

## AICRJ STYLE SHEET

We follow *Chicago Manual of Style*, 16<sup>th</sup> edition, strictly, using “Documentation I” style (see chapter 14) and capitalizing titles in bibliographies.

**Ellipses** should be standardized: three dots with one space between for an omitted fragment; four dots, only the first of which has no space preceding it, when the ellipsis spans two sentences (see *Chicago* for other punctuation). Do not use ellipses to at the beginning or end of a quotation.

**Chapter titles** should be flush left, bold, title case; authors’ names should be flush left, bold, all caps.

**Epigraphs** are indented 1/2” from left margin and 1/2” from right margin. All epigraphs appear with the author’s name (in roman type) and the title of the book (not the date or any other information), which are set flush right on the line beneath the epigraph quote. No endnotes are allowed on epigraphs. The author’s name should be preceded by an em-dash (roman):

The individual as an entity is invalid. . . . The individual as the end product of  
heredity and environment is incomplete. Individualism is dead.

—Harry Gamboa, *Urban Exile*

### Heads

♦ With some exceptions, articles should have subheads for ease of reading. Please check heads and subheads for levels and query authors if unclear. The first paragraph after a subhead is not indented. Unless the article is in social science style (with an abstract, methodology, etc.), the article should never start with a subhead (e.g., no “Introduction”).

♦ **A-level subheads** are ALL CAPS and centered (no bold). Do not indent first line after the title or after any subheads. **B-level subheads** are flush left, bold, upper- and lowercase. No endnotes are allowed on heads.

### Punctuation

*AICRJ* uses a serial comma and punctuation appears before the final quotation mark. A colon is used to introduce a formal statement, a speech in dialogue, or an extract. Some examples:

The plane landed in Kampala, Uganda, that evening.

Gilford’s comment, “It appears to be damaged,” was unexpected.

The winners were France, 4; Germany, 5; Great Britain, 1.

From 1968 to 1972 the plane had arrived intact at Washington, DC.

Acronyms like NEH and AFL-CIO don’t have periods; acronyms are defined at first mention.

### Plurals

One can omit the possessive apostrophe from organizations like city government or carpenters union, but be sure to include it in other proper nouns (e.g., Kansas’s). Plurals of acronyms appear with lower cases (e.g., NGOs). Plurals of titles: two *Chicago Tribunes*, three *New York Times*.

### Non-English Words

If a word can be found in an English dictionary, it should not be italicized. Proper nouns are not italicized. We italicize each instance of a foreign word, not just the first mention.

### Other Usages

Use *more than* in front of numbers or quantities; use *over* in front of terms such as *the course of, the next few years*, etc. Some words are treated specially:

United States is spelled out as a noun, but is spelled US as an adjective.  
Robert Jones Jr. and E. F. Hutton III

### Capitalization of Words in Text

◆ Remember that *Chicago* prefers lowercase job titles unless they appear in front of a name. If an author has good reason to use a variant spelling or punctuation (e.g., uppercasing a historical period), it's fine. If it is simply a style issue, it should be changed for consistency.

◆ *AICRJ* house style includes capitalizing "Native" in reference to Native peoples. Some examples:

(*cap*) Many Natives live in the Southwest, as they do all over the West Coast.  
(*no cap*) Delfina Cuero was noted for her knowledge of native plants.

### Italics

◆ Use italics for titles and for foreign words.

◆ Authors should not be allowed to use italics for emphasis except rarely.

◆ If the word can be found in an English dictionary, it should not be italicized. Special terminology being introduced is set in italics on first appearance.

◆ Words used as words are set in italics as well:

Books: <i>A Sacred Path</i>	Painting: <i>El General</i>
Movies: <i>Skins</i>	TV Program: <i>Grand Street</i>
Poem: "She Had Some Horses" (unless it is a book-length poem, as in <i>The Wasteland</i> )	Radio Program: <i>All Things Considered</i>

### Compound Words

Remember *Chicago's* rules concerning hyphenated and closed compounds. Do not use a hyphen before compound words including an adverb. Some examples:

Our early-twentieth-century poet, who was famous worldwide for his rhyme-making procedures and for always being a poorly attired scrounger, was an able-bodied sailor and a well-known crook. He had upper-class parents. He was an anti-Semitic, French Canadian, sixty-five-year-old man with a devil-may-care attitude. He was twenty-four years old when he started running in a little-known race in the late nineteenth century.

