

## **JRAI STYLE SHEET 2023**

### **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 10)

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

Use UK and US adjectivally (UK anthropology etc.), otherwise United Kingdom and United States.

## **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. Name and title in full (not initials), date and page refs in parentheses.

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

### *Dialogue*

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

### *Notes*

Acknowledgements appear separately before the Notes 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 indicators 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

### **Reviews**

Long reviews 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 minimum: 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.

NB: *HAU* paginated by volume from Vol. 8.

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.

Early view and eJournal articles followed by http link, e.g.:

ROBERTS, T., R. SHRIVASTAVA, M. KOSCHORKE, V. PATEL, R. SHIDHAYE & S.D. RATHOD 2020. 'Is there a medicine for these tensions?': Barriers to treatment-seeking for depressive symptoms in rural India. *Social Science & Medicine* **246**. <https://doi.org/10.1016/j.socscimed.2019.112741>.

### *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.

*Online material*

BEAR, L., K. HO, A.L. TSING & S.J. YANAGISAKO 2015. Gens: a feminist manifesto for the study of capitalism. *Fieldsights*, 30 March. <https://culanth.org/fieldsights/gens-a-feminist-manifesto-for-the-study-of-capitalism>.

**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 ...

