Totem: The U.W.O. Journal of Anthropology / Style Guide / 1

The Department of Anthropology
University of Western Ontario
London, Ontario
N6A 5C2

Editors: Mark Tovey
Linda Howie-Langs

Types of Submission

Totem accepts papers on any subject within the fields of Socio-Cultural Anthropology, Archaeology, Biological Anthropology, and Linguistics, reflecting the composition of the Department of Anthropology at the University of Western Ontario. Our mandate, in general, is to publish research conducted within the department, though contributions from individuals at other institutions may also be considered. The editors reserve the right to edit submissions.

The following types of submission are accepted:

• Papers and Survey articles between 7 and 25 pages in length.
• Notes, Interim Reports of field work, and Photo essays between 2-4 pages, not including diagrams, appendixes, etc.
• Book reviews must be current (books published within the last year), and between 3 and 6 pages in length.
• Cover photos should be accompanied by a short, one or two sentence caption explaining their significance, and also the approximate time and location the photo was taken.

Format of Submissions

Disk and printed copy: All submissions must contain both a printed copy and a 3.5" floppy disk containing the complete text of the paper. The electronic copy must be formatted in either Microsoft Word or WordPerfect formats, for either the Macintosh or IBM, though the use of Macintosh is encouraged. If you have only a printed copy, and are at the U.W.O. main campus, you should know that there are scanners on the second floor of the Natural Science Centre and in the basement of the Social Science Centre. The staff in both locations are very helpful and will walk you through the set-up.

Envelope, properly addressed: All submissions and enquiries should be in an envelope, and addressed to Totem, c/o The Anthropology Student Union, The Department of Anthropology, University of Western Ontario, N6A 5C2. During the day, submissions may also be dropped in the ASU mailbox in Social Science Centre Room 3327, across from the Dept. Office.

Title page with no running heads: All submissions must include a title page, with the contributor's name, local address, permanent address, and phone number. An email address is helpful, though not necessary. The first page of the submission proper should include the title, but not the contributors name, to ensure anonymity with reviewers. For similar reasons, if you wish to use running heads, include only the title and page number in the header.

Scanning diagrams: Any diagrams should be scanned (we can resize them) and should be included as separate files on disk. PICT, TIFF, GIF, and JPEG are acceptable picture file formats, in that order of preference. Printed copies of diagrams and photographs must also be included. If a paper is accepted for publication, the author of that paper will be expected to provide an abstract. While authors may expect to be consulted about revisions, final editorial decisions rest with the editors.

Produced by The Berkeley Electronic Press, 1997
References and citations should in general conform to the standard used by Current Anthropology. If any discrepancies between the two formats are found, the format described in the following page should be considered as correct.

**Journal Article**

*Cite in text as:* (Adams & Jones 1981:302)

**Article in a Book**

*Cite in text as:* (Adams & Smith 1981:337)

**Document or Article from a Museum**

*Cite in text as:* (Alva & Donnan 1993)

**Book**

*Cite in text as:* (Fox 1977: 45)

**Translation**

*Cite in text as:* (Mariano 1970: 123)

**Unpublished Paper**

*Cite in text as:* (Nelson 1995b)

**Reference Work**

*Cite in text as:* (Wintrobe 1974)

**Pamphlet or Government Publication**

*Cite in text as:* (Ontario Milk Marketing Board 1992)

**Citation of Internet Source (be sure to include date consulted)**

*Cite in text as:* (Richards 1996)

**Unpublished Dissertation**

*Cite in text as:* (Stipe 1968: 64)

**Field Notes**

*Cite in text as:* (Taylor 1989)

**Lecture Notes**

*Cite in text as:* (Ulman 1995)

**Spoken Communication**

*Cite in text as:* (Wilson 1996)
Cover photo: The photograph on the cover was taken by James Huffman during his stay in San José de Moro. It depicts Elizabeth Hawthorn (University of San Diego) drawing a plan view of tomb M-U-31 at San José de Moro, Peru. Please see the article *Unearthing the Moche: The Bioarchaeology of San José de Moro, Peru, Summer 1995* (in this issue), for more information.

Our scope

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