

Taylor & Francis Style No. 1

(single column, ranged left)

Journal title and acronym	Anthropology Southern Africa (RASA)
Trim size	B5
Catchline	<i>Journal Title</i> Vol. X, No. X, Month 2007, 1–3 top of page 1, ranged left
Footline	ISSN 0950-3110 print/ISSN 1473-348X online © 2013 Taylor & Francis http://dx.doi.org/10.1080/XXXXXXXXXXXXXXXXXXXX http://www.tandfonline.com (live link) bottom of page 1, ranged left
Running heads	(<i>verso</i>) <i>J. Smith and P. Jones</i> or <i>J. Smith et al.</i> if 3 or more authors. If J.B. Smith then initials are closed up (<i>recto</i>) <i>Journal Title</i> position left and right of pages
Logo	Routledge position top right
Title	First letter capitalized: no capital after colon ranged left
Authors	An Author and Another Author (initials closed up if J.B. Smith) ranged left
Affiliation	^a <i>Department, University, City, Country + any extra information given by the authors</i> (e.g. street address, postcode, zip code); ^b <i>Department, University, City, Country + any extra information given by the authors</i> (e.g. street address, postcode, zip code). ranged left If there is only one author, and he or she has two or more affiliations, there is no need to insert superscript letters – simply separate the affiliations by a semi-colon.
Received dates	No
Abstract	Text smaller, indented both sides ranged left
Keywords	Keywords: word; another word; lower case except names Position aligned with abstract, same size as abstract
Correspondence details	Given as footnote on page 1* *Corresponding author. Email: xxxxxxx ranged left, no indent. Postal address not needed. If there is only one author, use *Email: xxxxxxx Email address in lower case
Headings	A. Bold initial cap only B. <i>Bold italic initial cap only</i> C. <i>Italic initial cap only</i> D. <i>Italic initial cap only</i> . Text runs on All ranged left, numbers to be included if supplied, no indent below.
Paragraphs	Indented, except under heading. Don't impose an indent on a flush first line following an indented quote (that is, don't transform what is a continuation of a paragraph into a new paragraph). Follow the authors here. If the paragraph indentation isn't clear from the MS (i.e. if no new paragraphs are indented), ask the authors to check that the paragraphs are set ok in the proofs).
Tables	(Table 1) in text. Table 1. Title initial cap only. (ranged left above table) Note: This is a note. (ranged left under table) Where tables run on to a second page insert (<i>continued</i>) bottom right of table (including where table is landscape. Subsequent continued

	table pages use continued rather than full title e.g. Table 3. (<i>Continued</i>). Please include column/row headings where necessary. Subheadings in table/figures should appear in sentence case without punctuation.
Figures	(Figure 1) in text. Figure 1. Caption initial cap only. (ranged left under figure) Please follow caption style where possible: Figure 1. Title of figure, Date. Description of figure. Copyright, source if necessary. See Figure 1(a) and 1(b), Figure 1(a)–(d) or see Figures 1 and 2 (note singular use of Figure in the first example). Note: This is a note. (ranged left under figure). Captions should form run-on lines.
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Lists	(1) for numbered lists Bullets if wanted
Equations	Equation (1) in text Centred
Acknowledgements	A heading. Goes before Notes, Notes on contributors and References. Text smaller
Funding	A heading. Goes after Acknowledgements Text smaller Funding agency written out in full. Grant number in square brackets. Multiple grant numbers separated by comma and space. Agencies separated by semi-colon, e.g. This work was supported by the Wellcome Trust [grant number xxx]. This work was supported by the Wellcome Trust [grant number xxx], [grant number xxx]; Cancer Research UK [grant number xxx]; another funder [grant number xxx].
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Dashes	<p>Spaced en rules for parenthetical dashes</p> <p>Use en rule between spans of numbers (e.g. 20–40), including page numbers in references.</p> <p>Be aware that there is a difference between hyphenation and short and long dashes. In general: use hyphens (-) to join words or numbers with words; use en-dashes (–) for number ranges; and use em-dashes (—) for emphasis or balance, as shown in the following samples:</p> <p>Hyphenation: powerful human-rights-based arguments; long-term impacts; one-fourth; semi-urban areas; a 20-item screening instrument.</p> <p>En-dash [keystroke: Ctrl+Num-]: in the age group 18–24 years; 24–49-year-olds; pp. 61–64; 2–5 days.</p> <p>Em-dash [keystroke: Alt+Ctrl+Num-]: E-health — the application of information and communications technologies in the healthcare sector — is fast developing worldwide.</p>
Numbers and units	<p>Numbers: spell out one to nine, then 10, 1000, 10,000. Spell out</p>

	<p>again after 1 million. Where numbers in the same sentence fall above and below 10, use figures for both (e.g. between the ages of 9 and 15). 10% (except at start of sentence) Always use figures before abbreviations, e.g. 5 kg, 6%. Units: follow author. Full expansion: pp. 123–124 First to ninth spelt out in full. Change 22nd to 22nd, and so on. If ordinals above and below nine occur in the same sentence, use figures for both (e.g. The runners who came in 2nd and 14th place were both women). Monetary amounts: £10.00, \$30.00, €50.00 or AU\$61.90.</p>
<p>Dates</p>	<p>October 4, 2005 in the twenty-first century in the 1970s 1981–1983 The nineteenth century was ... Nineteenth-century art ... mid-seventeenth century 9:30 am, 10 pm</p>
<p>Interior contents page</p>	<p>JOURNAL TITLE Volume 100 Number 1 December 2007 logo Issue editor:</p> <hr/> <p>CONTENTS</p> <p>Symposium: Title of symposium Introduction <i>Author, Author and Author</i></p> <p>Title of article <i>Author, Author and Author</i></p> <p>General Articles</p> <p>Title of article <i>Author, Author and Author</i></p> <p>Book Reviews</p> <p>Book Author, <i>Book title: this is the title of the book</i> <i>Reviewer name</i></p> <p>All ranged left, page numbers ranged right</p>
<p>Back cover contents page</p>	<p>Volume 100 Number 1 December 2007</p> <p>Issue editor:</p> <p>Contents</p> <p>Symposium: Title of symposium Guest edited and introduced by Anne Other and including contributions by Author, Author and Author</p> <p>General Articles</p> <p>Title of article</p>

	<p><i>Author, Author and Author</i></p> <p>Book Reviews</p> <p>Book Author, <i>Book title: this is the title of the book</i> <i>Reviewer name</i></p>
Editorial	<p>Editorial (as title) If editorial has a title, use EDITORIAL (section heading) Title of editorial</p> <p style="text-align: right;">Editor Name <i>Affiliation if wanted</i></p>
Book reviews	<p>BOOK REVIEWS (as section heading) Book title: all bold, by Author and Author /edited by Author, Cambridge, Harvard University Press, 2003, xliii + 584 pp., US\$28.95 (paperback), ISBN 0-95-445440-6</p> <p style="text-align: right;">Reviewer's Name <i>Affiliation</i> <i>Email</i> © year, Reviewer Name</p> <p>References go before reviewer details Next review follows after a space No copyright line on first page of reviews</p>
Volume contents and index	<p>Author index (as title) Author index set double-column</p>
Erratum	<p>Erratum (as title) Include catchline and article title of original text.</p>
Obituary	<p>OBITUARY (section heading) Name and dates if given (as title)</p> <p style="text-align: right;">Author Name <i>Affiliation</i> <i>Email</i></p>
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