

# **Submission Guidelines**

**Updated May 2025** 

Thank you for considering AE as a venue for your work. Before submitting, please review these guidelines and ensure that your manuscript adheres to our formatting instructions. For detailed guidance on writing for AE and the journal's house style, download our <u>editorial guidelines</u> (PDF).

# I. Requirements and policies

### Research articles only

AE welcomes submissions of original ethnographic research articles in the field of sociocultural anthropology. We do not accept unsolicited book reviews, essays, notes, or commentaries.

### **Suitability**

Before submitting, authors are advised to consider whether their manuscript aligns with AE's aims and priorities. Successful manuscripts will make a clear and significant contribution to contemporary debates and theoretical developments in social or cultural anthropology. The journal does not aim to publish articles that merely apply theoretical ideas to ethnographic materials. Rather, we expect them to have a strong theoretical focus grounded in solid ethnography and to critically engage contemporary debates.

### Original, exclusive submission

Manuscripts submitted to AE must not be under consideration elsewhere, nor should they have been published in full in any (online or offline) forum.

#### **Ethics**

By submitting to AE, authors affirm that their research adheres to the American Anthropological Association's statement on ethics.

# Authorship

All listed authors must have substantially contributed to the manuscript and agreed to the final submitted version. For further discussion on what constitutes authorship, see Wiley's guidance.

#### AI disclosure

If your manuscript includes any Al-generated text or images, you must disclose this in the acknowledgments section of the manuscript, in line with Wiley's Al-Generated Content policy.

NB: According to news <u>reports</u>, Wiley has partnered with two undisclosed AI companies, to which it is providing access to authors' published work. It is possible that *AE* is subject to those agreements.

#### Peer review

Unless desk-rejected, AE manuscripts undergo a double-anonymized peer review process. This process usually takes three to four months, depending on our success in securing reviewers.

Authors can suggest scholars to serve as reviewers. They can also indicate scholars whom they prefer not to review. The editor is not bound by these suggestions but will respect them when possible. Suggested reviewers should not present a conflict of interest; for example, they should not be employed at the same institution as the author or be closely involved in the author's research.

## Publishing terms

If your manuscript is accepted for publication, you will need to sign a contract with *AE*'s publisher, Wiley, in which you cede the article's copyright. You will, however, retain the right to reprint the published article as long as it is formally cited as originally appearing in *AE*. For details, see the contract here (PDF). See also the AAA's "Author Rights and Sharing" guidance.

### Submission fee

Members of the American Ethnological Society, which sponsors the publication of *AE*, may submit to the journal for free. If you are not a member, we encourage you to <u>join</u>. By doing so, you contribute to producing a high-quality journal that keeps ethnography vibrant and relevant into the 21st century.

Nonmembers are required to <u>pay a nonrefundable processing fee</u> of \$25 (US funds only; you will be asked to log in to your AAA account).

# II. Formatting the manuscript

### Spec sheet

For an easy visual guide to formatting your manuscript, download our <u>spec sheet</u> (Word document).

#### Word limits

Manuscripts must be at least 7,500 words long and no longer than 11,000. The word count excludes the title, abstract, byline, author's contact information, and any figure captions, but it includes endnotes, acknowledgments, and references.

The abstract must be at least 100 words long and no longer than 150.

Keywords: include at least five but no more than nine.

### Anonymization

To maintain the integrity of our review process, authors must ensure that their manuscripts are fully anonymized. This is accomplished by splitting the manuscript into two separate files: title page and main document.

In the title page, include all identifying information, including authors' names, their affiliations, and contact information, as well as acknowledgments, a list of funding sources (if applicable), and captions and credits for any images you are submitting as illustrations (for more on images, see below). Reviewers will not see this document.

The main document, in turn, should include the article's title, abstract, and keywords, in that order, followed by the article text. If the article cites your own work, or that of a coauthor, anonymize the citation and reference as follows:

Citation: (Author, 2013)

Reference: Author. 2013. Details omitted for double-anonymized reviewing.

Be sure to use the third person to refer to your own work, as appropriate. For example, replace "in my article" with "in Author's (2015) article."

