

# IMS STYLE GUIDE

For Authors and Volume Editors Preparing Manuscripts for Submission

Institute for Mesoamerican Studies

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## PARTS OF THE MANUSCRIPT

Manuscripts should be arranged in the following order. Items marked "R" are required for all manuscripts; other items may be used if appropriate.

### *Front Matter:*

- R 1. Title page with book title and author(s) name(s)
- 2. Dedication
- 3. Foreword (by someone other than the author/editor)
- R 4. Table of contents
- R 5. List of figures
- R 6. List of tables
- 7. Preface (by the author/editor)

### *Chapters:*

- R 8. Chapters in numerical order

### *End Matter:*

- R 9. References Cited. List all references used in complete book; edited volumes should normally have a single combined index.
- 10. List of contributors. Provide names and addresses, and a one- or two-sentence biography for each.
- 11. Index. Authors/editors are encouraged to provide an index which follows References Cited. Please consult with the Institute's Editor concerning preparation of the index.

For edited volumes, assemble the parts of each chapter in the following order: Chapter number; title; author; text; acknowledgments; endnotes; references cited; tables; figures.

## GENERAL INFORMATION

Please refer to *The Chicago Manual of Style*, 14th Edition, on issues of manuscript preparation not covered in this document. For edited volumes, the Volume Editor must ensure that authors follow these guidelines. Please consult the Institute's Editor concerning specific issues of style and format.

### *Production Format*

We request that manuscripts for review be submitted in "production format." This is a style that is designed to facilitate manuscript coding should the volume be accepted for publication. We can review clean manuscripts that are not in production format if necessary. Should such a manuscript be accepted for publication, the author will be instructed to convert the manuscript (and disk files) to production format before copy-editing or page composition can begin.

### *Text*

Text should be double-spaced, left justified only, and printed on a single side of the paper. Avoid multiple spaces following periods, colons, and at the end of paragraphs. Start all lines at the left margin. Use a double carriage return to separate paragraphs (do not use tabs).

### *Chapter Headings*

Each chapter should begin with the chapter number, typed flush left. On the following line, the chapter title should be flush left, with initial capital letters on all significant words. Please avoid the use of a subheading to start a chapter; in particular do not begin a chapter with a subheading titled "Introduction."

### *Subheadings*

Authors are encouraged to use only two levels of subheadings, although three levels are acceptable if necessary. Type each subheading flush left with initial capital letters on all significant words. Insert the following codes in front of each subheading to indicate its level:

<i>Level:</i>	<i>Code:</i>	<i>Examples (all should be flush left):</i>
A-level subhead:	<ah>	<ah>An Example of an A-Level Subheading
B-level subhead:	<bh>	<bh>This is a B-Level (Second Level) Subheading
C-level subhead:	<ch>	<ch>Third-Level Subheadings

### *Abbreviations*

Abbreviations should be avoided with the following exceptions: In the text, the words figure, table, chapter, and appendix should be spelled out and lower case. In parentheses within the text, the following words are abbreviated and lower case: fig., figs., chap., chaps., app., apps. Table should be spelled out. Metric units are given in abbreviated form when they follow numbers: 45 km, 67 cm, etc. Some conventions are abbreviated: et al., e.g., i.e., rev. ed., 5 vols. Do **not** use *ibid.* or *op. cit.*

### *Metric System*

All measurements should be in metric units. Specific measurements should be abbreviated without periods (6 km). Use superscripts for area and volume measurements (3 km<sup>2</sup>). If used to begin a sentence, or in general terms, measurements are written out.

### *Numbers and Dates*

Numbers from one to nine are spelled out in the text with the exception of measurements (e.g., 6 km; 9 percent). Numbers 10 and above are written as numerals except when used in an approximate sense, or when beginning a sentence. Ordinal numbers are always spelled out (sixteenth not 16th). Always use commas for numbers of 1,000 and above. Dates should be expressed in the following forms: 1980s, twentieth century, 1980-1986, January 13, 1986, A.D. 1200, 1500 B.C. The word "percent" is spelled out except where it occurs in a technical discussion.

