

## Taylor &amp; Francis Style No. 1

(single column, ranged left)

Journal title and acronym	Anthropology Southern Africa (RSA)
Trim size	B5
Title	<b>First letter capitalised: no capital after colon</b> ranged left
Authors	An Author and Another Author (initials closed up if J.B. Smith) ranged left
Affiliation	<sup>a</sup> <i>Department, University, City, Country + any extra information given by the authors</i> (e.g. street address, postcode, zip code); <sup>b</sup> <i>Department, University, City, Country + any extra information given by the authors</i> (e.g. street address, postcode, zip code). ranged left If there is only one author, and he or she has two or more affiliations, there is no need to insert superscript letters – simply separate the affiliations by a semi-colon.  If there are multiple authors with the same affiliation (but only one of them has changed affiliation), add another superscript as shown below: M Kemp <sup>1</sup> *, KN de Kock <sup>1</sup> , V Wepener <sup>1</sup> , W Roets <sup>1,2</sup> , L Quinn <sup>1</sup> and CT Wolmarans <sup>1</sup>  <sup>1</sup> Unit for Environmental Sciences and Management, North-West University, Potchefstroom, South Africa <sup>2</sup> Current address: Department of Water Affairs, Pretoria, South Africa
Correspondence details [NOT AS Footnote]	*Corresponding author. Email: xxxxxxx ranged left, no indent. Postal address not needed. If there is only one author, use Email: xxxxxxx Email address in lower case
Abstract	Text smaller, indented both sides Justified
Keywords	<b>Keywords:</b> word; another word; lower case except names Position aligned with abstract, same size as abstract Alphabetic order Indented, ranged left
Headings	A. <b>Bold initial cap only: no capital after colon</b> B. <b><i>Bold italic initial cap only: no capital after colon</i></b> C. <i>Italic initial cap only: no capital after colon</i> D. <i>Italic initial cap only</i> . Text runs on  All ranged left, numbers to be included if supplied, no indent below.
Paragraphs	Indented, except under heading. Don't impose an indent on a flush first line following an indented quote (that is, don't transform what is a continuation of a paragraph into a new paragraph). Follow the authors here. If the paragraph indentation isn't clear from the MS (i.e. if no new paragraphs are indented), ask the authors to check that the paragraphs are set ok in the proofs).
Tables	(Table 1) in text. Table 1. Title initial cap only. (ranged left above table) Note: This is a note. (ranged left under table) Where tables run on to a second page insert ( <i>continued</i> ) bottom right of table (including where table is landscape. Subsequent continued table pages use continued rather than full title e.g. Table 3. ( <i>Continued</i> ). Please include column/row headings where necessary.

	Subheadings in table/figures should appear in sentence case without punctuation.
Figures	(Figure 1) in text. Figure 1. Caption initial cap only. (ranged left under figure) Please follow caption style where possible: Figure 1. Title of figure, Date. Description of figure. Copyright, source if necessary. See Figure 1(a) and 1(b), Figure 1(a)–(d) or see Figures 1 and 2 (note singular use of Figure in the first example). Note: This is a note. (ranged left under figure). Captions should form run-on lines.
Permissions statement for third-party figure and table captions	If the rightsholder has supplied text for this purpose, use their text. Otherwise, insert the rightsholder's name within the square brackets: © [Rightsholder]. Reproduced by permission of xxx. Permission to reuse must be obtained from the rightsholder.
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Lists	(1) for numbered lists Bullets if wanted
Equations	Equation (1) in text Centred
Acknowledgements	A heading. Goes before Notes, Notes on contributors and References. Text smaller
Funding	A heading. Goes after Acknowledgements Text smaller Funding agency written out in full. Grant number in square brackets. Multiple grant numbers separated by comma and space. Agencies separated by semi-colon, e.g. This work was supported by the Wellcome Trust [grant number xxx]. This work was supported by the Wellcome Trust [grant number xxx], [grant number xxx]; Cancer Research UK [grant number xxx]; another funder [grant number xxx].
Supplemental data	A heading. Goes after Funding Text smaller Supplemental data for this article can be accessed <a href="#">here</a> . [link to data]
Notes [use endnotes rather than footnotes]	<b>Notes (A heading)</b> 1. This is a note. 2. This is another note. 3. This is a third note. Text smaller
Spelling preferences	UK spelling (OED) James's books Use -ise ending Italicise foreign words
Hyphenation preferences	Please ensure that hyphenation of terms such as precolonial / pre-colonial / post-modern / postmodern / neo-colonial / neocolonial is consistent within the individual articles, but otherwise please do not alter. West African, West Indian (no hyphen).

