

AUTHOR GUIDELINES FOR MANUSCRIPT SUBMISSION TO SOUTHWESTERN ANTHROPOLOGICAL ASSOCIATION ANNUAL PROCEEDINGS

Please use the following guidelines for organizing your manuscript. Please refer to the SAA Style Guide (provided as a PDF).

FIRST PAGE OF MANUSCRIPT:

- Title
- Name(s) of author(s)
- Academic affiliation of all authors
- Contact information for all authors
- Abstract (200 WORDS MAXIMUM)
- Keywords (4 MAXIMUM) Example: [Keywords: racism, class, gender, labor]

MANUSCRIPT TEXT: See the provided SAA style guidelines. Pay close attention to:

- “Capitalization” (p. 1)
- “Italics” (p. 2)
- “Numbers” (p. 3)
- “Quotations” (p. 4) especially (d) “Format for block extracts”
- “Text Citations and References Cited” (p. 5)
- Suggested length: 5,000 to 8,000 words [including abstract and references]

FORMATTING of the manuscript:

- Format manuscript in Microsoft Word ONLY [please do NOT send a PDF]
- Please use Times New Roman ONLY, 12 font
- **DOUBLE-SPACE** the body of your manuscript text
- Please number your pages [but do **NOT** use a header or footer]
- **NO** headers or footers in manuscript
- **PLEASE** do not use any automatic formatting. Left-justify only. Just use a tab to indent your paragraphs.

TITLES AND HEADINGS:

- Subheadings: Left align and **BOLD ALL** subheadings. Use sentence-case [capitalize first letter of major words]. See the following examples:

Introduction [sample subheading]

Theoretical Framework [sample subheading]

- The following section titles should be in all caps:
ABSTRACT, NOTES, REFERENCES CITED.

NOTES:

- Please use endnotes rather than footnotes. Title this section “**NOTES**” [capitalize].

- **SINGLE-SPACE** notes.

ACKNOWLEDGEMENTS:

- If you wish to incorporate acknowledgments, these will follow the heading “NOTES” and precede the actual numbered notes.
- **SINGLE-SPACE** acknowledgements

REFERENCES CITED: See the provided SAA style guidelines.

- See “Reference Examples” on pp. 7-9.
- Title this section “**REFERENCES CITED**”
- “Text Citations and References Cited” on page 5 of SAA guidelines indicate how references are cited within the text.
- Please **SINGLE-SPACE** your references, with a double space between each entry.

FIGURES:

You are welcome to include photos [these will print black and white, so avoid photos that are too dark]. Make sure your photos are of sufficient quality that they will not be pixelated when printed. Send your photos with your manuscript as separate files, labeled appropriately as [e.g.] Figure 1, Figure 2, etc. In your manuscript, please indicate where you would like the figures to appear by using text callouts for figure placement—for example [Place Figure 8 here]. Figures will be placed in the final *Proceedings* as closely as possible to your callout, depending on spacing constraints.

You should refer to the figure in your text, either directly in the text or in parentheses.

For example:

If placing directly in the text, you could say as shown in Figure 3, the weather was very cloudy. You could also refer to figures in parentheses. For example, you could say the weather at the time was very cloudy (Figure 3).

Figure Captions: Send the captions for your figures as a separate list. These should begin with the word “Figure” and the number of the figure [(e.g.) Figure 1.]. There is a period after the Figure number. The remainder of the caption should follow standard punctuation and capitalization rules. The caption should contain sufficient information that it can be comprehended by the reader without reference to the text.

TABLES:

You are welcome to use tables in your manuscript. Please put each table on a separate page, and indicate your preferred placement of the table in your manuscript by using text callouts for table placement—for example [Place Table 1 here]. All tables must be cited in the text and the tables must be numbered in the sequence that they are cited in the text, even if there is only one table (i.e., Table 1). Provide a caption [and reference attribution, if relevant] for each table. Tables with their captions generally should be comprehensible without reference to the text.

If you have any specific questions or concerns about formatting, please contact Dr. Barbra Erickson at beerickson@fullerton.edu.