NAPA
National Association
for the Practice of Anthropology

Style Guide and Submission Requirements for the
Annals of Anthropological Practice

I. GENERAL INFORMATION

All material submitted for publication in the Annals of Anthropological Practice is submitted electronically through the ScholarOne manuscript management system at the following URL: http://mc.manuscriptcentral.com/annals-ap. While the site is fairly straight-forward and leads authors through the submission process, helpful information and tutorials are available from the home screen.

The use of ScholarOne permits a more efficient submission, review and decision process thus shortening the time between submission and publication. It allows authors to see the progress of their manuscript at any given time and reviewers can submit separate comments for the author(s) and for the editor.

All material submitted to the AAP must be original work that has not been published elsewhere and that is not under consideration in other venues.

The *AAP* is produced and distributed in a fully digital format and all electronic versions of the *AAP* will be published to Wiley InterScience/AnthroSource.

The AAP considers three broad categories of submissions: original research articles (peer reviewed); short research reports, methodological innovations, essays on approaches to practice, etc. (reviewed by the editorial board); and, finally pieces on the "theory of practice" in which authors have the opportunity to engage both theory in and the theory of practice. This is a new format for the AAP, so please contact the editor with article ideas.

If you have any questions about material you would like to submit or the ScholarOne site, please contact the AAP General Editor, John Brett (john.brett@ucdenver.edu).

II. PREPARATION OF THE MANUSCRIPT

- All manuscripts must be submitted in a Microsoft Word compatible format using 12 point Times New Roman font, double-spaced pages, with 1-inch margins on all sides. Articles should be about 7,500 words long, which will be 20 to 30 manuscript pages using the formatting guidelines above. All figures, tables, and photographs are included in the page count.
- All figures, tables and photographs should come at the end of the manuscript, in the order they are to appear in the text and with desired legend included. Note in the text approximately where each figure, table, or photograph should appear: "Figure one goes approximately here".
- Number all pages consecutively.

- The required *abstract* should be up to *150 words* in length; avoid abbreviations and references to the article text, and do not include figures.
- Include a shortened version of the title, not to exceed 50 characters, to serve as a running head.
- Include up to three key words.

III. AAA STYLE GUIDE AND GENERAL INFORMATION

- The *AAP* follows the style and format of the *Chicago Manual:* See the Quick Guide at: http://www.chicagomanualofstyle.org/tools_citationguide.html, and the full manual at: http://www.chicagomanualofstyle.org/home.html. There are two types of examples given in the "Sample Citations;" in all cases use the "author-date" format. Click on the "Author-Date" tab on the main page for detailed examples of various types of citations. Submissions not in accordance with the AAA accepted format will be returned to the author(s) for reformatting before being submitted for review.

- Any authors whose research involves human subjects and a) was in any way funded by US government money, or b) who are affiliated with academic institutions that require IRB review for all research, regardless of funding source, must have submitted their research to an Institutional Review Board (IRB) for human subjects review. A statement of review and approval (or that IRB review is not required) must be included at the end of the Methods section. Failure to demonstrate review and approval may disqualify an article from publication in the AAP.

- Authors must submit photo credits for all photos and photo permission forms if the photos contain images of research subjects. Permission forms can be submitted as "supplemental material" through the ScholarOne site.

- The authors must secure permission to reproduce copyrighted material previously published. This includes figures, tables, and photographs whether reproduced exactly as in the original or reformatted for the current use. If it draws substantively from the original, permission must be obtained.

- Figures and illustrations submitted for inclusion must be of suitable quality for publication:
    - 300 dpi or higher resolution
    - Sized to fit the journal page where they are to be included
    - JPG, EPS, TIFF, or PSD format
    - Submitted as separate files, not embedded in the manuscript
    - Authors of accepted articles may be contacted for higher quality if necessary to meet production standards

- Color reproduction will be free of charge for online publication. Because the AAP is a fully digital publishing platform, color photographs and illustrations can easily be accommodated. Color cannot be guaranteed for special order print editions.