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(single column, ranged left)

Journal title and acronym	Anthropology Southern Africa (RASA)
Trim size	B5
Title	**First letter capitalised: no capital after colon** ranged left
Authors	An Author and Another Author (initials closed up if J.B. Smith) ranged left
Affiliation	*[a]Department, University, City, Country + any extra information given by the authors* (e.g. street address, postcode, zip code)*;* *[b]Department, University, City, Country + any extra information given by the authors* (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 Kemp1*, KN de Kock1, V Wepener1, W Roets1,2, L Quinn1 and CT Wolmarans1 [1] Unit for Environmental Sciences and Management, North-West University, Potchefstroom, South Africa [2] 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	**Keywords:** word; another word; lower case except names Position aligned with abstract, same size as abstract Alphabetic order Indented, ranged left
Headings	A. **Bold initial cap only: no capital after colon** B. ***Bold italic initial cap only: no capital after colon*** C. *Italic initial cap only: no capital after colon* D. *Italic initial cap only.* 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 (*continued*) bottom right of table (including where table is landscape. Subsequent continued table pages use continued rather than full title e.g. Table 3. (*Continued*). Please include column/row headings where necessary.

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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 here. [link to data]
Notes [use endnotes rather than footnotes]	**Notes (A heading)** 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
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Dashes	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: **Hyphenation:** powerful human-rights-based arguments; long-term impacts; one-fourth; semi-urban areas; a 20-item screening instrument. **En-dash [keystroke: Ctrl+Num-]:** in the age group 18–24 years; 24–49-year-olds; pp. 61–64; 2–5 days. **Em-dash [keystroke: Alt+Ctrl+Num-]:** 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, 1 000, 10 000. Note space

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Book reviews	**BOOK REVIEWS (as section heading)** **Book title: all bold**, by Author and Author /edited by Author, Cambridge, Harvard University Press, 2003, xliii + 584 pp., US$28.95 (paperback), ISBN 0-95-445440-6. Reviewer's Name *Affiliation* *Email* © year, Reviewer Name http://dx.doi.org/10.1080/XXXXXXXX.XXXX.XXXXXX References go before reviewer details Next review follows after a space No copyright line on first page of reviews
Obituary	**OBITUARY (section heading)** **Name and dates if given (as title)** Author Name *Affiliation* *Email*
Reference Style	**References** (A heading. Goes after Notes.) Chicago Author Date (see reference guide) NOTE no author first names needed in the references at all