### *Quotations*

Quotations of eight lines or more should usually be set off from the text, indented and double-spaced. Shorter quotations should not be set off. Both forms must be clearly attributed. Lengthy quotations should be avoided. Authors are responsible for accuracy, correct attribution, and legal permissions to publish any material submitted. Quotations from foreign languages should be translated. In other matters concerning quotations, the uses of italics, capitalization, hyphenation, abbreviations, brackets, parentheses, ellipses, and accents, refer to *The Chicago Manual of Style*.

### *Acknowledgments*

Acknowledgments should appear at the end of chapters (before the endnotes) in edited volumes. In books by a single author acknowledgments will normally be made within the Preface.

#### *Capitalization*

With place names, generic terms such as lake, mountain river, valley, plain are capitalized: Teotihuacan Valley, Maya Lowlands, Central Mexico, etc. The words era, period, phase, horizon, etc. are not capitalized: Classic period.

#### *Notes*

Use endnotes rather than footnotes. Do not assign notes to titles, headings, or captions. Indicate notes with superscripts.

#### *Accents*

Include all common accents for foreign words in the text and in the reference list. Be sure the accents are clearly marked, accurate, and consistent. Place names in the text are written with English, not Spanish spelling should; they should not have accents (e.g., Yucatan, Merida, Peru, Teotihuacan, Mexico City). Accents should be typed as part of the printed manuscript, not added by hand.

#### *Italics*

Words of foreign origin which are in common use in English (e.g., *in situ*), as indicated by their presence in an English dictionary, are not italicized. Other foreign words are italicized throughout. When foreign words are in common use in technical fields (e.g., comal, olla), use of standard font or italic is left to the discretion of the author/volume editor. When a technical term is explained on its first occurrence, it should be italicized in that instance. Do not use underlining or bold font.

#### *Tables*

A short descriptive title or heading should be placed above each table. Avoid the use of vertical rules. Any explanatory material essential to the understanding of the table should be incorporated into the text or placed as footnotes to the table, using superscripts a, b, c, etc. All tables must be mentioned in the text. Tables should be numbered consecutively within chapters in the order in which they are cited in the text. Use the following format: chapter no. table no. (e.g., 4.1, 4.2).

#### *Figures*

All illustrative material will be designated figures and numbered consecutively. A separate listing of plates or maps is not allowed. All figures must be mentioned in the text and numbered sequentially within chapters in the order in which they are cited. Figure captions must be submitted on a separate sheet, not included in each chapter. Final camera-ready art does not have to be submitted when the manuscript is reviewed (xerox copies are acceptable). All figures need to be included, however.

## **IN-TEXT CITATIONS**

Citations in the text should follow the standard anthropological format of author-date. Do not use *ibid.*, *op.cit.*, etc. Do not use n.d. unless the date of a manuscript is unknown (see 14 below). Unless indicated otherwise below, citations are cited following the guidelines for *American Antiquity* format.

### **1. Simple citation, no specific information necessary:**

(Smith 1976) or Smith (1976)

**2. Two authors:**

(Jones and Green 1983) or Jones and Green (1983)

**3. Three or more authors:**

(Smith et al. 1984) or Smith et al. (1984). In cases where confusion would arise, all authors' surnames should be listed.

**4. Several citations of the same author(s) (use commas to separate works in chronological order):**

(Smith 1971, 1974, 1977) or Smith (1971, 1974, 1977)

**5. Two or more citations by the same author(s) in the same year; alphabetize by the first significant word in the title and differentiate by lower case letters following the year:**

(Jones 1981a, 1981b, 1981c) or Jones (1981a, 1981b, 1981c)

**6. Several different authors cited in same place; use a semicolon to separate works by different authors. List either in alphabetical order or chronological order:**

(Green 1921, 1926; Jones 1983; Smith 1971, 1977)  
or Green (1921, 1926), Jones (1983) and Smith (1971, 1977)

**7. Two different authors with the same surname; use first initial to distinguish the two authors. If initials are the same, use first name:**

(A. Green 1984; P. Green 1975) or A. Green (1984), P. Green (1975).

