Mission Statement

The *Alaska Journal of Anthropology* is a peer-reviewed publication of the Alaska Anthropological Association. The *Journal* is published twice a year and is dedicated to research on Alaska and the circumpolar North. The *Journal* publishes articles and reports from all four fields of anthropology and related disciplines, including history, geography, linguistics and indigenous languages. The *Journal* also provides a forum for ethnographic and ethnohistoric narratives and translations. Publication emphasis is on Alaska and adjacent regions of Canada and Russia; however, the *Journal* also publishes on issues of broader interest to Northern and Arctic researchers.

Statement on Ethical Publishing

The editors of *AJA* are committed to ethical editorial policies and procedures. The editors do their best to ensure the peer-review process is fair, unbiased, and transparent. *Journal* editors adhere to the COPE International Standards for Editors (Kleinert and Wager 2011). The Alaska Anthropological Association and the editors expect authors to adhere to both the ethical standards for anthropological research published by the American Anthropological Association (AAA Statement 2012) and to COPE’s International Standards for Authors (Wager and Kleinert 2010).

Editorial Policy

*AJA* publishes articles, reports, translations, essays, book reviews, dissertation and thesis abstracts, and research notes. Articles, reports, or book reviews that have been previously published are not eligible for consideration.

The editor(s) determine whether a submission, when accepted, will appear as an article or a report. Articles present original research, are synthetic and comprehensive, situate the research within a broader context, and/or describe innovative methods or techniques. Reports are more narrowly focused, technical, and/or describe the conduct and results of research or analysis.

Manuscripts under consideration for publication as articles or reports are *peer-reviewed* by at least two readers. Articles are generally between 7000 and 10,000 words; reports are generally shorter, between 3000 and 5000 words. Word counts include abstract, notes, and references.

Book reviews (~ 1000 words) of recent publications (within the last 3 years) are solicited by the Book Review Editor. The editor(s) welcome suggestions of books for review. The reviewer receives a copy of the book for review in addition to PDFs of the published book review.

Brief notes (~ 1000 words) about recent research results or research in progress may be submitted directly to the Research Notes Editor. These notes are not peer-reviewed.

Thesis and dissertation abstracts are accepted when submitted directly by the graduate to the abstract compiler. Abstracts appear in the *Journal* exactly as they appeared in the student’s thesis or dissertation.
**Peer Review**

Manuscripts submitted for publication as articles are evaluated by the editors in consultation with at least two peer reviewers and/or members of the journal editorial board. The names of peer reviewers are not disclosed to the authors, unless the reviewer explicitly waives anonymity. The editors make all reasonable attempts to identify unbiased peer reviewers. If a review is submitted that displays significant bias, includes ad hominem remarks, or is otherwise inappropriate, the editors may, at their discretion, seek additional reviews. Authors may suggest, upon submission, individuals to whom the manuscript should *not* be sent for review. The editors will take these suggestions into account when identifying peer reviewers.

Manuscripts submitted for publication as reports, or determined by the editors to be reports, are subject to less extensive review. Such manuscripts are evaluated by the editors of the journal in consultation with at least one other reviewer. Essays are treated similarly.

The peer-review process takes two to four months. Authors are then notified of 1) acceptance of the manuscript for publication; 2) rejection; or 3) are asked to revise and resubmit the manuscript for additional evaluation.

The editors reserve the right to reject, with or without peer review, any works submitted that are determined to be inappropriate for the journal due to subject matter, poor quality writing or scholarship, or excessive length.

**Archaeological and Ethnographic Collections and Object Identifications**

All ethnographic and archaeological objects illustrated in *AJA* must include the following, as appropriate: 1) source of illustration, if previously published; 2) catalog / accession number, name of collection, and name of museum; 3) name of photographer or illustrator; 4) dimensions, indicated in the caption text or with a scale.

When reporting on archaeological analysis or excavation, the disposition of the artifacts and other excavated materials must be indicated in the text or in an endnote. If the materials are scheduled for deposit at a museum or repository, provide the name and location of the repository, and name of the collection, if known; for example: “Department of Archaeology, University of Alaska Museum of the North, Fairbanks.”