Capitalisation preferences	<p>Capitalize: proper names (the National Gallery), names of places (Delhi), names of dates and periods (the Middle Ages), names of events (the Boston Tea Party), names of legislation and legal documents (the Bill of Rights), names of honours and awards (Bachelor of Music), Religious names and terms (the Holy Spirit, the Supreme Being), names of people and languages (Irish, Aboriginal, German), trade names (Informa), names including a letter or number (Route 66, Room 2b).</p> <p>Lower case when referring to an institution in general (government papers, the president said) but capitalise when referring to a specific institution or when the title precedes a name (the Indian Government, President Obama).</p> <p>Capitalize major words in the titles of books/periodicals/chapters/articles/poems written in English (<i>The Merchant of Venice</i>, “On First Looking into Chapman’s Homer”, <i>Sunday Times</i>, <i>The Story of My Life</i>)</p> <p>Please follow authors with regard to the capitalisation of non-English language titles.</p>
Translation preferences	<p>Non-English words / phrases (excluding proper nouns) should be in italics with the gloss or translation in square brackets or worked into the sentence in which they appear.</p>
Punctuation	<p>Initials (e.g. USA NJ, BBC) do not have full points between them. For names of article authors and in references, no space between initials (J.P. Smith, Smith, J.P). etc., i.e., e.g., vs., c. in roman followed by full stop. No full stops for abbreviations: Mr, Dr, am, pm Full stops following contractions: Prof. Double quotation marks for quotes and single marks within quotes. No quotes around indented quotations; single quotes for quotations within indented quotations. Punctuation always placed inside quotes. Ellipses: three unspaced dots, with a single space either side. Retain square brackets either side if included by the author. Do not insert square brackets otherwise. Closing punctuation inside quotation marks. Please do not move superscript footnote to the end of sentences. Please keep them in the sentence at the point of greatest relevance.</p>
Dashes	<p>Spaced en rules for parenthetical dashes Use en rule between spans of numbers (e.g. 20–40), including page numbers in references. Be aware that there is a difference between hyphenation and short and long dashes. In general: use hyphens (-) to join words or numbers with words; use en-dashes (–) for number ranges; and use em-dashes (—) for emphasis or balance, as shown in the following samples: <b>Hyphenation:</b> powerful human-rights-based arguments; long-term impacts; one-fourth; semi-urban areas; a 20-item screening instrument. <b>En-dash [keystroke: Ctrl+Num-]:</b> in the age group 18–24 years; 24–49-year-olds; pp. 61–64; 2–5 days. <b>Em-dash [keystroke: Alt+Ctrl+Num-]:</b> E-health — the application of information and communications technologies in the healthcare sector — is fast developing worldwide.</p>
Numbers and units	<p>Numbers: spell out one to nine, then 10, 1 000, 10 000. <b>Note space</b></p>

	<p><b>as thousands separator.</b> Spell out again after 1 million.          Decimal point not decimal comma.          Where numbers in the same sentence fall above and below 10, use figures for both (e.g. between the ages of 9 and 15).          10% (except at start of sentence)          Always use figures before abbreviations, e.g. 5 kg, 6%.          Units: follow author.          Full expansion: pp. 123–124 (NOT pp. 123–4)          First to ninth spelt out in full. Change 22<sup>nd</sup> to 22<sup>nd</sup>, and so on. If ordinals above and below nine occur in the same sentence, use figures for both (e.g. The runners who came in 2<sup>nd</sup> and 14<sup>th</sup> place were both women).          Monetary amounts: £10.00, \$30.00, €50.00 or AU\$61.90 and no space between symbol and number, but R 17.50 with space between the abbreviation ‘R’ and number</p>
Dates	<p>October 4, 2005          in the twenty-first century          in the 1970s          1981–1983          The nineteenth century was ...          Nineteenth-century art ...          mid-seventeenth century          9:30 am, 10 pm</p>
Book reviews	<p><b>BOOK REVIEWS (as section heading)</b>  <b>Book title: all bold,</b> by Author and Author /edited by Author, Cambridge, Harvard University Press, 2003, xliii + 584 pp., US\$28.95 (paperback), ISBN 0-95-445440-6.</p> <p style="text-align: right;">Reviewer’s Name  <i>Affiliation</i>  <i>Email</i></p> <p style="text-align: right;">© year, Reviewer Name  <a href="http://dx.doi.org/10.1080/XXXXXXXXX.XXXX.XXXXXX">http://dx.doi.org/10.1080/XXXXXXXXX.XXXX.XXXXXX</a></p> <p>References go before reviewer details          Next review follows after a space          No copyright line on first page of reviews</p>
Obituary	<p><b>OBITUARY (section heading)</b>  <b>Name and dates if given (as title)</b></p> <p style="text-align: right;">Author Name  <i>Affiliation</i>  <i>Email</i></p>
Reference Style	<p><b>References</b> (A heading. Goes after Notes.)</p> <p>Chicago Author Date (see reference guide)</p> <p>NOTE no author first names needed in the references at all</p>