

NOTES FOR CONTRIBUTORS (2014)

ANNUAIRE ROUMAIN D'ANTHROPOLOGIE – A.R.A. (ROMANIAN ANTHROPOLOGICAL YEARBOOK) publishes original research and reviews of anthropology covering paleoanthropology (human osteology, bioarchaeology, forensic anthropology, and paleopathology), bio-medical anthropology (auxology, behavioral ecology, epidemiology, medical anthropology, nutrition, and population biology), social and cultural anthropology, anthropological ethics and methodology, and overlapping areas. The publishing languages are English or French, with an English-written abstract.

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The ARA is a peer-reviewed journal. Two anonymous referees will evaluate the manuscripts. As suggested by referees, manuscripts will be: a) accepted for publication with no further revisions, b) returned for further revisions or c) rejected, usually within 60 days from submission. Authors will be promptly informed of the status of the manuscript, along with reviewers' argumentation. A third reviewer will be involved in the process in the eventuality that the first two are in complete disagreement regarding the publication of the manuscript. The editors reserve the right to reject or to return for revision any manuscript not meeting the minimal requirements for the peer-review process (i.e. non-standard format, lack of academic style, major flaws in design or analysis, unclear methodology, etc.), or for ethical concerns.

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The ARA accepts *research* and *review manuscripts*, as well as *book reviews* on relevant topics. Typically, research manuscripts will consist in TITLE, AUTHORS, ABSTRACT, brief INTRODUCTION, METHODS, RESULTS, DISCUSSION and/or CONCLUSIONS, brief Acknowledgements, and REFERENCES sections. As a general recommendation, research manuscripts should be up to 6000 words, all sections inclusive. Review manuscripts, limited to 7000 words, should consist in TITLE, AUTHORS, ABSTRACT, brief INTRODUCTION, main DISCUSSION (with subsections as required by the subject matter), brief Acknowledgements, and REFERENCES sections. Figures, graphs and/or tables should be placed within the text and accompanied by short explanatory notes underneath. Book reviews, up to 1000 words, consist in a section titled BOOK REVIEW, identifying the book title, authors/editors, and edition at the beginning of the text, and, if necessary, a REFERENCES section. The content of the manuscript must not have been previously published in other academic journals, books, or chapters. However, preliminary data presented at scientific meetings may be included if they are part of a significantly expanded analysis within the manuscript submitted to ARA.

Page and font format

Each page should be set-up 3 cm from top and from left, and 1.5 cm from bottom and from right margins, counted throughout, and written in Times New Roman font. The rest of the manuscript must be single-spaced, in 12-sized justified font. Titles of figures, graphs and tables will be centered. At the bottom of the first page the following note should be added (in font 10, capitals and the number of the volume with bold):

Title

The title should be concise, without abbreviations, in 14-sized bold font, centered and capitalized.

Authors, affiliations, and individual contributions

For each author provide the full name (name followed by surname), in the order of authorship – main author followed by co-authors. Equal contributions should be explicitly mentioned in a note on the first page. Authors' names must be in 12-sized font, centered and capitalized, under the title. Using superscript numbers, not symbols, indicate institutional affiliation (e.g. University/ Hospital) and compartment (Department/ Section/ Laboratory) for each author using infra-page notes, including full contact address for the corresponding author (mail, e-mail and phone).

Abstract and keywords

A mandatory English language abstract of up to 250 words and 5 keywords shall precede the article. ARA requires the abstracts be edited according to the international standards – mentioning briefly the objectives, materials and methods, the results and conclusions, in a single paragraph. The abstract consists in 10 single-spaced rows, 9-sized font, followed by 5 relevant keywords in the 11th line. Keywords should reflect the content of the article and the consecrated terms of the literature. For example, in bio-medical anthropology we recommend using INDEX MEDICUS and MEDLINE.

Reference style within the text

References within the text should appear with the name of author, year of publication and, in the case of books, chapters or references over 50 pages long, the page in brackets, i.e. (Kottak, 2003: 43). When one author published more articles/chapters/books in the same year he/she should be quoted as (Geertz 1973a: 360; 1973b: 87). For two authors, both are indicated, followed by the year (When there are three or more authors the format becomes (Haviland et al. 2010: 56). All references must be complete and accurate. Internet addresses will be fully cited when mentioned for the first time within the text (e.g. www.britannica.com) and briefly referred to thereafter (e.g. Britannica). Similarly, institutional or organizational works without authors will be fully cited when first mentioned in the text (e.g. Guidelines for Conduct of Research Involving Human Subjects at NIH), and shortened thereafter (e.g. NIH Guidelines). The software will be abbreviated (e.g. SPSS) if widely known.

Reference section

Authors in the reference section should be written with font 12, title of paper with italics, and the number of the volume with bold. Do not number For internet references provide the date of access.