### Numbers

- ◆ Whole numbers from one through ninety-nine are spelled out, and round numbers above that are also spelled out (e.g., two thousand years), unless giving a percentage (e.g., 45 percent voted; 1.5 million people).
- ◆ We show dates with the month first and the day second (e.g., October 6, 1924). We use the full decade in numerals (e.g., 1920s, not twenties).
- ◆ The year should never appear abbreviated (always 1990, not '90). Use commas in all numbers over three digits (e.g., 1,000) except dates (1920).
- ◆ We use *Chicago's* abbreviated number style (e.g., 300–05, 306–09, 310–15, 325–27) with an en-dash; (see *Chicago* 9.60).
- ◆ Numbered lists (in-text): Edgar Allen Poe was famous for three things: (1) his grilled cheese sandwiches; (2) his rendition of the song “You Light Up My Life”; and (3) his ability to stay up for days on end.

## Quotations

- ◆ When a quotation is run in, it is okay to begin it with a lowercase letter even if the original begins with a capital letter or vice versa:

Franklin advises us to “plough deep while sluggards sleep.”

Franklin advised, “Plough deep while sluggards sleep.”

- ◆ Prose quotations of 90 words or more (approx. 7–8 lines of 12 pt. Times New Roman font, 10–11 lines of 12 pt. Courier New) should be extracts.
- ◆ More than two lines of poetry should be extracted. In-text poetry should have a space before and after the slash: My favorite haiku / is really kuhai
- ◆ The first paragraph of a block quotation is not indented; subsequent paragraphs are.
- ◆ Extracted quotes (block quotations) are indented 1/2” from left margin.

**Notes:** All notes are endnotes.

- ◆ Endnotes should be formatted **electronically (with automatic numbering)** according to the *Chicago Manual of Style* (16th ed.). Notes should be single-spaced throughout; the first line should be indented, and the number should not be superscript. Add period after each number.
- ◆ When a document is referred to repeatedly within the main text (parenthetical) a note should be inserted in the endnotes.
  1. Noodles Francis, *Olive, as in Martini: A Novel about My Childhood* (New York: Dunn Write Publications, 2010); all subsequent references to *Olive, as in Martini* will be cited parenthetically in the text.
- ◆ No internal citation except for page numbers when writing about literature, which appear in parentheses at the end of a sentence.
- ◆ Note numbers appear at the end of a sentence, *outside* punctuation, or at the end of a clause.

◆ We discourage in-text superscript numbers in headlines or subheads.

◆ When giving pagination, do not use *p.* or *pp.* before page numbers.

◆ Acknowledgments: **If there are several acknowledgments, they should be listed under the heading “Acknowledgments” just before the notes section. Short acknowledgments that are extensive can be inserted as an unnumbered endnote before the first numbered note:**

I would like to thank all the little people who contributed to this magnificent work of exceptional scholarship and brain-numbing audacity. . . .

1. For a discussion on the first animal in the Midewiwin ritual see Michael M. Pomedli, “The Otter: Laughter and Treaty Three,” in *Trente-deuxième Congrès des Algonquinistes* (Winnipeg: Université de Manitoba, 2001), 359–73.

2. Robert E. and Pat Ritzenthaler, *The Woodland Indians of the Western Great Lakes* (Garden City, NY: Natural History Press, 1970), 87.

3. Fred K. Blessing, *The Ojibway Indians Observed* (St. Paul: Minnesota Archaeological Society, 1977), 111; Julia Harrison, “‘He Heard Something Laugh’: Otter Imagery in the Midewiwin,” *Bulletin of the Detroit Institute of Arts* 62, nos. 3–4 (1986): 51.

◆ Subsequent notes should include author’s name, shortened title, and page number. If the note immediately follows the same citation, use “Ibid.” and the page number:

4. Blessing, *Ojibway Indians Observed*, 121.

5. Ibid., 133.

◆ To cite information from the Internet: Author’s First and Last Name/Name of organization hosting site, “Title of Internet Site,” accessed Month Day, Year [only use access dates if (1) publication dates, (2) digital object identifiers, or DOI, or (3) revision dates are not available], <http://www.addaddresshere.org>.

