

Anthropological Review

official journal of the Polish Anthropological Society (PTA)

Guidelines for authors

General

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Readers

Although this journal is primarily directed at academics, students and PhD students, it is also beneficial for experts in other fields interested in utilising modern biology in applied science and for practical pursuits in life.

Editorial office address

Institute of Anthropology, Adam Mickiewicz University, Umultowska 89, PL 61-614 Poznań, tel: +48 618295759, fax: +48 618295730, Skype: anthrev, E-mail: anthrev@amu.edu.pl Journal website: http://www.ptantropologiczne.pl

Contact

Prof. dr hab. Maria Kaczmarek, Department of Human Developmental Biology, Institute of Anthropology, Adam Mickiewicz University, Umultowska 89, PL 61-614 Poznań, tel: +48 618295759, fax: +48 618295730, Skype: anthrev, E-mail: anthrev@amu.edu.pl

Dr Magdalena Durda, Department of Human Developmental Biology, Institute of Anthropology, Adam Mickiewicz University, Umultowska 89, PL 61-614 Poznań, tel: +48 618295709, fax: +48 618295730, Skype: anthrev, E-mail: anthrev@amu.edu.pl

Manuscript submission

Subject matter and text categories

- physical (biological) anthropology and all relevant biological and medical topics in biological anthropology, bio-archaeology and clinical anthropology, specifically on human auxology, ageing and senescence in both living and past populations; genetic determinants and environmental (geographic, socio-economic, nutritional and other lifestyle behaviours) factors contributing to variation in human physique and health status; health-related quality of life; human reproductive ecology; human evolutionary behaviour; microevolutionary changes such as secular trends in physical growth and maturation; methodological and methodical issues of biological anthropology; the application of concepts from the field of biological anthropology to clinical settings.
- articles developed at the request of the Editors, original experimental studies, metaanalyses, overviews, reviews of literature and short notes on preliminary findings, case studies, opinions and recommendations regarding issues relevant in the disciplines concerned and also book reviews. Our chronicle has been moved to the PTA bulletin.

Declarations

papers delivered for publication should include:

- contributions from individual authors., These contain information on the authors of the concept, assumptions, and the methods and study protocol used in development of the publication. The submitting author assumes major responsibility for this. The Editors, pursuant to the applicable law, are obliged to document any cases of scientific malpractice (ghostwriting and guest authorship), including to report them to relevant authorities [see: "Dobre praktyki w procedurach recenzencyjnych w nauce" (Good Practice in Review Procedures in Science), Ministry of Science and Higher Education, Warsaw 2011; available at: www.ptantropologiczne.pl tab: Anthropological Review]
- the financial disclosure must include the source and manner of research financing, and the role of sponsors and financing institutions in article content.
- any conflict of interest,
- a statement that the paper has not been previously published or concurrently submitted to an editorial office of another journal, and also that it is approved by all authors and the institutions where it was developed.

Submitting manuscripts

Manuscripts in English must be sent by email to anthrev@amu.edu.pl; each submission must be accompanied by a covering letter containing the aforementioned statements signed by the submitting author and sent by fax or mail (this letter template can be downloaded from www.ptantropologiczne.pl, tab: Anthropological Review).

The authors are responsible for all article content, for the accuracy of their quotes and for reference adequacy. Authors must submit their manuscripts in a proper form, consistent with the guidelines and correctly translated. Articles that do not meet the conditions specified in the "guidelines for authors" will not be accepted for further procedure. However, a corrected version may be resubmitted. The submitting author will receive confirmation that the article has been accepted for evaluation; together with instructions on future procedural stages.

Preliminarily accepted articles are subject to evaluation by two anonymous reviewers and, where appropriate, by the Statistical Advisor. Here, the principle of double-blind reviewing is applied with concealed names for both authors and reviewers. The reviews and the Editors' comments will be sent to the correspondent's email address in PDF format.

Authors' revised articles must be submitted in PDF format before the Editor's deadline. The corrected version will be re-evaluated where necessary, and the author will be advised whether the article has been accepted for publication. The form and rules of our reviews are available in the journal tab on the PTA website.

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Authors will receive copies of their articles in pdf format. Further; authors are not entitled to royalties.

Preparation of manuscript

General comments

Material submitted for publication must be written in English, American spelling, according to style guidelines of the Council of Biological Editors (CBE) *Scientific Style and Format* (6th edition as updated after 2006). It must be sent in electronic form in Microsoft Word format (as doc or rtf), and the pages must have 2.5 cm margins with the text written in Times New Roman 12p. The format must also have 1.5 line intervals, be unjustified and have no indentations or bold type.

