

JRAI STYLE SHEET 2021

General Punctuation, Spelling

Punctuation

Dash – spaced en rule

Hyphen – hyphen not en rule for linked personal names, kin relations etc. ('parent-child relation')

Quotes – single outer, double inner; final punctuation outside closing quote

Ellipsis – three-point unspaced (no brackets) regardless of punctuation in original material

Series comma, i.e. comma before final *and*: 'red, white, and blue'.

Apostrophe after final *s*: Thomas's, etc. (except classical names and where this sounds too awkward)

Italics

For foreign words or phrases, not institutions or political organizations (e.g. parties)

Credit in quotes whether 'original emphasis' or 'emphasis added'

Spelling

UK –ize spelling (except if original quotations differ)

Hyphenation

northeast, southwest, etc.

co-operate, co-ordinate, re-emerge

NB: No hyphen after adverb, e.g. 'religiously labelled forms'

Dates

12 February 2017

1950s (not fifties) etc.

1953-6 (not 1953-1956 or 1953-56)

The twenty-first century, but twenty-first-century examples

Numbers

Written out under 100 except for statistical material, ages (even when under ten)

Allow words for large general numbers 'around two thousand'

Commas in numerals of four digits or more: 5,000, 50,000

50 million

Abbreviations

cf. (used in sense of 'compare' only), pers. comm.

In parenthesis: '(chap. 1)' '(Fig. 1.)'

p. 14 n. 6

USA

Displayed material

Prose quotes

Quotes of 50+ words are displayed as extracts.

Closing full point comes after author-date citation at the end of the extract.

In a translated quote, any original terms should be included in parentheses

Any added commentary in a quote should be in square brackets

Epigraphs

Source on new line after quotation.

Give name in full with parentheses around date and page refs.]episou[

Dialogue

Names in italic, followed by roman colon. Turnovers on hanging indent.

Notes

Opening acknowledgements set as unnumbered note at head of endnotes section

Lectures (e.g. Marett Lecture) or Prize essays (e.g. Curl Prize) have a starred footnote indicator (not an asterisk) after the title and a footnote on the opening page. (Otherwise all notes are endnotes.)

Note numbers are superscript (both indicates and numbers of the notes themselves)

Bibliographical references in text

Alphabetical order, semi-colon between each date: Smith 1982; 1993.

Original date follows edition date in square bracket if this is significantly different: Smith 1992 [1936]

Where authors share the same surname, add initial before surname in author-date reference: B. Smith 1998; N. Smith 1932

Spell out up to five authors in the text on first citation: Smith, Brown, Green, White & Black 1982.

On subsequent citations just: Smith *et al.* 1982. NB: Ampersands (& not *and*) with no comma before

Comments papers

Comment on an article runs directly on (same page) after the end of the main article (after author bio. note and address). Main title 'Comment' followed by author/affiliation credit. No abstract.

Comment piece also followed by author bio. note and address (unless these are repeated in the same issue)

The running head gives the detail of the main author and article title only

Contents entry in the form: **MAIN PAPER AUTHOR *Title of main paper (with a comment by COMMENT AUTHOR)***

Review articles

Running head and title: 'Review article'

Main title heading beneath 'Review article'. Same rank code:]t1[

Then book review details:]bref[

Text in smaller review size:]rp[]rp1[

Author and affiliation on same line at end of text (coded]rau[like in reviews) before notes and references

Reviews

Review articles can have endnotes and author-date references and a reference list. For reviews, however, any sources cited in the article must be given in parenthesis in the form '(R. Smith, *Ancient gods and monsters*, 1975)' for books or '(R. Smith, 'The discovery of an alternative Eden', *Journal of Aztec Studies* **62: 3**, 1976)' for journals.

Figure and table captions in form **Figure 1**. Title caption. (Photo by the author.)

If only one table of figure in an article, still referred to as Table/Figure 1.

References

Initials unspaced; ampersand (&) not *and* between names

Book titles: Only capitalize first word and words that always take capitals (proper nouns)

Journal titles: Capitalize all main words

Colons not full stop before subtitles

Page numbers elided to maximum: 252-3

English-language forms of place names in publication details: Moscow, not Moskva, etc.

Journal volume numbers only (in bold); include issue numbers only where each issue starts from p.1

Name of place not repeated if part of university press name, e.g. Cambridge: University Press

US state not repeated if part of publisher name, e.g. Berkeley: University of California Press

Abbreviation in postal form, i.e. Cambridge, Mass. not Cambridge, MA

Include county name for smaller UK place names, e.g. Abingdon, Oxon and Farnham, Surrey

Where abbreviation is for two words, use full points, e.g. Durham, N.C. or Washington, D.C.