Materials that were collected on private land or are in private hands should be so indicated. “Private Collection” is sufficient.

If the final disposition of materials has not been determined, indicate in an endnote where the materials are currently located, for example: “Materials are currently undergoing analysis in Smith’s lab at the University of Texas; a repository in Alaska has not yet been identified.”
Use of Interview or Narrative Material

Information obtained through anthropological interviewing should be fully referenced, treating the informant as the author. Anonymous informants may be referenced as “Anonymous” or using pseudonyms, as appropriate. If pseudonyms are used, the reason for doing so must be explained in the text or an endnote. See below for information to include when citing and referencing interviews. When full disclosure of interview details is inappropriate due to issues of privacy or confidentiality, authors should consult with the editors in preparing references.

As with archaeological materials and ethnographic objects, the disposition of interview recordings, transcripts, and other narrative material should be indicated in the text or in an endnote. If the materials are scheduled for deposit in an archive or repository, provide the name and location of repository, name of the collection, if known, and any other pertinent information.

General Information for Authors

Authors’ Responsibilities

Authors are responsible for the content of their submissions; for the accuracy of the data, quotations, citations, and references; and for submission of the manuscript in proper format.

Authors are responsible for determining authorship of manuscripts and the order of authors’ names prior to submission. Order of names should reflect relative contributions of each author, with the leading contributor listed first. However, what constitutes a “contribution” should be determined by authors.

Authors are responsible for determining the copyright status of any written, illustrative, or photographic materials they propose to publish. They are responsible for securing and paying for any and all necessary permissions. Upon acceptance of a manuscript for publication, the author must provide the editors with copies (PDFs are acceptable) of permission forms for any illustrations for which the author does not hold copyright.

If the copyright or permissions status of a figure or other work is in question and cannot be determined to the satisfaction of the editors, the editors reserve the right to refuse publication of the copyrighted work in question at any stage in the production process.

Upon acceptance of a manuscript, the first author, or that author’s designee, will be responsible for responding to copyedits and for review of the proofs for typographical and figure or table placement errors. The manuscript received by the editors, following review of copyedits by the author, will be considered the final form of the text. Revisions requested by the author after the return of the copyedited manuscript will be made at the editors’ discretion.

During the proof review stage, no new text may be introduced to the manuscript, except in cases of editorial error or errors of fact. The first author or designee is responsible for returning the proofs within the time frame specified. Authors will be given no less than 72 hours to review proofs and
respond to queries. If the authors do not respond to requests for proof approval in a timely way, the
editors may, at their discretion, proceed with publication without formal author approval.

Upon publication, the first author will be provided with a PDF of the article or report for personal use
and for distribution to co-authors. Personal use includes posting the PDF on the authors’ website
and/or an open-access educational or institutional repository such as academia.edu or university-
associated ScholarWorks.

Instructions for Submission

• Manuscripts should be submitted electronically via email to the editors. AJA does not accept hard-
copy or typescript submissions.

• Manuscripts should be submitted in Word or PDF format.

• Authors using bibliographic management software and submitting in Word format must convert
their citations and references to plain text prior to submission.

• Figures, tables, maps, and photographs may be embedded in the text to facilitate peer review, or they
may be submitted as a single separate file accompanying the text file.

Sections of the Manuscript

The title page of the manuscript may be single spaced and should include, in the following order:

• Title
• Name of Author 1
• Affiliation / Mailing address of Author 1 plus email address (disable email hyperlinks)
• Name of author 2
• Affiliation / Mailing address of Author 2 plus email address (follow same format for additional
authors)
• Abstract
• Abstract text
• Start the text of the submission on the next page. Paginate.
• Text should be formatted in 12-point font, double-spaced. Acceptable fonts include Cambria, Times
New Roman, and Arial.
• At the end of the text, include the following, as appropriate. Boldface, centered, all caps:

    NOTES

    ACKNOWLEDGEMENTS

    REFERENCES

• Endnotes, Acknowledgements, and References should all be single-spaced.
Abstract
Limit abstract to 200–250 words. The abstract should be a brief summary of the manuscript's content and conclusions. Avoid citations in the abstract.

