

*American Indian Culture and Research Journal*

**Style Sheet for Copyeditors and Authors**

UCLA American Indian Studies Center Publications

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NOTICE TO CONTRIBUTORS

MANUSCRIPT SUBMISSION:

1. Submit four (4) copies of the manuscript to: Editor, *American Indian Culture and Research Journal*, American Indian Studies Center, UCLA, 3220 Campbell Hall, Box 951548, Los Angeles, CA 90095-1548. Include your email address, phone number, and mailing address.
2. Since all manuscripts are evaluated by at least three anonymous referees, please keep identifying material out of the manuscript. Attach a cover page giving authorship, institutional affiliation, and acknowledgments.
3. All copy must be typed, double-spaced (including indented material and endnotes) on 8-1/2-by-11-inch white paper. All margins must be at least one inch. After an article is accepted, the author will be asked to submit a 3-1/2-inch computer disk containing the article. Manuscripts should be on Macintosh-formatted disks with the text written in Microsoft Word. Disks will not be returned to authors.
4. The *Journal* requires that tables, endnotes, and format conform to *The Chicago Manual of Style*, 15th edition (Chicago and London: University of Chicago Press, 2003). Special attention should be given to chapter 17. Do not use footnotes or any variation of the author date system. Submissions that do not conform to our style format may be returned for retyping.
5. Copies of manuscripts submitted for review will not be returned to authors. Do not submit original artwork for review. Original artwork will be requested upon acceptance for publication.
6. The review process is ordinarily completed within three months. If processing is delayed beyond that point, authors will be notified.
7. Manuscripts accepted for publication in the *American Indian Culture and Research Journal* are subject to stylistic editing. Page proofs are sent to authors. All authors and reviewers are required to assign copyright to the Regents of the University of California.

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## Style Sheet for Copyeditors and Authors

We follow *Chicago Manual of Style* strictly, using documentation one style and capitalizing titles in bibliographies.

### Heads

In heads and subheads of all *AICRJ* articles, all nouns, pronouns, adjectives, verbs, and adverbs, and subordinating conjunctions (if, because, since, that, etc.) are capitalized in titles; all coordinating conjunctions (and, but, or, for, nor) and prepositions (behind, among) are not. No endnotes are allowed on heads.

### Epigraphs

All epigraphs appear with the author's name and the title of the book (not the date or any other information). No endnotes are allowed on epigraphs. The author's name should be preceded by an em-dash.

The individual as an entity is invalid. ... The individual as the end product of heredity and environment is incomplete. Individualism is dead.

—Harry Gamboa, *Urban Exile: The Collected Writings of Harry Gamboa*

### Subheads

With few exceptions, all articles should have subheads (this is our house style, *Chicago* has no comment on subheads either way) for ease of reading. Please query authors for subheads if they are missing. Feel free to suggest possible subheads. Please check heads and subheads for levels and query authors if unclear. The first paragraph after a subhead is not indented. Unless the article is in social science style (with an abstract, methodology, etc.), the article should never start with a subhead (e.g., no Introduction).

### Punctuation

*AICRJ* uses a serial comma and punctuation appears before the final quotation mark. A colon is used to introduce a formal statement, a speech in dialogue, or an extract. Some examples:

The plane landed in Kampala, Uganda, that evening.

Gilford's comment, "It appears to be damaged," was unexpected.

The winners were France, 4; Germany, 5; Great Britain, 1.

From 1968 to 1972 the plane had arrived intact at Washington, D.C. (But use "DC" in the Notes section).

Acronyms like NEH and AFL-CIO don't have periods.

### Plurals

One can omit the possessive apostrophe from organizations like city government or carpenters union, but be sure to include it in other proper nouns (e.g., Kansas's). Plurals of acronyms appear with lower cases (e.g., NGOs). Plurals of titles: two *Chicago Tribunes*, three *New York Times*.

### Non-English Words

If a word can be found in an English dictionary, it should not be italicized. Proper nouns are not italicized. We italicize each instance of a foreign word, not just the first mention.

## Special Words

Use *more than* in front of numbers or quantities; use *over* in front of terms such as *the course of, the next few years*, etc. Some words are treated specially:

United States is spelled out as a noun, but is spelled US as an adjective.

Robert Jones Jr. and E. F. Hutton III

worldwide web, website

Internet (uppercase)

## Compound Words

Remember *Chicago's* rules concerning hyphenated and closed compounds. Do not use a hyphen before compound words including an adverb. Some examples:

Our early-twentieth-century poet, who was famous worldwide for his rhyme-making procedures and for always being a poorly attired scrounger, was an able-bodied sailor and a well-known crook. He had upper-class parents. He was an anti-Semitic, French Canadian, sixty-five-year-old man with a devil-may-care attitude. He was twenty-four years old when he started running in a little-known race in the late-nineteenth century.

## Capitalization of Words in Text

Remember that *Chicago* prefers lowercase job titles unless they appear in front of a name. *AICRJ* house style includes capitalizing “Native” in reference to Native peoples. Some examples:

C. K. Schmidt, the president of the United States, told the senator from Ohio State that Representative Olga Parker should talk to the professor of political science at the Department of History at the University of Chicago. Many Natives live in the Southwest, as they do all over the West Coast. Delfina Cuero was noted for her knowledge of native plants. In the spring and fall, we go out on Mondays. The Bible was written by the Almighty. The Mexican Revolution happened before World War I.

