NOTAS DE ANTROPOLOGÍA DE LAS AMÉRICAS

Instructions for Authors (updated February 5, 2024)

Editorial Board[a]

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The Department of Anthropology of the Americas at the University of Bonn invites the academic community to submit articles to *Notas de Antropología de las Américas* (NAA), an international journal that aims to promote multidisciplinary work in the social sciences with a focus on Latin America. Unpublished proposals on anthropological, archaeological, historical, linguistic, ethnohistorical and related disciplines research will be received. We also welcome students' work from seminars, internships, fieldwork or final B.A., M.A. and/or PhD dissertations, which provide original contributions to their discipline.

Sections

NAA accepts proposals for the following sections: "**Articles**", "**Reports**", and "**Sources**". The "Articles" section is further subdivided into two categories: "Regular Articles" and "Themed Articles", which must have a maximum length of 50,000 characters.

The "Reports" section includes the categories "Book Reviews", which must have a maximum length of 7,000 characters, and "Bibliographic Balances", which must have a maximum length of 50,000 characters.

Publications reviews may include monographs, collective works and themed journal issues. The year of publication should not exceed 3 years from the date of submission. Reviews are expected to be configured as critical texts that locate the work reviewed in a current trend, highlighting the different contributions, as well as noting certain gaps. Reviews written in another language than the one originally published are especially welcome. This section does not require a summary or keywords.

Additionally, the section "Sources" accepts studies associated with publications of transcription of sources or primary data. These submissions must have a maximum length of 25,000 characters.

The "Sources" section refers to the reproduction of unpublished and revealing primary material (handwritten documents, photographs, interviews, ethnographic observations, among others). The information must be accompanied by an initial text highlighting the reproduction criteria and the methodology for obtaining it (maximum of 25,000 characters). If applicable, publication permissions must accompany the submission.

The maximum extensions referred include spaces, as well as the summary, footnotes and bibliography.

Contributions must be unpublished and should not be simultaneously submitted to another journal.

Evaluation and approval system

Contributions published in NAA corresponding to the sections "**Articles**" and "**Sources**" will be accepted after a peer review scheme.

After the first submission, the Editorial Board will evaluate whether the text has the expected academic consistency and follows the editorial standards. At this stage, the author might be asked to clarify aspects of style and writing. Then, the revised version of the text, which will not mention its authorship, will be evaluated by two experts in the field who will issue their opinion anonymously, according to the format defined by the journal. Depending on the evaluation, the author is expected to present an improved version of the text taking into account possible comments made by the reviewers. Finally, the Editorial Board will decide and inform the authors as to whether their submissions will be included in the journal.

Contributions to the "**Reports**" section will be exclusively evaluated by the Editorial Board.

After publication, the authors must issue a written authorization for the publication of the text in the digital platform of the journal.

Format considerations

- The body of the text should be clearly structured in sections with relevant subheadings.
- Terms in other languages must be in italics.
- The type of quotes to be used will be only the high quotation mark style (" , "). If the quotation originally contained a quotation mark system, the high quotation mark system (" , ") should be used.
- The name of foreign cities should be written, in the body of the text as in the references, according to the language of the text (e.g., Nueva York and not New York; Múnich and not München; Berlín and not Berlin).
- Font and paragraph specifications: Times New Roman, Size: 12, Line spacing: 1.5

Abstract and keywords

Each article must be accompanied by an abstract in the language of the article (German, English, Spanish or Portuguese) as well as a translation of that summary into English. The abstract should summarize the central arguments of the text and should not exceed 500 characters including spaces. It should be followed by a list of five key words separated by commas, (e.g.): "instructions, text, model, keyword, paragraph".

All submissions should include a cover page containing the author's full name, e-mail address and institutional affiliation.

Footnotes

Reduce the explanatory footnotes to the minimum necessary. A maximum of 10 footnotes per article is allowed (except those indicating archive documents to be cited). Notes should be placed after the punctuation mark and the respective notes will appear at the bottom of the page.

