statement statement …

Funding statement

Funding statement Funding statement Funding statement Funding statement …

Notes

Explanatory endnotes, keyed in the text using Arabic numerals, are appear as follows:

1 Note (always include necessary citations).

2 Note note note note (always include necessary citations). Etc. (Please use the Text Citation Style Guide for formatting citations in the Endnotes.)

References


Etc. (Follow the Reference Style Guide section below.)

(For all authors, biographies up to 2 to 3 sentences long are needed.)

Author 1 is an assistant professor at the university of X, and has published the following articles and book …. 

Author 2 bio
Text citations:

All references in the text and notes must provide the author(s)’s last name(s), the publication or presentation date(s) of the article or book, and page number(s) when appropriate. All reference citations must follow the same author-date-page number format. Do not use ibid., op. cit., infra., supra.

1. If author’s name does not appear in the text, insert a citation in this format: (last name, year)
   ... this condition has been noted in urban areas (Santiago, 2008) ...

If two or more references by the same author are cited together, separate the dates with a comma, starting with the oldest publication:
   ... this condition has been noted in urban areas (Santiago, 2008, 2011)

To distinguish two or more references to the same author and year, insert a, b, etc. after the year, so that they appear in alphabetical order:
   ... this condition has been noted in urban areas (Santiago, 2008a, 2011) ... and was noted in the literature (Santiago 2008b)

When last names starting with de, van, von, de la, etc. are cited in the main text without first names, capitalize them:
   … this condition has also been noted in rural areas (De la Russe, 1935)

2. A page number follows the year, separated by a colon:
   ... this condition has been noted in urban areas (Santiago, 2008: 118) ...

A range of pages is shown by listing the first and last numbers, separated by a long dash:
   ... this condition has been noted in urban areas (Santiago, 2008: 118–132) ...

If a reference had been reprinted, list the publication date of the source referred to; the original publication date may be added in brackets (parentheses always go outside of brackets). Page numbers refer to the source used:
   … the relation between production and capital accumulation (Marx, [1867] 1990)
   … between production and capital accumulation (Marx, [1867] 1990: 417)
   … and capital accumulation (Marx, [1867] 1990: 417–425)

3. Where a reference has two authors, give both last names, joined by ‘and’;
   … this condition has been noted in urban areas (Thompson and Ludke, 1958)

If there are three or more authors, use ‘et al.’ after the first author’s last name (in normal type – not italicized):
   … this condition has been noted in urban areas (Thompson et al., 1958)
4. A series of references, separated by semicolons, is enclosed within a single pair of parentheses:
   ... in the literature (Thompson and Ludke, 1958; Santiago, 2008a, 2008b, 2011)

Any brief phrase associated with the reference is enclosed within the parentheses:
   … as several investigators have claimed (but see Thompson et al., 1958: 358–381)

5. For institutional authorship, supply the institution name, year and page numbers:
   … in a recent statement (NOAA, 2014: 213; Nature Conservancy, 2014: 7–21) ...

6. For authorless articles or studies, use the name of the publication (italicized) or the name of
   the sponsor organization (not the article title) with the year and page number, if any:
   … it was later stated (New York Times, 2020: A2) that ...

7. Citations for authors who are mentioned by name in the text follow the same format as above,
   with publication date(s) and page numbers in parentheses coming after the author’s last name:
   ... as Thompson and colleagues (1958) have noted in urban areas …

8. Personal communications are cited similarly in the text, but not included in the references:
   … has been hypothesized (Jackson, 2011, personal communication)

References:

1. Reference titles do not need to be translated into English.

2. No indentation in a reference is necessary. (Typesetters take care of that in production.)

3. Each reference should be listed individually by the last name of the first author, editor or
   institution, and organized alphabetically. Treat ‘Mc’ as ‘Mae’.

   The first letter of an author’s last name should be in upper case, and the rest in lower case letters;
   upper case initials, with no spaces or full points separating them, follow the last name. Names
   containing Sr, Jr or Roman numeral designations should appear as follows:
   King ML Jr, Standish M XIII and Brown J Sr

   Last Names containing de, van, von, De, Van, Von, de la, etc. should be listed under D and V,
   respectively:

4. If different authors have the same last name, order the references by initials:
Where several references have been written by the same author(s), the name must be repeated each time. Do not use ditto marks, em dashes or other abbreviations.

Single-author references are ordered by date; when two publications appear in the same year, they are distinguished with letters following the date in alphabetical order as they appear in the text:

Brown W (2003a)
Brown W (2003b)

For multi-authored references, authors names are separated by commas until the last author, whose name is preceded by ‘and’:

Brown W and Jones M (2008)

Multi-authored references are alphabetized according to the second (third etc.) author’s last name:


For references with more than three authors, the list may abbreviated using ‘et al.’ (not italicized):


5. Book references should include (note punctuation): authors’ names (publication date in parentheses) book title (italicized). city: publisher, ‘pp.’ (page numbers, if any).


6. For a book Chapter in an edited volume with one editor (period after ‘ed.’):


With more than one editor (no period after ‘eds’):


Monographs that have been edited and/or translated appear as follows (note abbreviations):


7. Journal titles should not be abbreviated in Anthropological Theory journal references. They appear as follows (note punctuation):

Journal article published online:

Journal article published online ahead of print:

8. Website


10. Newspaper/magazine

11. Conference article (published or unpublished)

12. Blog

13. Facebook, Twitter, Instagram, etc, post

14. Report