

AICRJ STYLE SHEET

NOTE: see new procedure for citing digital/online sources on page 3

We follow *Chicago Manual of Style*, 16th edition, strictly, using “Documentation I” style (see chapter 14) and capitalizing titles in bibliographies.

Ellipses should be standardized: three dots with one space between for an omitted fragment; four dots, only the first of which has no space preceding it, when the ellipsis spans two sentences (see *Chicago* for other punctuation). Do not use ellipses to at the beginning or end of a quotation.

Chapter titles should be flush left, bold, title case; authors’ names should be flush left, bold, all caps.

Epigraphs are indented 1/2” from left margin and 1/2” from right margin. All epigraphs appear with the author’s name (in roman type) and the title of the book (not the date or any other information), which are set flush right on the line beneath the epigraph quote. No endnotes are allowed on epigraphs. The author’s name should be preceded by an em-dash (roman):

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*

Heads

Φ With some exceptions, articles should have subheads for ease of reading. 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”).

Φ **A-level subheads** are ALL CAPS and centered (no bold). Do not indent first line after the title or after any subheads. **B-level subheads** are flush left, bold, upper- and lowercase. No endnotes are allowed on heads.

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, DC.

Acronyms like NEH and AFL-CIO don’t have periods; acronyms are defined at first mention.

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.

Other Usages

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

Capitalization of Words in Text

Φ Remember that *Chicago* prefers lowercase job titles unless they appear in front of a name. If an author has good reason to use a variant spelling or punctuation (e.g., uppercasing a historical period), it's fine. If it is simply a style issue, it should be changed for consistency.

Φ *AICRJ* house style includes capitalizing "Native" in reference to Native peoples. Some examples:

(*cap*) Many Natives live in the Southwest, as they do all over the West Coast.
(*no cap*) Delfina Cuero was noted for her knowledge of native plants.

Italics

Φ Use italics for titles and for foreign words.

Φ Authors should not be allowed to use italics for emphasis except rarely.

Φ 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.

Φ Words used as words are set in italics as well:

Books: <i>A Sacred Path</i>	Painting: <i>El General</i>
Movies: <i>Skins</i>	TV Program: <i>Grand Street</i>
Poem: "She Had Some Horses" (unless it is a book-length poem, as in <i>The Wasteland</i>)	Radio Program: <i>All Things Considered</i>

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.

Numbers

Φ Whole numbers from one through ninety-nine are spelled out, and round numbers above that are also spelled out (e.g., two thousand years), unless giving a percentage (e.g., 45 percent voted; 1.5 million people).

Φ We show dates with the month first and the day second (e.g., October 6, 1924). We use the full decade in numerals (e.g., 1920s, not twenties).

Φ 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).

Φ We use *Chicago's* abbreviated number style (e.g., 300–05, 306–09, 310–15, 325–27) with an en-dash; (see *Chicago* 9.60).

Φ Numbered lists (in-text): Edgar Allen Poe was famous for three things: (1) his grilled cheese sandwiches; (2) his rendition of the song “You Light Up My Life”; and (3) his ability to stay up for days on end.

Quotations

Φ When a quotation is run in, it is okay to begin it with a lowercase letter even if the original begins with a capital letter or vice versa:

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

Φ Prose quotations of 90 words or more (approx. 7–8 lines of 12 pt. Times New Roman font, 10–11 lines of 12 pt. Courier New) should be extracts.

Φ More than two lines of poetry should be extracted. In-text poetry should have a space before and after the slash: My favorite haiku / is really kawai

Φ The first paragraph of a block quotation is not indented; subsequent paragraphs are.

Φ Extracted quotes (block quotations) are indented 1/2” from left margin.

Notes: All notes are endnotes.

Φ Endnotes should be formatted **electronically (with automatic numbering)** according to the *Chicago Manual of Style* (16th ed.). Notes should be single-spaced throughout; the first line should be indented, and the number should not be superscript. Add a period after each number.

Φ Citations of electronic or online sources (such as journal articles) must include the permanent digital object identifier (DOI) number, which appears on the first page or table of contents. Use the following format <https://doi.org/> immediately followed by the number. Example:
<https://doi.org/10.1629/22161>.

Φ When a document is referred to repeatedly within the main text (parenthetical) a note should be inserted in the endnotes.

