

MANUSCRIPT SUBMISSION GUIDELINES:

1. Submit four (4) copies of the manuscript to

Editor

American Indian Culture and Research Journal

American Indian Studies Center

3220 Campbell Hall, Box 951548

University of California, Los Angeles

Los Angeles, CA 90095-1548.

Do not send original tables, pictures, figures, and the like, as we cannot guarantee they will be returned.

2. Since all manuscripts are evaluated by at least three anonymous referees, please keep identifying material out of the printed manuscript. Attach a cover page giving authorship, institutional affiliation, and acknowledgments.
3. All copies must be typed, double-spaced (including indented material, footnotes, and references) on 8-1/2-by-11 white paper. All margins must be at least one inch.
4. The review process ordinarily is completed within three months. If the process is delayed beyond that point, authors will be notified.
5. Articles should be 20-35 pages in length, including endnotes.

Multiple Submission Policy

The American Indian Culture and Research Journal regards as unacceptable the submission of a manuscript to one professional journal while that manuscript is under review by any other journal. It is further assumed by the *American Indian Culture and Research Journal* that work submitted for review has not been published previously and is not scheduled for publication elsewhere. If other published or submitted papers exist that are based on the same or closely related data sets, such papers should be noted and referenced in a cover letter to the editor, and their relation to the submitted paper should be briefly explained.

AICRJ STYLE SHEET

We follow *Chicago Manual of Style* strictly, using documentation one style 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).

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 and are italicized. 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. 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).

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, 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.

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

worldwide web, website

Internet (uppercase)

Capitalization of Words in Text

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

Many Natives live in the Southwest, as they do all over the West Coast. Delfina Cuero was noted for her knowledge of native plants.

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*

Movies: *Skins*

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

Painting: *El General*

TV Program: *Grand Street*

Radio Program: *All Things Considered*

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

◆ 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).

◆ 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., 300–305, 306–9, 310–15) with an en-dash; see *Chicago*.

Quotations

- ◆ 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.”
- ◆ 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 extracted. More than two lines of poetry should be extracted.
- ◆ The first paragraph of a block quotation is not indented; subsequent paragraphs are.
- ◆ Extracted quotes (block quotations) are indented 1/2” left and 1/2” from right margin.

Notes

All notes are endnotes; no internal citation except for page numbers when writing about literature, which appear in parentheses at the end of a sentence. Note numbers appear at the end of a sentence, *outside* punctuation, or at the end of a clause. We discourage in-text superscript numbers in headlines or subheads.

- ◆ When giving pagination, do not use *p.* or *pp.* before page numbers.
- ◆ Endnotes should be formatted according to the *Chicago Manual of Style* (15th ed.). Notes should be single-spaced throughout; the first line should be indented, and the number should not be superscript. Add period after each number.
- ◆ **Acknowledgments:** If there are several acknowledgments, they should be listed under the heading “Acknowledgments” just before the Notes. Short acknowledgments 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 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,” *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 1 January 2007).

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

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 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. Treat photos as 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. Photo by T. Acker.*

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

MAPS

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

TABLES

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

For ordering and styling of table notes follow *The Chicago Manual of Style* (13.43–50).

ELECTRONIC IMAGE GUIDELINES FOR THE AMERICAN INDIAN CULTURE AND RESEARCH JOURNAL

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.
7. Provide captions for all figures, maps, and photos, including the following if applicable: author or artist, *title*, photographer’s name (source).

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
agency
Alaska Native
Algonquian
Anishinaabe(g)
Arapaho
archaeology
Arctic (as region)
arctic (as adjective)
Assiniboine
Athabaskan

B

Battle of Little Bighorn
Beauty Way (Navajo)
benefited
Blackfeet/Blackfeets (US)
Blackfoot/Blackfoots (Canada)
Blade (racial)
bona fide
Bureau of Indian Affairs (BIA)

C

cacique
catalog
chapter 2
confederacy (league)
Creole

D

database
Deganaweda-Quetzelquatl University
Diné

E

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

F

fieldwork
figure 1
(see fig. 2)
First Nations (Canada)

G

General Assistance
Ghost Dance

I

Iñupiaq
Iroquois League (Confederacy)
Indian Country
Internet
Inuit (not Eskimo)

K

Kootenai

L

largess(e)
the league (confederacy)
lifestyle
lifeways

M

Mashantucket Pequot
Métis
Minneconjou
Mohegan
Muscogee

N

Native (when referring to Indian
persons, things)
Native American
Navajo
Nation (when preceded by tribe name)
Nez Perce

O

Oglala
Ojibwa- Canada (Chippewa-US)
okay

P

Plains
postcontact
pot-hunting
pothunter
powwow
precolonial
precontact
present-day
professor of anthropology
Public Law (PL)

R

Rosebud Reservation
(Rosebud and Pine Ridge
reservations)
Removal

S

Senate Bill 70 = S. 70
Shoshone
Social Security
Southwest (region)
subagency
subarctic
Sun Dance

T

table 1
tipi
Tohono O'odham
twofold

U

under way (adverb)
underway (adjective)
US (no periods)

V

vis-à-vis

W

Web site
well-being
world-system (theory)
worldview
Wyandot
western Europe
Western thought (when counterposed to
indigenous or Eastern thought)
West, the (as region)

Y

Yakama (river & valley spelled *Yakima*)

Z

Zuñi