6. María de la Luz Inclán, “From the *¡Ya Basta!* to the *Caracoles*: Zapatista Mobilization under Transitional Conditions,” *American Journal of Sociology* 113, no. 5 (2008): 1316–50. doi:10.1086/525508.

7. PBS, “Warrior in Two Worlds,” accessed July 11, 2005, <http://www.pbs.org/warrior/index.html>.

◆ Break URLs after slashes, as in the example above.

## STYLES FOR FIGURES, MAPS, PHOTOS, AND TABLES

### FIGURES

#### Call-outs

Indicate in body copy approximately where layout person should place figures or tables (usually authors do this, but sometimes you have to). Make sure the notations are large enough for the typesetter to see (bracketed, bold, all caps, etc.), as follows: **[INSERT FIG. 1 HERE]**.

#### Captions

Captions should include the following if applicable: Author or Artist Name, *Title*, Photographer's or Copyright Holder's Name (Source, Date). The author can provide captions for the figures separately, or include them beneath the call-out, preceded by a bracketed, uppercase, bold: **[CAPTION]**

**References** to figures are spelled out and in text but abbreviated in parenthetical references: "As we see in figure 1 . . ."; but "(see fig. 1)" or "(fig. 1)." Spell out and capitalize the term in captions. Captions are capped sentence style; figure number is bold, small caps, with period following; caption and courtesy line are italicized:

**FIGURE 1.** *The Ke'pel Head Start facility on the Yurok Reservation in Northern California, originally published in Joe Blue, Songs That I Had to Learn in Kindergarten. Photo by T. Acker.*

**FIGURE 2.** *Map showing the geography of range management data development per BIA region. BIA Geographic Data Service Center Quarterly Reports (Lakewood, CO, 1992).*

**Electronic Images:** See separate guidelines, which are sent to authors.

### MAPS/PHOTOS

Maps and photos are called *figures* and should be in the same style as figures.

### TABLES

◆ References to tables are as follows: "As we see in table 1 . . .," "(see table 1)," or "(table 1)."

◆ Table number and title are centered, boldface, capped headline style, with no period but a hard line break following number:

**Table 1**  
**Reported Indian Activities**

◆ For ordering and styling of table notes follow *The Chicago Manual of Style* (3.74–3.78).

## **ELECTRONIC IMAGE GUIDELINES FOR THE *AMERICAN INDIAN CULTURE AND RESEARCH JOURNAL***

1. Images should be scanned in grayscale at 300 dpi or higher. They should be approximately the print size (e.g., an 8x10 print should be scanned at 4x5). Typically, with popular scan software, large images are scanned at 72 dpi at actual size; while it is possible for us to reduce the dimensions and increase the dpi, it produces an inferior result.
2. File formats should be .tif, .eps, or .pdf, but the latter usually incorporates some compression and therefore is not as sharp. If submitting an image as a .pdf, make sure that all compression is off or set to minimal values and that the dpi is not greatly reduced (it should be between at least 300). If using .tif format, do not use LZW compression.
3. Following the above guidelines will result in large files, probably 2.5 MB, but this is the standard for print production (as opposed to laser or inkjet). Files can be compressed using StuffIt or another compression software program when sending via email.
4. We will make adjustments to the highlight and shadow values for optimal print quality, so just leave scan software at default settings, or “auto.”
5. For computer-generated images created in Illustrator or other vector programs, save as .eps. We can make any changes to these files as necessary. For images created in Photoshop or other raster-image programs, follow above guidelines as to format and resolution, and save as grayscale (not RGB). For images created and/or embedded in Word, Excel, etc., save as .eps if possible, or .pcx if necessary. These images are highly problematic and should be avoided, but pie charts, etc. are often created this way. Often they must be recreated by us in Illustrator, but as they sometimes import successfully in the native format, we can try to work with them if necessary. However, these images are often captured screen shots that are embedded in Word, and therefore are extremely low-resolution. Check with your editor before attempting to incorporate these in your article.
6. Provide captions for all figures, maps, and photos, including the following if applicable: Author or Artist Name, *Title*, Photographer’s Name (Source/Copyright holder, Date).

## SPECIAL WORDS

For general spellings use *Merriam-Webster's Collegiate Dictionary* (11th ed.). When variant spellings are listed here, use the variant spelling. Add any problematic or special spellings at the end of this list.