## Italics

Use italics for titles and for foreign words. Authors should not be allowed to use italics for emphasis except rarely. If the word can be found in an English dictionary, it should not be italicized. Special terminology being introduced is set in italics on first appearance. Words used as words are set in italics as well.

Books: *A Sacred Path*

Painting: *El General*

Movies: *Skins*

TV Program: *Grand Street*

Poem: “She Had Some Horses”  
(unless it is a book-length poem,  
as in *The Wasteland*)

Radio Program: *All Things Considered*

## Numbers

Whole numbers from one through ninety-nine are spelled out and round numbers above that (e.g. two thousand years) are also spelled out, unless in a percentage (e.g., 45 percent voted). We show dates with the day first and the month second (e.g., 6 October 1924). We use the full decade in numerals (e.g., 1920s not twenties). The year should never appear abbreviated (always 1990, not '90). Use commas in all numbers over three digits (e.g., 1,000) except dates (1920). We use *Chicago's* crazy abbreviated number style (e.g., 343–45) with an en-dash; see *Chicago*. We discourage in-text superscript numbers in headlines or subheads. Move them to the body of the text whenever feasible.

## Quotations

When a quotation is used as part of a sentence, it is okay to begin it with a lowercase letter even though the original begins with a capital letter or vice versa.

Franklin advises us to “plough deep while sluggards sleep.” But, as Franklin advised, “Plough deep while sluggards sleep.”

## Figures

References to figures are spelled out in text, but abbreviated in parenthetical references (e.g., see fig. 1). An example of a caption:

Fig. 1. Gamboa’s model of a random curve. *Above left*, William Livingston. Reprinted, by permission from Gamboa, *Urban Exile*, 82.

## Layout

First paragraphs after a head are not indented. Subsequent paragraphs are.

## Acknowledgments

If there are several acknowledgments, they should be listed under the heading “Acknowledgments” just before the Notes.

## Documentation: Endnotes

*AICRJ* uses the endnote documentation system. If the first note is about previous publication or acknowledgments, it should be unnumbered. Note numbers appear at the end of a sentence, *outside* punctuation.

1. For a discussion on the first animal in the Midewiwin ritual, see Michael M. Pomedli, “The Otter: Laughter and Treaty Three,” *Trente-deuxième Congrès des Algonquinistes* (Winnipeg: Université de Manitoba, 2001), 359–73.

2. Robert E. and Pat Ritzenthaler, *The Woodland Indians of the Western Great Lakes* (Garden City, NY: Natural History Press, 1970), 87.

3. Fred K. Blessing, *The Ojibway Indians Observed* (St. Paul: Minnesota Archaeological Society, 1977), 111; Julia Harrison, “‘He Heard Something Laugh’: Otter Imagery in the Midewiwin,” in David W. Penney, ed., *Bulletin of the Detroit Institute of Arts* 62 (1986): 51.

Subsequent notes should include author’s name, shortened title, and page number. If the note immediately follows the same citation, use “Ibid.” and the page number.

4. Blessing, *Ojibway Indians Observed*, 121.

5. Ibid., 133.

To Cite Information from the Internet:

Author’s First and Last Name/Name of organization hosting site, “Title of Internet Site,” <http://www.addaddresshere.org> (accessed which date).

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1. Images should be scanned in grayscale between 266 and 300 dpi. They should be approximately the print size (e.g., a 8x10 print should be scanned at 4x5). Typically, with popular scan software, large images are scanned at 72 dpi at actual size; while it is possible for us to reduce the dimensions and increase the dpi, it produces an inferior result.
2. File formats should be .tif or .eps. Acrobat (.pdf) can be used, but usually incorporates some compression and therefore is not as sharp. Acrobat also must be processed by the typesetter before placing in a Quark (publishing software) file, so it is less efficient. If a contributor must use .pdf format, she or he should be sure that all compression is off or set to minimal values and that the dpi is not greatly reduced (it should be between 266 and 300). If using .tif format, do not use LZW compression.
3. Following the above guidelines will result in large files, probably 2.5 MB, but this is the standard for print production (as opposed to laser or inkjet). Files can be compressed using WinZip or StuffIt if being sent via email.
4. We will make adjustments to the highlight and shadow values for optimal print quality, so just leave scan software at default settings, or “auto.”
5. We can also make decent desktop scans ourselves if necessary. Originals are best. Inkjet prints, while sometimes usable, tend to “band” and create more patterns. Scans from printed material also cause those patterns because of the halftone dots, so original prints are best.
6. For computer-generated images created in Illustrator, Draw, or other vector programs, save as .eps. We can make any changes to these files as necessary. For images created in Photoshop or other raster-image programs, follow above guidelines as to format and resolution, and save as grayscale (not RGB). For images created and/or embedded in Word, Excel, etc., save as .eps if possible, or .pcx if necessary. These images are highly problematic and should be avoided, but pie charts, etc. are often created this way. Often they must be recreated by us in Illustrator, but as they sometimes import successfully in the native format, we can try to work with them if necessary. However, these images are often captured screen shots that are embedded in Word, and therefore are extremely low-resolution. Check with your editor before attempting to incorporate these in your article.