Journal submission guidelines

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This journal uses ScholarOne Manuscripts (previously Manuscript Central) to peer review manuscript submissions. Please read the guide for ScholarOne authors[1] before making a submission. Complete guidelines for preparing and submitting your manuscript to this journal are provided below.

INSTRUCTIONS FOR AUTHORS

Editorial Policy

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.

Submissions are considered for publication on the understanding that the author offers ASA an exclusive option to publish and that the paper is not currently under consideration for publication elsewhere. All our research articles are refereed and we endeavour to ensure that the review process is completed within a three-month period. The views and opinions expressed in papers are those of the authors and not necessarily those of the journal or its editors.

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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After publication please update your preprint, adding the following text to encourage others to read and cite the final published version of your article (the "Version of Record"): "This is an original manuscript of an article published by Taylor & Francis in Anthropology Southern Africa on [date of publication], available online: http://www.tandfonline.com/[Article DOI]."

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Submission

Manuscripts should be submitted through the online ScholarOne system at https://mc.manuscriptcentral.com/rasa. New authors will be required to register first. Papers should be in Microsoft Word compatible format. All papers are submitted to at least two referees for evaluation. Manuscripts may be returned to authors for revision, or if style or presentation do not comply with the standards of the Journal.

Authors assume full responsibility for the factual correctness of their contributions. Authors are also responsible for the accuracy of language, grammar and syntax, etc., in their contributions. Authors may be requested to submit their contributions for independent language editing if necessary.

Word templates are available for this journal. If you are not able to use the template via the links or if you have any other template queries, please contact authortemplate@tandf.co.uk

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."

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 (obviously) not the case.

Commentaries should be up to 3 000 words. They are reviewed by the editors and published at their discretion. Please note when uploading that commentaries need to be labelled as "anonymised" manuscript, even if this is (obviously) not the case.

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.

Permissions

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 these guidelines.

Layout

Manuscripts need to be uploaded as two documents:

a) The **title page** (in the case of articles, the title page) must contain the following, in sequence:

- Title of the contribution: should 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.

- The ORCID identifier for each author that wishes to list one.

- Identification of the corresponding author and current e-mail address, and complete postal address if this differs from the corresponding author's institutional address.

- If the paper contains acknowledgements, place them here.

b) The **manuscript:**

For **research articles** the manuscript needs to be fully anonymized: remove identification of the author(s) in the document properties; remove any information in the acknowledgements that could reveal the identity of the author/s. You are welcome also to upload a full manuscript with all author details for reference by the editors. Save all images/graphs/tables as separate documents (clearly named as Figure 1, 2, etc. / Table 1, 2, etc.) and mark in the text where they will be placed.

Research 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.

For all submissions: easily legible font at size 12, double line spacing, normal margins, number pages of the text 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.

The **reference list** should be placed at the end of the article and before the endnotes.

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. Below the most important style conventions used; please consult a recent copy of the journal or contact the editorial assistant for more details.

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 if in text quoted; do not include square brackets otherwise.

Endnote mark: 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

The journal uses the Chicago Author-Date referencing style. Some reference examples are shown below.

In-text references: References to publications should be included in the text, not in footnotes/endnotes. They should be given by the name of the author, the year of publication and the page number.
… as Sapir (1921, 39) has noted …
… a marked revival in politics and public discourses that increasingly normalise and generate wide acceptance of essentialist thinking (Stolcke 1995).

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. https://doi.org/10.1525/ae.2004.31.2.188

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

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Queries

Queries can be directed to the editorial assistant (asaedassistant@gmail.com).

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[1] Guide to ScholarOne: https://authorservices.taylorandfrancis.com/making-your-submission/