Headings
• First-level (or primary) headings should be **boldface**, all caps, and centered.
  
  Do not begin the text with the heading "INTRODUCTION."

  First-level headings include: **ABSTRACT, NOTES, ACKNOWLEDGEMENTS, REFERENCES**.

• Second-level headings should be all caps, left justified.

• Avoid third-level headings.
Endnotes

Limit use of endnotes. When necessary, list notes at the end of the text. Do not use footnotes. Notes should not be used in place of in-text citations.

It is acceptable to use the automatic endnote function in Word when submitting a paper for peer review. However, notes must be converted to plain text and indicated using < > when submitting the final version of the paper for publication. For example:

archaeological site.2 \rightarrow convert superscript to: \rightarrow archaeological site.<2>

Figures and Tables

The Journal distinguishes between figures (maps, drawings, graphs, photographs, archaeological profiles) and tables. Figures and tables are each numbered sequentially, i.e., a manuscript may have both a “Table 1” and a “Figure 1.”

• Call out every figure and table in the text at least once.
  
• A parenthetical callout looks like this: (Fig. 2)
  
• Parenthetical callouts are abbreviated “Fig.” or “Figs.” and capitalized. “Table” is always spelled out.
  
• Callouts may also be integrated with the text, e.g.: “Table 3 lists the avifauna in the site vicinity.”
  
Callouts in the text are spelled out and capitalized.

Measurements

• Measurements of distance, area, volume, and weight must be in metric; English equivalents may be provided in parentheses, but are not required, e.g.,

  The village is located 3 km (1.9 mi) from the mouth of the river.

  The basket measures 18 cm in diameter.

• Leave a space between the number and the unit of measure.

• No periods are necessary after a unit of measure.

• Illustrations of artifacts and museum objects should include a scale when possible; dimensions may also be included in the caption.

Dates

• No periods in AD, BC, or BP.

• AD appears before a date, i.e., AD 1532.

• BC appears after the date, i.e., 62 BC.
Native Place and Proper Names

AJA encourages the use and accurate rendering of Native place and proper names. Native place and proper names should be italicized when spelled in accordance with current, accepted orthographies. Authors must identify the relevant orthographies or Native language dictionaries on which the spellings are based.

When an English equivalent exists for a Native place name it should be presented in parentheses following the Native name: e.g., Cingigglag (Cape Mendenhall); Sasluugu’ (Suslota); Iqalligvik (Dogfish Village); Sįnįk (Elephant Point).

Native proper names with English correlates may be presented in either of the following ways, as long as the usage is consistent within the manuscript:

   Frieda Roberts (Imguuq)
   Amos Apuqiña Hawley

Scientific Names

In general, scientific names should be included whenever a common name is used, except in extensive lists. Genus and species names are always italicized. Do not italicize sp., spp., cf., or family names.

Examples:

   The following species dominate the Tongass Forest: Sitka spruce (Picea sitchensis), Western hemlock (Tsuga heterophylla), and red cedar (Thuja plicata).

   Several species of willow (Salix spp.) are found on the North Slope.

   King salmon is a member of the genus Oncorhynchus in the family Salmonidae.

Capitalize only proper names in the common names of species, i.e., Sitka spruce, Stellar’s jay, Arctic char, but king salmon, white spruce, sunburst lichen.

Radiocarbon Dates

When radiocarbon dates are reported for the first time, the following information must be included:

- uncalibrated age in radiocarbon years BP (RCYBP);
- one-sigma (σ) standard error as reported by the lab;
- sample identification number provided by the lab;
- material dated (wood, marine mammal bone, charcoal, etc.);
- δ13C value if the sample was corrected for isotope fractionation.