List first place of publication only

Examples

Monographs

Single author:

INGOLD, T. 1980. *Hunters, pastoralists and ranchers*. Cambridge: University Press.

NB: If the title is in a less familiar language (excluding major European languages) and the author has provided a translation, this should appear in square brackets and roman after the original-language title and preceding the full stop.

Single author with multiple volume and edition details:

TYLOR, E.B. 1903. *Primitive culture*. 2 vols (Fourth edition). London: John Murray

Multiple author:

CALDWELL, J., P. REDDY & P. CALDWELL 1988. *The causes of demographic change: experimental research in South India*. Madison: University of Wisconsin Press.

Note that only the first author name is inverted.

NB: List up to eight authors in References entries. Where more than eight, just list first three followed by *et al.* (Text citation = Smith *et al.*)

Edited collections

ENDICOTT, K.M. 1988. Property, power and conflict among the Batek of Malaysia. In *Hunters and gatherers*, vol. 2: *Property, power and ideology* (eds) T. Ingold, D. Riches & J. Woodburn, 110-27. Oxford: Berg.

Periodicals

MORANTA, L. 1972. The politics of cargo cults in the Madang area. *Man* (N.S.) 7, 430-47.

Special issues in form e.g. 7: S1, 430-47.

Theses

MILLS, M.A. 1977. Religious authority and pastoral care in Tibetan Buddhism: the ritual hierarchies of Lingshed monastery, Ladakh. Ph.D. thesis, University of Edinburgh.

Translations and edited texts

DURKHEIM, É. 1976 [1912]. *The elementary forms of the religious life* (trans. J. Swain). London: Allen & Unwin.

BATAILLE, G. 1985. *Visions of excess: selected writings 1927-1939* (ed. & trans. A. Stockl). Manchester: University Press.

Unpublished material

FRANKLIN, S. 1997. Please sign here: written consent, generative capacitation, and gamete storage as kinship technologies. Paper presented at The Storage of Human Gametes and Embryos Workshop, University of Keele, February.

On-line material

LEE, E.J., D.A. MERRIWETHER, A.K. KASPAROV, P.A. NIKOLSKIY, M.V. SOTNIKOVA, E.Y. PAVLOVA & V.V. PITULKO 2015. Ancient DNA analysis of the oldest canid species from the Siberian Arctic and genetic contribution to the domestic dog. *PloS one* **10**, e0125759 (available online: <http://journals.plos.org/plosone/article?id=10.1371/journal.pone.0125759>, accessed 15 February 2017).

Or: Journal (online first). DOI: ...

Or: (accessed, no longer available online).

Sequences of References

Entries with same author and date are distinguished by *a* and *b* etc., e.g. Smith 1982*a*, Smith 1982*b*, Brown in press *a*, Brown in press *b*, etc.

Order these entries alphabetically by title (exc. A or The).

Single author by date; multiple authors follow separate sequences afterwards (i.e. ordered by second author name etc.); undated material (n.d.) follows at end of sequence.

Three-em dash used for each repeated name, e.g.

LEVINE, H. 1997. *Constructive identity*. Frankfurt am Main: Lang.

——— & M. HENARE 1994. Maori self-determination. *PacificViewpoint* **35**, 195-210.

STEADMAN, L.B. & C.T. PALMER 1994. Visiting dead ancestors: shamans as interpreters of religious traditions. *Zygon: Journal of Religion and Science* **29**, 173-89.

——— & ——— 1995. Religion as an indentifiable traditional behavior subject to natural selection. *Journal of Social and Evolutionary Systems* **18**, 149-64.

———, ——— & C.F. TILLEY 1996. The universality of ancestor worship. *Ethnology* **35**, 63-76.

When the name has a prefix, list under the prefix, e.g. de Waal, F.

NB: Prefixes ordered word by word, i.e. de Waal precedes Delaney etc.

Mc names listed alphabetically as if Mac, i.e. McDonald precedes Mackintosh.

Other

Contributions are referred to as ‘articles’ rather than ‘papers’, except in Special Issues, where referred to as ‘essays’.

the *JRAI*

Article capitalization exceptions:

Editorial: Initial capital ...

Introduction: Initial capital ...

Conclusion: Initial capital ...