Texts of original papers or short notes must have the following layout: 1) title page; 2) abstract; 3) keywords; 4) introduction; 5) material and methods; 6) results; 7) discussion; 8) acknowledgements; 9) references; 10) tables; 11) figures legends and 12) figures.

Overviews must have the following layout: 1) title page; 2) abstract; 3) keywords; 4) particular aspects of the issues discussed under their title headings; 6) results; 7) discussion; 8) acknowledgements and 9) references.

Original papers should not be longer than 25 pages (including references); tables and figures excluded. Although the limit for overview articles is 45 pages, this maximum may be extended in well justified cases.

Title page

Page one should contain the following contents, in separate lines and in the following order: 1) title; 2) authors' full names; 3) names of the institutions where the authors work – from the lowest level (laboratory, department, chair) to the highest (institute, university); 4) the correspondent's full name, address, phone and fax number and email address and 5) a running title of up to 50 characters: counting the spaces between words.

Abstract and keywords

The abstract of up to 300 words must be on a separate page, and structured to contain the introduction, study aim, material and methods and results and conclusion.

Keywords in the form of index items (3-10 words) should be placed under the abstract without repeating words contained in the title.

Text

The text should be written in Word using Times New Roman 12p. with line intervals of 1.5, unjustified and without indentations or bold formatting. Abbreviations must be defined at first use in the text. Measurement results must be in SI units with statistical methods described in detail at the end of the methodology section.

References

- 1. In general we do not accept reference to unpublished or papers that are "in press".
- 2. References quoted in the text.
- a) when an author is quoted directly, the year of publication must be given after the name in round brackets.

 This view has been supported in the work of Tanner (1962).
- b) when quoting a specific fragment of a paper, the fragment's text page-numbers must be given

Sisk and Foster (2004:1145-46) claim that neuroscientists have made enormous progress recently.

c) when reference is made to a paper or study without giving the author's name, the author's surname and year of publication must be placed in an appropriate part of the sentence or at the end: both the name and year of publication in round brackets are required

The 4-5 year variation in age at onset of puberty is a physiological peculiarity of the human species (Tanner 1962).

- d) when more than one author is quoted , the reference must be as follows Smith (2006) and Jones (2008) have both shown ...
- e) when reference is made to a paper or study by many authors without giving their names, their surnames must be placed in an appropriate part of the text in chronological order Recent research (Collins 1998; Brown 2001; Davies 2008) shows that...
- f) when reference is made to only two authors, their names must be given as in the examples below

Sisk and Foster (2008) in their recent research paper found ...

Recent research (Collins 1998; Brown 2001; Davies 2008) shows that...

when there are more than three authors, the reference must be as follows

Green et al. (2005) found that the majority ...

Recent research (Green et al. 2005) has found that the majority of ...

g) when reference is made to papers by the same author published in different years, these must be quoted in chronological order: from earliest to most recent

as suggested by Patel (2002; 2004) who found that ... research in the nineties (Patel 2002; 2004) found that ...

h) when reference is made to papers by the same author in the same year, their chronological order must be marked with letters of the alphabet

Earlier research by Dunn (2003a) found that...but later research suggested again by Dunn (2003b) that ...

i) when reference is made to studies published by societies or government agencies such as the World Health Organisation, abbreviations are acceptable.

World Health Organisation (WHO) has shown that ... More recently the WHO (2008) has issued guidelines ...

j) quotes from publications must be in inverted commas as shown below

the author states that "......" or the author writes that "......"

Sisk and Foster (2004:1145-46) have claimed that "Neuroscientists have made enormous strides in calling attention to the role of the brain in reproductive maturation". **or** "Neuroscientists have made enormous strides in calling attention to the role of the brain in reproductive maturation". (Sisk and Foster 2004:1145-46)

k) quoting secondary sources is acceptable as follows

directly: Research recently carried out in the Greater Manchester area by Brown (1966 cited in Bassett 1986:142) found that ...

indirectly: (Brown 1966 cited in Bassett 1986:142)
Bellamy (1990) as cited in Sheppard (1994) suggests that ...

3. A reference index containing exclusively the authors quoted in the article must be placed at the end of the text; on a separate page, with the authors' names in alphabetical order.