### **A**

Abnaki  
Aboriginal (Canada)  
Acjachemen  
adviser  
agency  
Alaska Native  
Algonquian  
Anishinaabe(g)  
Arapaho  
archaeology  
Arctic (as region)  
arctic (as adjective)  
Assiniboine  
Athabaskan  
at-large elections

### **B**

band: this band; Parch Band  
Battle of Little Bighorn  
Beauty Way (Navajo)  
benefited  
black (white)  
Blackfeet/Blackfeets (US)  
Blackfoot/Blackfoots (Canada)  
Blade (racial)  
bona fide  
Bureau of Indian Affairs (BIA)

### **C**

cacique  
catalog  
ceremony: Green Corn Ceremony  
chapter 2  
Christian right  
civil rights movement  
confederacy (league)  
Iroquois Confederacy  
Creator  
Creole

### **D**

database  
data set  
Washington, DC: as per *Chicago*  
de-emphasize  
Deganaweda-Quetzelquatl University  
department: English Department  
dialogue  
Diné  
doctrine of discovery

### **E**

elder(s)  
e-mail  
Eskimo (change to Inuit)  
et al.  
Euro-American  
Eurocentric

### **F**

female seminars  
fieldwork  
field-worker  
figure 1  
(see fig. 2)  
First Nations (Canada)  
firsthand (when used as adjective)  
fund-raising

### **G**

*gan*  
General Assistance  
Ghost Dance  
goodbye *or* good-bye  
Great Spirit  
groundbreaking

## H

High Country  
High Plains

## I

Iñupiaq  
Iroquois League (Confederacy)  
Indian country  
Indian nation(s)  
Indian self-determination  
Indian studies  
Indian Territory (in historical articles)  
Indian Wars  
indigenous  
Internet  
Inuit (not Eskimo)

## J

Jump Dance

## K

kachina (roman text)  
kilogram(s) (write out numeral)  
kilometers (write out each time)  
Kootenai  
Kumeyaay

## L

largess(e)  
the league (confederacy)  
lesser-known noun  
lifestyle  
lifeways  
long-standing  
long-term  
longtime (when used as adjective)

## M

male seminaries  
manifest destiny  
Mashantucket Pequot  
Métis  
mind-set  
Minneconjou  
Mission Indians  
mixed blood (n.); mixed-blood (adj.)  
Mohegan  
monologue  
Muscogee

## N

nation-state  
Native (when referring to Indian  
persons, things); native (when  
referring to food, peoples)  
Native American  
Navajo  
Nation (when preceded by tribe name)  
Nez Perce  
Nunavut (formerly part of the Northwest  
Territories)

## O

Oglala  
Ojibwa-Canada (Chippewa-US)  
Okay  
the Other

## P

pan-Indianism  
people: Hopi people  
peoples: Native peoples  
PhD  
placemaking  
place-name  
Plains  
postcontact  
pot-hunting  
pothunter  
powwow  
precolonial  
precontact  
present-day  
professor of anthropology  
Public Law (PL)

## R

*rancheria*  
Redman  
Removal  
reservation (lowercase “r” unless part of  
name, e.g., Lone Pine Paiute-Shoshone  
Reservation)



## S

secondhand (when used as adjective)  
Senate Bill 70 = S. 70  
Shoshone  
Snake ceremony  
Social Security  
Southwest (region)  
spirit beings  
subagency  
subarctic  
Sun Dance

## T

table 1  
termination policy  
tipi  
Tohono O'odham  
tribal (Rosebud tribal council)  
tribe (Rosebud tribe)  
trickster  
twofold

## U

under way (adverb)  
underway (adjective)  
University of Yahoo–Bolivar: use an en dash for university names  
US (no periods); legal and congressional citations: 31 U.S. 543

## V

vis-à-vis

## W

warbonnet  
war on poverty  
Washington, DC  
website  
well-being  
white (black)  
winter ceremonies  
winter count  
world-system (as an adjective)  
worldview  
Wounded Knee massacre  
Wyandot  
western Europe  
Western thought (only when counterposed to indigenous or Eastern thought)  
West, the (as region)

## Y

Yakama (river and valley spelled *Yakima*)

## Z

Zuni

## NOTES:

- Identifying tribal affiliations: single—Laguna Pueblo; multiple—Spokane/Coeur d'Alene
- “that is” implies only one example
- Eliminate excessive parentheticals
- The title of a treatise should be in quotation marks: “Treatise of Bellydancing”