1. Noodles Francis, *Olive, as in Martini: A Novel about My Childhood* (New York: Dunn Write Publications, 2010); all subsequent references to *Olive, as in Martini* will be cited parenthetically in the text.

Φ No internal citation except for page numbers when writing about literature, which appear in parentheses at the end of a sentence.

Φ Note numbers appear at the end of a sentence, *outside* punctuation, or at the end of a clause.

Φ We discourage in-text superscript numbers in headlines or subheads.

Φ When giving pagination, do not use *p.* or *pp.* before page numbers.

Φ Acknowledgments: **If there are several acknowledgments, they should be listed under the heading “Acknowledgments” just before the notes section. Short acknowledgments that are extensive can be inserted as an unnumbered endnote before the first numbered note:**

I would like to thank all the little people who contributed to this magnificent work of exceptional scholarship and brain-numbing audacity. . . .

1. For a discussion on the first animal in the Midewiwin ritual see Michael M. Pomedli, “The Otter: Laughter and Treaty Three,” in *Trente-deuxième Congrès des Algonquistes* (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,” *Bulletin of the Detroit Institute of Arts* 62, nos. 3–4 (1986): 51.

Φ 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.

Φ To cite information from the Internet: Author’s First and Last Name/Name of organization hosting site, “Title of Internet Site,” accessed Month Day, Year [only use access dates if (1) publication dates, (2) digital object identifiers, or DOI, or (3) revision dates are not available], <http://www.addaddresshere.org>.

6. María de la Luz Inclán, “From the *¡Ya Basta!* to the *Caracoles*: Zapatista Mobilization under Transitional Conditions,” *American Journal of Sociology* 113, no. 5 (2008): 1316-50. doi:10.1086/525508.

7. PBS, “Warrior in Two Worlds,” accessed July 11, 2005, <http://www.pbs.org/warrior/index.html>.

Φ Break URLs after slashes, as in the example above.

STYLES FOR FIGURES, MAPS, PHOTOS, AND TABLES

FIGURES

Call-outs

Indicate in body copy approximately where layout person should place figures or tables (usually authors do this, but sometimes you have to). Make sure the notations are large enough for the typesetter to see (bracketed, bold, all caps, etc.), as follows: **[INSERT FIG. 1 HERE]**.

Captions

Captions should include the following if applicable: Author or Artist Name, *Title*, Photographer's or Copyright Holder's Name (Source, Date). The author can provide captions for the figures separately, or include them beneath the call-out, preceded by a bracketed, uppercase, bold: **[CAPTION]**

References to figures are spelled out and in text but abbreviated in parenthetical references: "As we see in figure 1 . . ."; but "(see fig. 1)" or "(fig. 1)." Spell out and capitalize the term in captions. Captions are capped sentence style; figure number is bold, small caps, with period following; caption and courtesy line are italicized:

FIGURE 1. *The Ke'pel Head Start facility on the Yurok Reservation in Northern California, originally published in Joe Blue, Songs That I Had to Learn in Kindergarten. Photo by T. Acker.*

FIGURE 2. *Map showing the geography of range management data development per BIA region. BIA Geographic Data Service Center Quarterly Reports (Lakewood, CO, 1992).*

Electronic Images: See separate guidelines, which are sent to authors.

MAPS/PHOTOS

Maps and photos are called *figures* and should be in the same style as figures.

TABLES

Φ References to tables are as follows: "As we see in table 1 . . .," "(see table 1)," or "(table 1)."

Φ Table number and title are centered, boldface, capped headline style, with no period but a hard line break following number:

Table 1
Reported Indian Activities

Φ For ordering and styling of table notes follow *The Chicago Manual of Style* (3.74–3.78).

ELECTRONIC IMAGE GUIDELINES FOR THE *AMERICAN INDIAN CULTURE AND RESEARCH JOURNAL*

1. Images should be scanned in grayscale at 300 dpi or higher. They should be approximately the print size (e.g., an 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, .eps, or .pdf, but the latter usually incorporates some compression and therefore is not as sharp. If submitting an image as a .pdf, make sure that all compression is off or set to minimal values and that the dpi is not greatly reduced (it should be between at least 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 StuffIt or another compression software program when sending 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. For computer-generated images created in Illustrator 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.
6. Provide captions for all figures, maps, and photos, including the following if applicable: Author or Artist Name, *Title*, Photographer’s Name (Source/Copyright holder, Date).

