

# ***Anthropology Southern Africa* — Submission guidelines**

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Anthropology Southern Africa (ASA) welcomes the submission of papers based on original research that deal with broadly defined anthropological issues in Southern Africa. Preference is given to submissions presenting new empirical material and novel theoretical or methodological directions in the region. Authors are encouraged to write in a style accessible to non-specialists.

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Anthropology Southern Africa accepts reviews of recently published ethnographies, edited volumes or books that deal with issues in Southern Africa. We prioritise reviews of books by members of the Anthropology Southern Africa association and ethnographies sited in Africa. We occasionally publish commentaries that further the discussion of important topics.

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## Format

*Research articles* should be no longer than 8 000 words (including the abstract, all figures, references and notes). Photographs and other figures should be uploaded as separate files saved (in order of preference) in PSD, JPEG, PDF or EPS format. Graphs, charts or maps can be saved in AI, PDF or EPS format. MS Office files (Word, Powerpoint, Excel) are also acceptable but do not embed these in your manuscript – send the original files. It is the author's responsibility to obtain the necessary permissions for visuals originating from published sources or from another party. For further assistance, please consult the T&F help page "[Using Third Party Material in your Article.](#)"

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Book reviews should not exceed 1 500 words and must include: name and surname of author, date of publication, book title, place of publication, publisher, length of the book and published price. Please note when uploading that book reviews need to be labelled as “anonymised” manuscript, even if this is not the case.

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Special themed sections: The submission of proposals for special themed sections is welcomed. Organisers or special editors of these sections should send a brief proposal, including a section abstract (200–300 words), a list of contributors and titles, and very brief abstracts of each contribution (100 words each) to the editorial assistant (asaedassistant@gmail.com). Include full contact details of the corresponding author. The editorial team will evaluate such proposals and endeavour to liaise with the proposed special editor within a month of the proposal submission.

## Layout

**For articles, book reviews and short communications:** the first page (in the case of articles, the title page) must contain the following, in sequence:

- Title of the contribution. Titles must be no longer than 15 words, and must contain sufficient information for use in title lists or for coding for purposes to store or retrieve information.
- The surname and initials of every author.
- The name and complete postal address of the university/institution of each author.
- Current e-mail and complete postal address of the first author if this differs from the first author’s institutional address.

**Abstracts and keywords:** Articles and short communications require an abstract and keywords. For articles, abstracts (length approx. 150 words) must reflect the contents of the text faithfully and concisely, and be suitable for separate publication and indexing. Abstracts of short communications must be limited to one or two sentences. Each contribution must include six to eight keywords.

**Text:** Pages must be numbered sequentially. Headings should not be numbered or underlined, but main headings and secondary headings must be distinguished from each other, e.g. by case, bold, font, etc. Avoid footnotes, although endnotes may be used.

**Acknowledgements:** Acknowledgements should be placed after the main text and before the endnotes, under the title “Acknowledgements.”

## Style guidelines

*Manuscripts should be written in clear English (UK spelling) with –ise endings.*

Consult the Oxford English Dictionary for spelling, capitalisation, hyphenation and abbreviation conventions. Please consult a recent copy of the journal for general style conventions.

The Style Guide can be [downloaded here](#).

### Punctuation:

- 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 a full stop.
- No full stops for abbreviations: Mr, Dr, am, pm
- Full stops follow contractions: Prof.
- Closing punctuation marks are placed inside the quotation marks.

**Ellipses:** Three unspaced dots, with a single space either side. Retain square brackets either side if included by the author. Do not include square brackets otherwise.

Please insert the superscript endnote mark at the point of greatest relevance within a sentence; do not move it to the end of the sentence.

**Quotation marks:** Double quotation marks for quotes and single marks within quotes.

Quotes that are longer than 40 words should be indented left and right and placed in a smaller font. No quotation marks are used. Double quotation marks for quotations within indented quotations.

**Dashes:** In general, use hyphens (-) to join words or numbers with words: powerful human-rights-based arguments; long-term impacts; one-fourth; semi-urban areas; a 20-item screening instrument.

Use en-dashes (–) for number ranges: in the age group 18–24 years; 24–49-year-olds; pp. 61–64; 2–5 days.

Use em-dashes (—) for emphasis or balance: E-health — the application of information and communications technologies in the healthcare sector — is fast developing worldwide.

**Numbers and units:** Numbers: spell out one to nine, then 10, 1000, 10,000. Spell out again after 1 million.

Use a decimal point, not a 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).

Always use figures before abbreviations, e.g. 5 kg, 6%.

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.

Full expansion: pp. 123–124 (NOT pp. 123–4)

**Dates:**

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

**Capitals:**

Capitalise: 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).

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).

Capitalise major words in the titles of books/periodicals/chapters/articles/poems written in English (*The Merchant of Venice*, "On First Looking into Chapman's Homer", *Sunday Times*, *The Story of My Life*).

**Translation:** 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.

**References: quick guide ([download detailed guidelines here](#))****Book**

Baderoon, G. 2014. *Regarding Muslims: From Slavery to Post-Apartheid*. Johannesburg: Wits University Press.

**Chapter in book**

Okley, J. 1992. "Anthropology and Autobiography: Participatory Experience and Embodied Knowledge." *In Anthropology and Autobiography*, edited by J. Okley and H. Callaway, 1–28. London: Routledge.

**Edited book**

Tonkin, E., M. McDonald, and M. Chapman, eds. 1989. *History and Ethnicity*. London: Routledge.

**Reprinted work**

Schmitt, C. (1932) 2007. *The Concept of the Political*. Chicago: University of Chicago Press.

**Journal article**

Comaroff, J., and J.L. Comaroff. 2004. "Criminal Justice, Cultural Justice: The Limits of Liberalism and the Pragmatics of Difference in the new South Africa." *American Anthropologist* 3 (2): 188–204.

**Website**

Eyene, C. 2013. "An Interview with Mary Sibande." Eye.on.art art lab/art news.  
<http://eyonart.blogspot.com/2013/12/an-interview-with-mary-sibande.html>