**8. Citations with specific pages, figures, and tables; table and figure are lower case. Figure(s) may be abbreviated. Use a colon to separate date of publication from additional information:**

(A. Green 1984:table 1, 345-347; Jones 1984a:figs. 1 and 7; Jones 1983:map 4, 48-63).  
or Smith (1971, 1972c:22-29, 1977:333-367)

**9. Citations of multivolume sets; use arabic numerals throughout; use colons to separate the year, volume no, and page reference:**

(Smith 1953:v.7:12-22) or Smith (1953:v.7:12-22)  
(Sahagún 1950-82:bk.9:14) or Sahagún (1950-82:bk.9:14)

**10. Citations of a government agency, an organization, a company; state the name of the agency, organization, or company once and include in brackets its commonly accepted acronym, without periods after the initials. After the first citation, with the complete name, the acronym may be used throughout the text:**

1st citation: (Summer Institute of Linguistics [SIL] 1976:43)  
or Summer Institute of Linguistics (SIL 1976:43)

**11. Reprinted and facsimile volumes; it is acceptable to put original date of publication in brackets:**

(Reyes 1976[1890])

**12. Current manuscripts are cited differently according to whether they have been accepted for publication. If possible, all citations should have a date (try to avoid n.d.). Manuscripts which have been accepted are cited in the text as follows:**

Jones (in press) argues that ...

**Manuscripts that have not been accepted for publication are cited in the text as follows:**

Jones (1994) suggests that ...

**13. Personal communication; do not abbreviate:**

(Kenneth Hirth, personal communication 1983) or Kenneth Hirth (personal communication 1983)

**14. Archival manuscripts are cited differently according to whether their author is known. For authors who are known, the following possibilities are acceptable:**

Córdova (1567) does not indicate tone ...

Sahagún (ca 1580) claims that ...

Feria (n.d.) translated the catechism ...

**15. For anonymous manuscripts with titles, shortened forms of the titles may be used in text citations:**

The author of *Un cuento de los zapotecos* uses the perfective aspect ...

**16. Anonymous manuscripts without titles are cited in endnotes, as follows:**

... along with the others appointed to this task.<sup>1</sup>

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1 Archivo General de la Nación (Mexico City), Inquisition, v. 85, doc. no. 26, folio 1r, Septiembre 1579.

## REFERENCES CITED

Authors are responsible for accuracy and completeness of their reference lists. An incomplete list will be returned to the author. All information cited in the text (with the exception of personal communication and letters) must appear in the references cited, and all citations in the references cited must appear in the text.

Unless stated otherwise below, format for references cited follows *American Antiquity* format. One difference is that we use authors' first names, whereas *American Antiquity* style only uses authors' initials.

Alphabetize the reference list by the last names of authors. First names should always be cited unless the author uses only his/her initials. Two or more works by the same author(s) should be listed chronologically. Two or more works in the same year should be alphabetized by the first significant word in the title and differentiated by lower case letters following the date. If an author published an authored work and an edited work in the same year, and if it is important to distinguish between the two, the edited work should follow the authored work.

Capitalization follows the custom of the language of the citation (e.g., all significant words in an English title are capitalized, while usually only the first word in a title and proper and place names in Spanish). Arabic numerals are used throughout. For publishers, do not include "and Company," or "Inc." If the city where a work is published is well known or if the publisher includes the state's name, no state name is included. If a city is not well known, the state's name (not abbreviation) should be added. Foreign city names should be written in their English form (e.g., Mexico City, not México, D.F.).

If not sure what to include, include all information appearing on the title page of the work and the Institute's Editor will correct the format.