In-Text Example: 3680 ± 60 RCYBP (Beta-20375; wood charcoal; δ13C = −22.2‰)
When discussing calibrated dates in the text, use either cal BP or cal AD / cal BC, for example:

- cal AD 1220–1310
- 3500–3200 cal BP

When listing calibrated dates or dates previously reported, include:

- the uncalibrated age;
- the calibrated date;
- the calibration curve used;
- the calibration program and version used;
- citation to the source, which should be included in the References.

If multiple dates are reported, presentation in tabular form is recommended as follows:

**Table 1. Radiocarbon dates.**

<table>
<thead>
<tr>
<th>Lab Identification</th>
<th>Uncalibrated RCYBP (1σ)</th>
<th>Calibrated Date (2σ)</th>
<th>Material</th>
<th>$\delta^{13}$C Value (‰)</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beta-173868</td>
<td>260 ± 40</td>
<td>cal AD 1491–1681</td>
<td>Salix charcoal</td>
<td>–24.7</td>
<td>Mason 2012</td>
</tr>
<tr>
<td>Beta-174355</td>
<td>1340 ± 70</td>
<td>cal AD 991–1223</td>
<td>seal bone</td>
<td>–13.3</td>
<td>Mason 2012</td>
</tr>
</tbody>
</table>

Calibrated with Calib 7.1 using the IntCal13 or Marine13 curves.
In-Text Citations

AJA uses Chicago-style in-text citations, as follows:

For one author:  (Nadasdy 1999)  or  Nadasdy (1999)

Two authors:    (Heffner and Heffner 2012)  or  Heffner and Heffner (2012)

Three or more:  (Stuiver et al. 2004)  or  Stuiver et al. (2004)

• Citations should appear in alphabetical order.
• Use commas to separate multiple citations to the same author, e.g. (VanStone 1967, 1978).
• Use semi-colons to separate citations to multiple authors.
• When citing two or more publications by the same author in the same year, use “a” or “b” to distinguish between them, e.g. (Potter 2014a, 2014b)

Examples:  (Elias 2003; Oswalt 1955; Tremayne et al. 2014)
                     (Casperson 2012; Schaaf 2009; Steffian and Saltonstall 2009)

• When reproducing quotations, even very short ones, a page citation must be provided, for example:  (Larsen and Rainey 1948:26–27)
• Note there is no space between the colon and the page number.
• Use full page ranges, e.g., (Arutiunov and Sergeev 2006:21–24)  not  2006:21-4
• Works that have been accepted for publication, but have not yet been published, may be cited using either “in press” if proof pages have been generated or “forthcoming” if no proofs are available. For example:  (Fienup-Riordan 2013; Pratt, in press) or  (Rogers et al. 2014; Tremayne, forthcoming)
• When citing reprints of historical works, include the original publication date in brackets the first instance the work is cited, followed by the date of the reprint. For example:

thereafter:  (Nelson 1983:428)

• Cite figures, plates, tables, and appendices using lowercase, for example:

(Mooney et al. 2012:table 1)
(Laugrand and Oosten 2015:fig. 6.1)
(Hoffecker et al. 2012:figs. 9, 10)

• Uppercase “Figure” and “Table” refer only to illustrations submitted by the author for publication, not to cited materials.

• Cite an endnote or footnote using the page number, an italicized n (for “note”), followed by the note number, e.g. (Sheppard 1998:161n2).
• Cite personal communications using the full name of the informant and the date of the communication, e.g. (Alison Smith, pers. comm. 21 January 2011). Personal communications do not appear in the list of references.

References

Submissions for peer review may follow any anthropological style for in-text citation and references. However, once a manuscript has been accepted for publication, authors must adhere to the following guidelines for preparation of References and final submission of captions and illustrations.

Submissions ignoring AJA formatting guidelines will be returned to the author for correction before copyediting begins.

• Every source cited in the text or tables of the manuscript must have a complete reference.

• List references in alphabetical order. Arrange multiple references by the same author in ascending chronological order (the earliest reference should come first).

• References should include first names of authors whenever possible. The editors are aware that many scientific publications do not include authors’ first names. If a reference is published using only an author’s initials, it is appropriate to use that form in the References.

• Use an “a” or “b” to identify multiple publications by the same author in the same year.