Examples of reference styles:

a) For books:

Olivier G. 1960. *Pratique anthropologique*. Paris: Vigot Frere.

b) For book chapters:

Hill K., A.M. Hurtado 1996. *The Ache*, in: Hill and Hurtado (ed.), *Ache life history. The ecology and demography of a foraging people*. New York: Aldine de Gruyter, pp. 41 – 81.

c) For journal articles:

Bell B., B. Budowle, J. B. Martinez, Y. Casalod, E. Abecia, M. Castellano 1997. Distribution of types for six PCR – based loci in central Pyrennee and Teruel (Spain). *Journal of Forensic Science* 42: 510 – 513.

d) For software:

--- 2001, SPSS for Windows, Rel. 11.0.1. Chicago: SPSS Inc.

e) For electronic sources, including Internet addresses:

--- Domestic Violence/Intimate Partner Violence: Applying Best Practice Guidelines, Access Continuing Education, Inc.

<http://www.accesscontinuingeducation.com/ACE4000/c7/index.htm>. Accessed on dd/mm/yyyy.

--- Encyclopedia Britannica, <http://www.britannica.com>. Accessed on dd/mm/yyyy.

--- 2009, Protection of human subjects (Guidelines for Conduct of Research Involving Human Subjects at NIH), <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html>. Accessed on dd/mm/yyyy.

Illustrations: figures, graphs and tables

Photos, graphics, and tables will be sent embedded in, and at the end of the document, on separate pages, with the explanatory text underneath, centered and 12-sized font (e.g. **Table 1**. Differences in cultural carriers to screening between the Asian and the Caucasian women), *as well as separate files* (images and spreadsheets). Photos and pictures must be submitted either as lossless TIF or high quality JPG (minimum 300 dpi). Graphs depicting measurable data (e.g. Excel charts) must be embedded as *data-independent* entities (i.e. disconnected from the files with data tables and formulas). Unless required by the analysis, the graphs should be bi-dimensional (flat), black and white, and with sufficient detail to identify and compare variables (scale, units of measurement, etc). Figures (including pictures and graphs) and tables will be separately and consecutively cited in the main text using Arabic numbers (e.g. fig. 3; table 2).

At the end of the manuscript, a separate additional page will contain a legend of figures and tables – a list of the graphs and table numbers and corresponding titles.

Statistical analyses

All articles that rely on quantitative analyses as central part of the investigation must indicate (in the methodology section) the core components of the statistical procedures employed: number of subjects, unit of analysis, populations compared, method of sampling, measured variables, and the software package and version used (e.g. SPSS 18, STATA 13, Excel 9, etc.). For complex predictive analyses, the working and alternative hypotheses must be explicitly stated, along with their contrastive predictions and expected results. Descriptive statistics should be at a minimum accompanied by central tendencies (e.g. mean/median and standard deviations), in addition to graphical representations of data (e.g. charts, tables). Relevant supportive and unsupportive results from parametric (e.g., correlations, regressions, ANOVA, factorial analyses etc.) and nonparametric comparisons (e.g. χ^2 , odd ratios, etc.) should be discussed and the conclusions be drawn on numerical data in the light of relevant literature. Finally, the quantitative results must be interpreted in an empirical language accessible to a larger audience of anthropologists.

The symbols and format of reported data should generally comply with the APA style¹, or otherwise follow classical statistical texts (e.g. Sokal & Rohlf, *Biometry*, New York: Freeman and Co., 1995). We also strongly suggest that manuscripts relying on numerical analyses be initially reviewed and/or co-authored by researchers familiar with statistics.

SUBMISSION FORMAT

All materials must be submitted together, in editable electronic format files, compatible with MS Office (Word, Excel, PowerPoint), Open Office or similar software capable of text and spreadsheet editing: **bold**, *italics* and other font formats, and supporting integration of tables and figures (i.e. with extensions “doc”, “odt”, “rtf”). All Internet and e-mail addresses must be dissociated from the HTML format (i.e. text only).

While the editors will make reasonable efforts to help with the process of document formatting, following these guidelines will minimize the time for manuscript processing.

ACKNOWLEDGEMENTS AND DISCLOSURES

The authors must disclose any conflicts of interest regarding the published material and acknowledge granting agencies and people that contributed to the research and writing process.

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¹ American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: APA Books.

informed consent as specified in the Helsinki Declaration on Protecting Human Subjects and/or NIH Guidelines for Conduct of Research Involving Human Subjects, and explicitly acknowledge their usage within the manuscript. Photos or materials identifying or linked to specific human subjects or groups must provide statements that their publication is not of ethical concern, and will not directly or indirectly affect human subjects, either individually or as a collectivity. Failure to comply with the ethical conditions stated above represents reason for automatic rejection of the manuscript.

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