**1. Book, one author:**

Burkhart, Louise M.

1989 *The Slippery Earth: Nahua-Christian Moral Dialogue in Sixteenth-Century Mexico*. University of Arizona Press, Tucson.

**2. Book, multiple authors; list all authors:**

Cordry, Donald, and Dorothy Cordry

1968 *Mexican Indian Costumes*. University of Texas, Austin.

Sanders, William T., Jeffrey R. Parsons, and Robert S. Santley

1979 *The Basin of Mexico: Ecological Processes in the Evolution of a Civilization*. Academic Press, New York.

**3. Edited Book (editor as author):**

Gossen, Gary H. (editor)

1986 *Symbol and Meaning Beyond the Closed Community: Essays in Mesoamerican Ideas*. Institute for Mesoamerican Studies, Albany, NY.

**4. Translated book:**

Lévi-Strauss, Claude

1962 *Totemism*. Translated by R. Needham. Beacon, Boston.

**5. Translated book (author unknown):**

Recinos, Adrian (translator)

1947 *Popol Vuh: las antiguas historias del Quiché*. Fondo de Cultura Económica, Mexico City.

**6. Reprinted book:**

Willoughby, Charles

1973 *Antiquities of the New England Indians*. Reprinted. AMS press, New York. Originally published 1935, Peabody Museum of Archaeology and Ethnology, Cambridge.

It is acceptable to place original date in brackets following the modern date (Willoughby 1973[1935]).

**7. Group authorship; under the name of the group responsible for writing or publishing the volume:**

Summer Institute for Linguistics

1946 *Cuenda hanga: Mixteco*. Summer Institute of Linguistics, Mexico City.

**8. Facsimile editions; indicate that the volume is a facsimile of the original:**

Reyes, Fray Antonio de los

1976 *Arte en lengua mixteca*. Facsimile of 1890 facsimile edition of 1593 original. Vanderbilt University Publications in Anthropology 14. Nashville.

It is acceptable to put original date in brackets following the modern date, 1976[1890].

**9. Multivolume sets:**

Burgoa, Fray Francisco de

1934 *Geográfica descripción*. 2 vols. Mexico City. Originally published 1674.

Sahagún, Fray Bernardino de

1950- *Florentine Codex: General History of the Things of New Spain*. Translated and edited by Arthur

1982 J. O. Anderson and Charles E. Dibble. 12 books. School of American Research and the University of Utah Press, Santa Fe and Salt Lake City.

**10. Titled volume in a series:**

Proskouriakoff, Tatiana

1960 *A Study of Classic Maya Sculpture*. Carnegie Institution of Washington Publication 593. Carnegie Institution, Washington, D.C.

Parsons, Jeffrey R.

1971 *Prehistoric Settlement Patterns in the Texcoco Region, Mexico*. Memoirs No. 3. Museum of Anthropology, University of Michigan, Ann Arbor.

**11. Volumes with bilingual titles:**

Smith, Mary Elizabeth

1966 *Las glosas del Códice Colombino [The Glosses of the Codex Colombino]*. Sociedad Mexicana de Antropología, Mexico City.

**12. Article in journal:**

Justeson, John S. and Terrence Kaufman

1993 Decipherment of Epi-Olmec Hieroglyphic Writing. *Science* 259:1703-1711.

**13. Article in edited volume:**

Smith, Michael E.

1994 Social Complexity in the Aztec Countryside. In *Archaeological Views from the Countryside: Village Communities in Early Complex Societies*, edited by Glenn M. Schwartz and Steven E. Falconer, pp. 143-159. Smithsonian Institution Press, Washington, DC.

**14. Article in edited volume in a series; when a volume is individually titled, the title is italicized; otherwise the series name is italicized:**

Pollock, Harry

1965 The Architecture of the Maya Lowlands. In *Archaeology of Southern Mesoamerica*, part 1, edited by Robert Wauchoppe and Gordon Willey, pp. 378-440. Handbook of Middle American Indians, vol. 2, Robert Wauchoppe, general editor. University of Texas Press, Austin.