• Include appropriate accent or diacritical marks for Tlingit, French, Spanish, German, Icelandic, etc., e.g., Études / Inuit / Studies

BOOK

• Include complete title and subtitle; italicize title.

• Retain foreign-language formatting as appropriate, including capitalization and accent marks.

Burch, Ernest S.

Kari, James, and James A. Fall

Krupnik, Igor, and Michael Chlenov
EDITED VOLUME

Fienup-Riordan, Ann, editor

Anderson, David G., Robert P. Wishart, and Virginie Vaté, editors

CHAPTER IN AN EDITED VOLUME

Barr, Gideon K.

de Laguna, Frederica

TRANSLATED BOOK

Rasmussen, Knud
1936  The Eagle's Gift: Alaska Eskimo Tales. Translated by Isobel Hutchinson. Doubleday, Doran and Co., Garden City, NJ.

REPRINT

• Include the date of original publication in brackets.

Jochelson, Waldemar

Nelson, Edward W.
[1899] 1983  The Eskimo about Bering Strait. Smithsonian Institution Press, Washington, DC.

TITLED VOLUME OR MONOGRAPH IN A SERIES

• Italicize title of volume, not the name of the series.

Clark, Donald W.

Dumond, Don E.
1998  The Hillside Site St. Lawrence Island Alaska: An Examination of Collections from the 1930s. Anthropological Papers of the University of Oregon, no. 55. Department of Anthropology, University of Oregon, Eugene, OR.
Griffin, Dennis G.

Reckord, Holly

VanStone, James W.

JOURNAL ARTICLES

- Always include both volume and issue, even for journals that are continuously paginated.
- Italicize journal name.
- When journal articles have more than three authors, list the first three authors followed by “et al.”
- Retain capitalization of foreign-language works (e.g., use sentence-style capitalization for works in French).

Cruikshank, Julie

Ganley, Matt L., and Polly C. Wheeler

Goebel, Ted, Sergei B. Slobodin, and Michael R. Waters

Saladin d’Anglure, Bernard


WORKS WITH TITLES IN TWO DIFFERENT LANGUAGES

- Separate titles with a slash mark.

Fienup-Riordan, Ann
Laugrand, Frédéric, and Jarich Oosten, editors
2007  La Nature des esprits dans les cosmologies autochtones / Nature of Spirits in Aboriginal Cosmologies. Presses de l'Université Laval, Université Laval, QC.

STATE OR FEDERAL AGENCY REPORT

Allen, Henry T.

Ellanna, Linda J., and George K. Sherrod

Paige, Amy W., Cheryl L. Scott, David B. Andersen, et al.
1996  Subsistence Use of Birds in the Bering Strait Region, Alaska. Technical Paper no. 239, Division of Subsistence, Alaska Department of Fish and Game, Juneau.

THESIS OR DISSERTATION

• Do not italicize title.
• Include the name of the department, university, and location.

Jensen, Anne M.

Blumer, Reto

UNPUBLISHED MANUSCRIPT

Netsvetov, Iakov
n.d.  Russian–Atkan Aleut vocabulary. Ms. on file, Alaska Russian Orthodox Church Collection, Manuscript Division, Library of Congress, Washington, DC.

INTERVIEW

• Include date and location of interview.
• Include format referenced (i.e., tape, digital file, transcript).
• Include language of interview, if not English.
• Include name of interviewer.
• Include name of translator and/or transcriber.
• Include name of collection, accession number, and archive or repository, if interview is archived.
• If the interview has not been archived, indicate “in possession of author.”
Friday, Joe
1983    Tape recorded oral history account in Yup’ik. Jim Kurtz, interviewer; Leo Moses, interpreter. 2 July, Chevak, Alaska. Tape 83VAK023. ANCSA 14(h)(1) Collection, Bureau of Indian Affairs, ANCSA Office, Anchorage.

Kutylina, Luba

WEBSITES

• Disable hyperlinks.
• Not necessary to include access dates.
• Do not use any punctuation at the end of the reference.