Each reference item should be written on a new line and contain the following information in the following order: 1) Author names and initials (if there are more than six; "et al". is placed after the sixth), no spaces are to be left between the author's initials; 2) date of publication 3) full title; 4) abbreviated name of the publishing house according to *Index Medicus* rules with no full stops; or the full name where the journal is not included in this database; 5) volume and issue in brackets, with the first and last page numbers. Here, the "hundred-numbers" are not repeated; as in 238-45.

When quoting manuals or monographs, the following must be supplied: the authors' surnames and initials, the publication date, text title or quoted chapter, editors' surnames and initials, book title, publication place, publisher's name, page numbers in the quoted chapter, with figures denoting "hundreds" not repeated; as in 238-45.

The method of quoting references and the font type and punctuation must be precisely as in the following examples:

a) book

Tanner JM. 1962. Growth and Adolescence. 2nd edition. Oxford: Blackwell Scientific Publications.

Malina RM, Bouchard C. 1991. Growth, Maturation, and Physical Activity. Champagne, IL: Human Kinetics Press.

Barker R, Kirk J, Munday RJ. 1988. Narrative analysis. 3rd edition. Bloomington: Indiana University Press.

edited by

Keene E editor. 1988. Natural language. Cambridge: University of Cambridge Press.

Silverman DF, Propp KK editors. 1990. The active interview. Beverly Hills, CA: Sage.

Allouche J editor. 2006. Corporate social responsibility, Volume 1: concepts, accountability and reporting. Basingstoke: Palgrave Macmillan.

papers by the same author published in the same year should be marked with letters of the alphabet Soros G.1966a. The road to serfdom. Chicago: University of Chicago Press.

Soros G.1966b. Beyond the road to serfdom. Chicago: University of Chicago Press.

translations

Constant P. 2008. Private property. Translated by Miller M and Grenaudire-Klijn F. 2012. New York: Prometheus Books.

e-book and pdf

Fishman R. 2005. The rise and fall of suburbia. [e-book] Chester: Castle Press. Available through: Anglia Ruskin University Library website http://libweb.anglia.ac.uk [Accessed 6 July 2011].

Carlsen J, Charters S editors. 2007. Global wine tourism. [e-book] Wallingford: CABI Pub. Available through: Anglia Ruskin University Library website www.libweb.anglia.ac.uk [Accessed 9 June 2011].

Department of Health, 2008. Health inequalities: progress and next steps. [pdf] London: Department of Health. Available at: http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/ PolicyAndGuidance/DH_085307 [Accessed 9 July 2011].

b) from a chapter in a book

Tanner JM. 1989. Hormonal, genetic, and environmental factors controlling growth. In: GA Harrison, JM Tanner, DR Pilbeam and PT Baker, editors. Human Biology. An Introduction to human Evolution, Variation, Growth, and Adaptability. 3rd edition. Oxford, New York, Tokyo: Oxford University Press. 377-95.

Alsaker FD. 1995. Timing of puberty and reactions to pubertal changes. In: M Rutter, editor. Psychosocial Disturbances in Young People. Challenges of Prevention. Cambridge: Cambridge University Press. 37-82.

b) article

Archer J. 2006. Testosterone and human aggression: an evaluation of the challenge hypothesis. Neurosci Biobehav R 30:319-45.

Arlt W, Martens JW, Song M, Wang JT, Auchus RJ, Miller WL. 2002. Molecular evolution of adrenarche: structural and functional analysis of p450c17 from four primate species. Endocrinol 143:4665-72.

Sørensen K, Aksglaede L, Petersen J, Juul A. 2010. Recent changes in pubertal timing in healthy Danish boys: associations with body mass index. J Clin Endocr Metab 95(1):263-70.

Tables

Tables must be numbered in Arabic numerals (not Roman numerals) and marked in the text: Table 1, Table 2, with their intended location clearly indicated (as in; Table 1, insert here). They must be in Times New Roman 12p, with intervals of 1 line and each in a separate file. The caption title above the table must refer to its content. No vertical lines (except for column heading separation lines and the table closure line) or horizontal lines, must be used. All abbreviations in the table must be defined below it.

Figures

Figures with Arabic numerals and marked in the text: Figure 1, Figure 2, with their intended location clearly indicated (as in; Figure 1, insert here), should be of the best possible quality, with each one saved in a separate file using dr, tif, jpg, bmp or eps formats. Photos should have 300 dpi.resolution, and poor quality figures and photos will not be accepted. In addition, figure legends must be on a separate page.

Acknowledgements

Information on financial support sources, including the research project number, the finance source and tributes to persons who have made a considerable contribution to the paper's development, but insufficient to be listed as authors, must be acknowledged before the reference section.

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