SPECIAL WORDS

For general spellings use *Merriam-Webster's Collegiate Dictionary* (11th ed.). When variant spellings are listed here, use the variant spelling. Add any problematic or special spellings at the end of this list.

A

Abnaki
Aboriginal (Canada)
Acjachemen
adviser
agency
Alaska Native
Algonquian
Anishinaabe(g)
Arapaho
archaeology
Arctic (as region)
arctic (as adjective)
Assiniboine
Athabaskan
at-large elections

B

band: this band; Parch Band
Battle of Little Bighorn
Beauty Way (Navajo)
benefited
black (white)
Blackfeet/Blackfeets (US)
Blackfoot/Blackfoots (Canada)
Blade (racial)
bona fide
Bureau of Indian Affairs (BIA)

C

cacique
catalog
ceremony: Green Corn Ceremony
chapter 2
Christian right
civil rights movement
confederacy (league)
Iroquois Confederacy
Creator
Creole

D

database
data set
Washington, DC: as per *Chicago*
decision making
de-emphasize
Deganaweda-Quetzelquatl University
department: English Department
dialogue
Diné
doctrine of discovery

E

elder(s)
e-mail
Eskimo (change to Inuit)
et al.
Euro-American
Eurocentric

F

female seminaries
fieldwork
field-worker
figure 1
(see fig. 2)
First Nations (Canada)
firsthand (when used as adjective)
fund-raising

G

gan
General Assistance
Ghost Dance
goodbye *or* good-bye
Great Spirit
groundbreaking

H

High Country
High Plains

I

Iñupiaq
Iroquois League (Confederacy)
Indian country
Indian nation(s)
Indian self-determination
Indian studies
Indian Territory (in historical articles)
Indian Wars
indigenous
Internet
Inuit (not Eskimo)

J

Jump Dance

K

kachina (roman text)
kilogram(s) (write out numeral)
kilometers (write out each time)
Kootenai
Kumeyaay

L

largess(e)
the league (confederacy)
lesser-known noun
lifestyle
lifeways
long-standing
long-term
longtime (when used as adjective)

M

male seminaries
manifest destiny
Mashantucket Pequot
Métis
mind-set
Minneconjou
Mission Indians
mixed blood (n.); mixed-blood (adj.)
Mohegan
monologue

Muscogee

N

nation-state
Native (when referring to Indian
persons, things); native (when
referring to food, peoples)
Native American
Navajo
Nation (when preceded by tribe name)
Nez Perce
Nunavut (formerly part of the Northwest
Territories)

O

Oglala
Ojibwa-Canada (Chippewa-US)
Okay
the Other

P

pan-Indianism
people: Hopi people
peoples: Native peoples
PhD
placemaking
place-name
Plains
policymaker
postcontact
pot-hunting
pothunter
powwow
precolonial
precontact
present-day
professor of anthropology
Public Law (PL)

R

rancheria
Redman
Removal
reservation (lowercase “r” unless part of
name, e.g., Lone Pine Paiute-Shoshone
Reservation)

S

secondhand (when used as adjective)
Senate Bill 70 = S. 70
Shoshone
Snake ceremony
Social Security
Southwest (region)
spirit beings
storyteller/storytelling
subagency
subarctic
Sun Dance

T

table 1
termination policy
tipi
Tohono O'odham
tribal (Rosebud tribal council)
tribe (Rosebud tribe)
tribal chair
Tribal Chair Jane Smith
trickster
twofold
two-spirit

U

under way (adverb)
underway (adjective)

University of Yahoo–Bolivar: use an en dash for university names
US (no periods); legal and congressional citations: 31 U.S. 543

V

vis-à-vis

W

warbonnet
war on poverty
Washington, DC
website
well-being
white (black)
winter ceremonies
winter count
world-system (as an adjective)
worldview
World Wide Web; the Web
Wounded Knee massacre
Wyandot
western Europe
Western thought (only when counterposed to indigenous or Eastern thought)
West, the (as region)

Y

Yakama (river and valley spelled *Yakima*)

Z

Zuni

NOTES:

- Identifying tribal affiliations: single—Laguna Pueblo; multiple—Spokane/Coeur D'Alene
- “that is” implies only one example
- Eliminate excessive parentheticals
- The title of a treatise should be in quotation marks: “Treatise of Bellydancing”