Anthropological Review

Instructions to Authors

ANTHROPOLOGICAL REVIEW (the official journal of the Polish Anthropological Society) is a yearly, peer-reviewed journal that publishes original scientific and review articles on physical anthropology and related fields of science. The journal accepts submissions in five categories: Research articles, Review articles, Brief communications, Book reviews, and Chronicle (proceedings, obituaries, and news). Articles are published in English, while Chronicle may be published in Polish.

ARTICLES

General instructions. Manuscripts should be submitted in electronic form in MS Word (as DOC or RTF) format (not in PDF). Pages should have a margin of 2.5 cm all round, the manuscript must be in Times New Roman 12 point font and with 1.5 line spacing. The text and tables of each manuscript should be submitted as a single file (tables should be placed after the summary). Figures should be submitted in a separate file. The first line of every paragraph should be indented. Pages should be consecutively numbered beginning with the title page. Text should not be right-justified. Submissions should include the following: • title page with abstract • text • acknowledgments and grant sponsorship • references • summary • tables • figures • figure legends.

Title page. The title page must contain: (1) title of the article, (2) full name of author(s), (3) affiliation and complete addresses for each of the authors, and e-mail address, (4) abbreviated title (running headline) of no more than 40 characters, (5) abstract of no more than 200 words, (6) up to five key words that do not appear in the title.

Text headings. The journal uses a system of primary, secondary, and tertiary headings. The primary heading is in bold (e.g., Materials) and is centered; the secondary heading is in bold and italics (e.g., Morphological features); the tertiary heading is only in italics (e.g., Craniofacial features). Do not begin the body of the paper with the heading “Introduction”. The first heading should follow the introduction.

References. Within the text, the literature should be cited by the authors’ last names followed by year of publication in brackets. If there are multiple citations, these must be presented chronologically. When a citation has three or more authors, only the first author’s name is mentioned in the text, followed by “et al.”. Suffixes a, b should be used following the date to distinguish two or more works by the same author(s) in one year, as indicated below: ... previous reports [Tobias et al. 1985; Wolpoff & Caspari 1996a,b] ... ... as Livingstone [1962: 279] says “There are no races, there are only clines” ...

...
Authors should list references in alphabetical order (by last name of author, then by initials, by last name of coauthors, and finally by year) at the end of the paper without numbering consecutive items. References should contain only authors cited within the text. “Unpublished observations” and “manuscripts in preparation” should not be included among references. References accepted for publication but not yet published should be referred to as “in press”. Journal titles should be abbreviated as used in *Index Medicus*.

The method, style and punctuation of presenting the bibliography is shown in the following examples:

**Journal article**


**Book**


**Book chapter**


Do not put spaces between initials.


Italicize article and book titles. Do not use quotations.

Volume, and inclusive page numbers to be separated by a comma (comma, space, and then no space between page numbers).

Where there are two places of publication for a reference (book), use only the first.


**Summary.** Each manuscript must be accompanied by a summary (in Polish, or in English – to be translated into Polish) of 10% of the body of the text. The summary should contain all significant information about the work, such as materials and methods, hypotheses, results, and conclusions, as well as references to all tables and illustrations.

**Tables.** All tables should be numbered consecutively with Arabic numerals, and must be cited in the text. Do not paste tables into the text. Tables must be simple, and with as few vertical and horizontal lines as possible. Table titles should be complete but concise.

**Figures.** All figures must be numbered and cited in the text. Figure legends should be listed on a separate sheet. Illustrations should not be pasted into the text. Please bear in mind that lettering and labels must be legible after reduction to printed size (the Journal’s maximum page area is 13 cm by 18 cm). The recommended format for all illustrations is JPG, TIFF, or bit map. If Excel diagrams are submitted, each must be placed on a separate page in Microsoft Word. No illustrations saved in specialized statistical packages are accepted. Figures should be saved in a file separate from the main text of the manuscript.

**OTHER SUBMISSIONS**

**Book reviews.** The journal publishes reviews and discussions of books by Polish and foreign authors. Each review should begin with the title of the book followed by author(s), publisher, date, page count, ISBN number, and price, as shown in the example below:

The review should consist of the text only, without tables, illustrations, or bibliography. The reviewer’s name and address should be placed at the end of the review.

**Chronicle.** Under this heading the journal publishes proceedings of meetings and conferences, activities of scientific associations, as well as information on scientific titles received by anthropologists, honorary doctorates, jubilees, obituaries, etc.

**FINAL REMARKS**

**Page limit.** Research articles: maximum of 25 manuscript pages (including references, excluding tables and figures); major review articles: maximum of 45 manuscript pages (all together).

**Language and spelling.** If possible, articles should be submitted in both English and Polish versions. The American spelling convention is followed (e.g., “color” not “colour”). Phrases within the text like *et al.* must be italicized.

**Evaluation.** All manuscripts submitted are evaluated by the Editor, members of the Editorial Board and/or external referees.

**Limit of revision period.** Authors who have been requested to revise their manuscripts should return the revised works within a maximum of one year after receiving the reviews, otherwise the submitted manuscript will be regarded as withdrawn.

**Author responsibilities.** Authors, and not the Editors of the journal, are responsible for the content of their articles, accuracy of quotations and their correct attribution, the legal rights to publish any material submitted, and submitting their manuscripts in the appropriate form for publication.

**Editor’s rights.** The Editor reserves the right to make some corrections (without altering the essence of the work) to style, phraseology, arrangement of tables, etc., without communicating with the author. If the Editor decides that the manuscript requires essential changes, the author will then be asked to accept those changes.

**Proofs.** Authors will receive a set of page and illustration proofs electronically as pdf files for checking. All corrections should be returned to the Editors within three days.

**Reprints.** Each author receives a copy of the relevant issue of the journal. Articles are available in electronic version on the journal home page.

**Editors’ contact address.** Authors are requested to submit their manuscripts electronically to either strzalko@amu.edu.pl or kaszycka@amu.edu.pl

**Journal home page.** www.anthro.amu.edu.pl/ar