

Ethnoscripts: Information for Authors (Issue: December 2016)

• **General information**

- Ethnoscripts is an open-access online medium. In order to publish your contribution, we need your written consent, for this you will receive an e-mail about a “contractual agreement”, which please return to the specified e-mail address according to the instructions.
- When using pictures, graphics or other works by third parties, please note that the publication rights must be clarified by you (not by the Ethnoscripts editorial team or the publisher).
- When using images, graphics, etc., a caption with an explicit reference to the author (e.g. naming one’s own person, third party, Creative Commons license, etc.) is required.
- We need an abstract of your text. The abstract should be available at the latest when the final version of the contribution is submitted.
- If you are not a native speaker of either British or American English, we kindly ask you to have your contribution professionally proofread to make sure the level of English is suitable for publication.

• **Technical Information**

- Please do not include pictures, graphics, etc. in the text, but send them in separate files. Please mark in the text where the pictures should be placed. This information serves as a guide for the layout. The exact placement of the illustrations depends on the layout so that it often results in smaller shifts.
- Illustrations and captions should be clearly assigned, preferably by a label or number which corresponds to the placement in the text.
- Please ensure that the photos are of sufficient quality. These may be submitted in the following formats; jpg, tif or png. The resolution of the photos should be between at least 150 dpi (ppi) and about 300 dpi (ppi).
- The text should preferably be submitted in Word or OpenOffice.
- Font: Please use either “Georgia” (this font is used by Ethnoscripts) or one of the usual fonts, preferably “Times New Roman”.
- Please do not use more than one level of subtitles (intermediate headings).
- Please use as little formatting as possible. Intermediate titles, quotes, etc. should be marked by paragraphs, blank lines or similarly. Please do not use uppercase letters for headings.

• **Guidelines for the text**

- Length of contributions for the focus topic: a maximum of 8000 words.
- Length of other contributions: a maximum of 4000 words.
- Please use accentuation sparingly and marked by italics, please do not use bold print, underlining, etc.

- Please avoid abbreviations and use the full phrase/word instead, such as “for example” (instead of e.g.), “that is” (instead of i.e.), etc.
- Please do not use syllable division (hyphenation), neither manually nor automatically.
- Please put foreign-language expressions in italics.
- Please use footnotes (and no endnotes) for explanations if necessary.
- Please use the Harvard Citation Style for references in the text and use the characters and spaces according to the following example.
- **Example for references in the text:**
 - **One author: (Author Year of Publication: Pages)**
Example: (Malkki 1995: 32-35)
 - **Two authors: (Author and Author Year of Publication: Pages)**
Example: (Marcus and Fischer 1986: 12-16)
 - **Three or more authors: (First Author et al. Year of Publication: Pages)**
Example: (Glick Schiller et al. 1995: 49-50)

- **Guidelines for the bibliography/list of references**

- Please ensure that all sources quoted or paraphrased in the text (including footnotes) appear in the bibliography.
- In the bibliography, *all* authors and editors should be mentioned with their first and last names (so instead of “et al.” please write full names).
- The authors’ or editors’ first names should be written out (exception: authors who generally specify their first names with initials).
- In the case of contributions in English, all data are given in English regardless of the language of the quoted work; for German-language contributions, all details are given in German. Thus, in the case of English-language contributions please use in all references (ed.) or (eds.) for editor or editors, p. or pp. for the indication of the page numbers, etc. and in the case of German-language contributions corresponding (Hg.) or (S.), etc.

Examples of references in the bibliography

- **Book (one author)**
Surname, First Name (Year of Publication) Title. Place: Publisher.
Example: Hannerz, Ulf (1980) Exploring the City. Inquiries Toward an Urban Anthropology. New York: Columbia University Press.
- **Book (two authors)**
Surname, First Name and First Name Surname (Year of Publication) Title. Place: Publisher.
Example: Eriksen, Thomas Hylland and Finn Sivert Nielsen (2001) A History of Anthropology. London: Pluto Press.
- **Book (three or more authors)**
Surname, First Name, First Name Surname and First Name Surname (Year of Publication) Title. Place: Publisher.

Example: Basch, Linda, Nina Glick Schiller and Christina Szanton Blanc (1994) Nations Unbound. Transnational Projects, Postcolonial Predicaments, and Deterritorialized Nation-States. New York: Gordon and Breach Science Publishers.

- **Articles in edited volumes**

Surname, First Name (Year of Publication) Title. In: Surname, First Name (ed.) Title. Place: Publisher: pp. Page Numbers.

Example: Schirmer, Jennifer (1997) Universal and Sustainable Human Rights? Special Tribunals in Guatemala. In: Wilson, Richard A. (ed.) Human Rights, Culture and Context. Anthropological Perspectives. London: Pluto Press: pp. 161-186.

- **Edited volume**

Surname, First Name (ed.) (Year of Publication) Title. Place: Publisher.

Example: Barth, Fredrik (ed.) (1969) Ethnic Groups and Boundaries. The Social Organization of Culture Difference. Oslo: Universitetsforlaget.

Note: In case of more than one editor please proceed just as in the case of “book (two authors)” or “book (three or more authors)”.

- **Articles in journals**

Surname, First Name (Year of Publication) Title. Title of the Journal Edition Volume (No.): pp. Page Numbers.

Example: Safran, William (1991) Diasporas in Modern Societies: Myths of Homeland and Return. *Diaspora* 1 (1): pp. 83-99.

- **Electronic sources**

Surname, First Name (Year of Publication) Title. URL [accessed Day Month Year]

Example: Latour, Bruno (2011) Waiting for Gaia. Composing the Common World through Arts and Politics. A Lecture at the French Institute. http://www.bruno-latour.fr/sites/default/files/124-GAIA-LONDON-SPEAP_0.pdf [accessed: 31 May 2015].

Note: If the author is not known please quote the editor of the web page or if necessary the title.

- **Further information**

- For publications in the publishing process: (in print) instead of the year of publication.
- For publications without an indication of the year of publication: (no date).
- For publications without indication of place of publication: no place of publication given.
- For unpublished sources (for example, university thesis) please state this instead of the publisher’s entry, e.g.: unpublished master thesis.
- If one author has published more than one title within the same year, please add a, b, c to the year of publication to both references in the text and bibliography to clearly identify the title.
- For publications published in new editions, please cite the used edition in the text and insert in square brackets in the bibliography the first publication year and, if applicable, further information on the first edition.
Example: Malinowski, Bronislaw (1964) [1944] A Scientific Theory of Culture and Other Essays. New York: Oxford University Press.