Lethbridge, Emily
2015    Icelandic Saga Map Project. Online at: http://sagamap.hi.is/is/

Register, Rhett
2011    Place Names Link Birds and King Island Culture. Terra (online magazine), Oregon State University, Corvallis. Online at: http://oregonstate.edu/terra/2011/05/place-names-link-birds-and-king-island-culture/

Figures

Figures are maps, photographs, archaeological plan or profile views, line drawings, and graphs.

• Every figure must be numbered sequentially both in the text and in the file name;
• Each figure must be saved as a separate file, named like this:   LastName_Fig number
  For example: Smith_Fig 02.tif
• Every figure must be called out at least once in the text; there are two ways of doing this:
  Authors may use parentheses, as in:   Site location is shown on the map (Fig. 1).
  Alternatively, authors may identify the figure in the sentence text, e.g.,

  “The harpoon head illustrated in Figure 5 is made of walrus ivory.”

• Note that the word “Figure” is capitalized and spelled out in the sentence. In the parenthetical reference, the word “Figure” is abbreviated “Fig.” or “Figs.”
• Illustrations of ethnographic and archaeological objects should include scales. When a scale is not included, the dimensions of the object must be specified in the caption.
• Maps and archaeological plan views must include north arrows.
Captions

• Every figure must have a caption;

• Captions should be saved to a separate text file when submitting the final version of an accepted manuscript.

If a manuscript is being submitted for peer-review, captions may accompany the illustrations when embedded in the text. If illustrations are submitted as a separate PDF, captions should appear either as the first page of the PDF or in association with each illustration.

Captions must include complete credit information, including:

• Source of image (e.g., name of museum, archive, library); collection name; and catalog or accession number.

• Name of photographer, graphic artist, cartographer, illustrator, etc. “Photographer unknown” is acceptable in cases of historic photos.

Copies (PDFs) of permission forms must accompany illustrations for which the author does not hold copyright.

Photographs and Grayscale Images

• TIFF format;
• Minimum of 5 inches on longest side;
• Minimum of 300 dpi at 5 inches;
• Saved grayscale (unless the image will be used for the cover or a color insert) (under “mode” in PhotoShop)

Line Art and Maps

• TIFF or vector format (e.g., EPS);
• Minimum of 5 inches on longest side;
• Minimum of 1200 dpi at 5 inches;
• Save grayscale (unless the image will be used for the cover or a color insert) (under “mode” in PhotoShop)

• For more information on digital images, resolution, and dpi, see “Preparing Images,” an excellent guide in PDF format produced by the University of Michigan Library.

Tables

• Every table must be numbered sequentially in the text;

• Every table must have a title;

• Tables may have captions;
• Every table must be called out at least once in the text, either in parentheses (Table 1) or as part of the sentence text, e.g., “The five carbon dates obtained from the site are listed in Table 4.”

• Tables should be submitted in Excel file format or using the Word “Table” function.

• Multiple tables may be submitted in a single Excel file; use a different tab for each table.
Author Checklist

Congratulations! Your manuscript has been accepted for publication.

Please go through this list carefully before you submit the final version of your manuscript. Failure to follow these guidelines will increase the time it takes to copyedit your manuscript and possibly delay publication.

- converted automatically formatted references to plain text (i.e., Endnote)
- converted automatic endnotes to plain text
- called out note numbers in the text using angled brackets, like this: <2>
- called out in the text every table or figure, like this: (Table 1) or (Figs. 2, 3)
- included acknowledgements (be generous in remembering those who have assisted you or provided funding)
- double-checked that every source cited in the text is listed in the References, and that every source listed in the References is cited in text
- used “a” or “b” to identify multiple publications by the same author in the same year
- disabled all hyperlinks in email addresses and in references to websites
- double-checked access to all URLs listed in references

If your manuscript includes figures, make sure you:

- deleted all figures from the text file; no figures should be embedded in the text (tables are okay).
- saved each figure as a separate, high-resolution file
- double-checked that all figures are large enough for print publication (minimum of 5 inches on longest side at 300 dpi) (see instructions for figure submission for more detailed information)