Archive documents should be quoted considering the following order: File name, Section, Series, Sub-series, File number, Folio number(s). When citing for the first time, all of the above should be accompanied by their respective abbreviations. From the second time onwards, only the corresponding abbreviations and numbers should be included. Examples: [First time] *Archivo Regional de Cajamarca* (ARC), Colonial (Colonial), Intendencia (Intendencia), Protector de Naturales (PN), Legajo (Leg) 01, f 3r.; [Second time] ARC, Colonial, Intendencia, PN, Leg 01, f 3r.

Images

If images (or graphs/charts) are attached, they must be referenced in the text (Figure 1). A relevant caption is also required. The image format for photos must be JPEG (*.jpg), and for drawings (black and white) PNG (*.png). The minimum resolution required is 300 dpi, i.e. an image that when printed is 12.7 cm wide must be 1,500 pixels wide (in the example of Figure 1, the corresponding height is 9,525 cm, equivalent to 1,125 pixels).

Figure 1: Crosses in *Cerro Bobí*, San Mateo Ixtatán (Photo: U. Wölfel).

Model of quotation in the body of the text

There are two ways to reference indirect quotations in the body of the article: the names of the authors and the year of publication in brackets (Anderson 1983) or by directly mentioning the names of the authors in the text and indicating only the year of publication in brackets, e.g. Forné et al. (2011) researched Cancuén ceramics.

To indicate the page number, a colon will be used after the year of publication (Quispe-Agnoli 2016: 119). If more than two works are cited, they will be separated by a semicolon (Cunill 2018; Yannakakis 2008).

When the author considers it relevant, he may set the date of the first edition: (Acosta 1952 [1590]) and not (Acosta 1952). Any external text cited must be included in the bibliography.

Literal quotations must be placed in high quotes (",") and the source must be indicated. If they do not exceed five lines, they may be within the same paragraph. Otherwise, they must be in a separate body and without initial indentation.

Bibliographical references

At the end of the article, a complete bibliography is required including all the bibliographic citations referenced in the article (and no more than these). The entries will be ordered chronologically according to the surname, which must coincide with the wording used in the text.

The format of the references in the bibliography corresponds to the style of the *Society for American Archaeology*. The data to be included vary according to the type of publication, but, in any case, information on the name of the author(s), title and year of publication is required. See the bibliography below for some examples of the most recurrent types of publications, including monographs (Anderson 1983), reprints (Acosta 1952 [1590]), contributions to compilations or conference publications (Chase and Chase 1995), journal articles (Forné et al. 2011), doctoral theses (Kozelsky 2005), as well as online sources (Armijo 2024).

If the article has more than one reference from the same author, they will be listed in ascending chronological order, i.e. starting with the oldest.

Bibliography

Acosta, José de. 1952 [1590]. *De Procuranda Indorum Salute*. Ediciones España Misionera, Madrid.

Anderson, Benedict. 1983. *Imagined Communities. Reflections on the Origin and Spread of Nationalism*. Verso, London.

Armijo, Karla. 2024. Palta. *Amerigrafías* (blog), February 3. https://amerigrafias.wordpress.com/2024/02/03/palta/, accessed February 5, 2024.

Chase, Arlen F. and D. Z. Chase. 1995. External Impetus, Internal Synthesis, and Standardization: E Group Assemblages and the Crystallization of Classic Maya Society in the Southern Lowlands. In *The Emergence of Lowland Maya Civilization: The Transition from the Preclassic to Early Classic*, edited by Nikolai Grube, pp. 87–101. Verlag Anton Saurwein, Markt-Schwaben.

Forné, Mélanie, S. Alvarado, and P. Torres. 2011. Cronología cerámica en Cancuén: Historia de una ciudad del Clásico Tardío. *Estudios de Cultura Maya* 38: 11–39.

Kozelsky, Kristin Linda. 2005. Identifying Social Drama in the Maya Region, Fauna from the Lagartero Basurero, Chiapas, Mexico. PhD dissertation, Florida State University, Tallahassee.