**15. Article in the proceedings from a conference; use roman or arabic numerals for the number of the conference, congress, etc. as is used in the name:**

Balser, Carlos

1966 Los objetos de oro de los estilos extranjeros de Costa Rica. *Actas y Memorias del XXXVI Congreso Internacional de Americanistas* 1:391-398.

**16. Paper presented at a meeting:**

Troike, Nancy P.

1969 The Provenience of the Mixtec Codices Nuttall and Colombino-Becker. Paper presented at the 68th annual meeting of the American Anthropological Association, New Orleans.

**17. Book review:**

Collins, Jane L.

1984 Review of *Ecology and Exchange in the Andes*, by David Lehmann. *American Anthropologist* 86:459-460.

**18. Master's theses and Ph.D. dissertations. Include name of department, and state if dissertation is available through University Microfilms:**

Weeks, John M.

1975 *The Archaeology of Greater Uatatlan: El Resguardo and Pakaman Excavation*. Master's thesis, Department of Anthropology, State University of New York, Albany.

Fry, Robert E.

1969 *Ceramics and Settlement in the Periphery of Tikal, Guatemala*. Unpublished Ph.D. dissertation, Department of Anthropology, University of Arizona.

Lange, Frederick W.

1971 *Culture History of the Sapoa River Valley, Costa Rica*. Ph.D. dissertation, Dept. of Anthropology, University of Wisconsin. University Microfilms, Ann Arbor.

**20. Manuscripts which have been accepted for publication should give publication date if possible (example 1) or cite as in example 2:**

Jones, Kim

1995 *The Tonal Phonology of Proto-Otomanguean*. Academic Press, New York. In press.

Jones, Kim

In Press. *The Development of Low Tone Stems in Chinantec*. *International Journal of American Linguistics* vol. 58.

**21. Manuscripts which have not been accepted for publication are cited as follows:**

Author, Amelia K.

1991 Title. Manuscript in author's possession, Department of ..., University of ..., City.

Hall, Gary

1982 *Another Look at the Human Burials from Uaxactun*. Manuscript on file at the Department of Anthropology, University of Texas, San Antonio.

**22. Archival manuscripts are listed in the bibliography as follows:**

anonymous manuscripts with titles:

Un cuento de los zapotecos

ca 1580 Manuscript in the Archivo General de la Nación, Tierras 24, exp. 2.

**SUBMITTING DISKETTE FILES**

When a manuscript has been accepted for publication, we require that the text be submitted on computer diskettes for use in our desktop publishing system. See the IMS File Preparation Guide for instructions.

## FIGURES

### 1. Half Tones:

Photographs should be submitted as black-and-white glossy prints, at least as large as they will appear in print. If there are have special cropping instructions, indicate these as precisely as possible.

### 2. Line Drawings:

Submit all line drawings in camera-ready form, either original art or good-quality photostat copies. Keep text within the figure to a minimum. IMS prefers clear, simple, sans serif fonts such as Helvetica or Universe. Do not use freehand or typewritten lettering.

### 3. Maps:

All maps must have a linear scale, a north arrow, and a key if necessary. Include all important elements (symbols, line types, shading) in a graphic key within the map itself. Do not use a ratio to indicate scale (e.g., one inch equals 100 miles). Maps are treated as figures, and are numbered and labelled accordingly.

### 4. Computer-Generated Images:

If computer-generated images are submitted as hard-copy artwork, they should be created with high-quality laser printers (e.g., 600 dpi or greater). If authors wish to submit computer art on disk, please consult with the Editor first.

### 5. Copyright and Permissions:

If copyrighted material (text and/or images) is to be included in a book, the author/editor is responsible for obtaining written permission from the copyright owner and for paying any fees required. Copies of the written permissions must be sent to the Institute for our files.

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