#### **Citations**

Please format your citations and references according to *The Chicago Manual of Style's* author-date system, as summarized <u>here</u>. If your manuscript is accepted for publication, the managing editor will update your citations to align with our house style, which is based on *Chicago* but with a few tweaks.

#### **Endnotes**

Endnotes are limited to 15. They should be brief and directly relevant to the text. Do not include digressive or tangential notes, especially those in the form of "for more on x, see y."

# Headings

For first-level headings, use bold and all caps. For second-level headings, use bold and sentence-style capitalization.

THIS IS A FIRST-LEVEL HEADING

This is a second-level heading

### Title, abstract, keywords

Please take great care in formulating your article's title, abstract, and keywords. Invitations to reviewers include only these three elements, so it is imperative that you craft a compelling title and a clear and engaging abstract that piques reviewers' (and readers') interest.

After publication, the title, abstract, and keywords are often the only parts of the article that are freely available online. It is thus crucial to write a clear, accurate title and subtitle that include search terms readers are likely to use. Keywords should similarly enhance the article's online discoverability and should be drawn from the title, subtitle, and abstract. To further broaden the article's reach, titles should be understandable to readers outside the discipline.

### III. Images and tables

AE welcomes the submission of visual materials that enhance your article. Note that these, like the text itself, will be subject to review. Before submitting, please consider the following:

- Images must directly relate to the article's main subject.
- They must add information, context, or atmosphere that is not already conveyed in the text alone.
- They must not be purely decorative or redundant. If a reader gains no additional insight from the image, it's likely unnecessary.
- If you are submitting more than one image, ensure that each is unique and does not resemble another image you have included.

#### Limit

You may submit up to five photographs or tables.

#### **Ethics**

Your use of photographs must adhere to AE's statement on ethics in the use of ethnographic images.

### Usability

Many images submitted by authors end up being unusable because they do not meet the above criteria. Please attend to them before submitting.

• File format: Your image files must be either JPEG or TIFF.

- **Resolution:** Your image files must be high resolution, meaning at least 300 dpi when sized at 8 x 10 inches.
- **Permissibility:** The image must be permissible under our publisher's policy (see below).

#### **Permissions**

AE abides by Wiley's permissions <u>policy</u> (PDF). Please consult this document to determine whether your image is permissible. See especially the discussion of fair use.

If the image meets Wiley's criteria, the copyright holder of each image must submit a signed permission form, which grants *AE* and the AAA worldwide print and electronic reproduction rights in perpetuity (without ceding copyright). If you, the author, took the photo(s) yourself, you will need to sign and submit this form. Download the permission form <a href="here">here</a> (PDF).

You can submit it along with your manuscript on our submission platform; upload it under the "optional files" list as "supplementary material not for review." If you are submitting two or more photographs, all of which you took yourself, you may submit one form for them all.

### Text reference

Each image should be directly referred to at least once in the text as a "figure" (e.g., "see Figure 1"). They should be numbered according to the order in which they appear.

# **Embedding**

Embed your image(s) directly in your Word document. For directions on how to do this, see <a href="here">here</a>. Place the image directly after the paragraph in which you have added its text reference.

# **Captions**

Beneath the embedded image, include a caption for it. The caption should offer context, naming the who, what, when, and where:

Figure 1. Crowds in Tahrir Square, Cairo, react with joy to the announcement that President Mubarak will step down, February 11, 2011.

Longer captions are sometimes necessary. They should not exceed three sentences. Begin with a sentence or sentence fragment that identifies the image. Then explain its significance, as in this example:

Figure 2. A map of a cloudless Earth is juxtaposed with a second map of Earth reconstructed from reduced satellite data. The bottom map is meant to mimic the kind of image that astronomers might one day capture of faraway exoplanets. The map thus suggests that we are viewing something "other," but in fact we are viewing a representation of ourselves.

All captions should be intelligible to someone who has not read the article, so please explain unfamiliar terms and identify any pertinent people or entities.

### Anonymized credits

At the end of each caption, add a credit for the image's copyright holder. The person's name or entity appears at the end of the caption, enclosed in parentheses.

Figure 1. Crowds in Tahrir Square ... February 11, 2011. (Rick Loomis/Los Angeles Times/Polaris)

If disclosing the person in question could undermine your manuscript's anonymization, please use "(Name withheld)." If you took the photo, use "(Author)."