

## Formal Guidelines for articles submitted to the ZfE/*Zeitschrift für Ethnologie*

The guidelines are to be observed in all contributions, and authors are responsible for ensuring that this is the case. The Word files must be checked and edited according to the citation guidelines before they are submitted for pagination. If the formal guidelines are not observed the editors reserve the right to refuse the publication of the respective contribution.

### Guidelines for Contributors

1. All manuscripts should be submitted to the editors of the journal, please write to: zfe@posteo.de
2. The editors welcome original articles of up to 8.000 words, reviews of up to 1.000 words, in German or in English. The submitted articles should not be under consideration elsewhere.
3. Articles should be formatted as 1 1/2 space with a 3 cm margin on all sides. Submissions should be sent as an e-mail attachment in MS Word format. Please avoid underlining as far as possible. Foreign words should be italicized. Articles should be accompanied by English abstracts of not more than 200 words.
4. References within the text should be cited in the following form: (Best 1924:184). Footnotes should be kept to a minimum and must be numbered consecutively throughout the text. Any figure captions should be listed on a separate sheet. On a further sheet complete references to all works cited must be provided, arranged in alphabetical and calendrical order, as in the following examples:
  - Best, Elsdon 1924: *The Maori*, Vol. 1. Wellington: Polynesian Society.
  - Firth, Raymond 1936: *We, the Tikopia*. London: George Allen and Unwin.
  - Firth, Raymond 1940: The analysis of *mana*: An empirical approach. *Journal of the Polynesian Society* 49:483 – 510.
  - Howard, Alan; Kirckpatrick, John 1989: Social organization. In: A. Howard and R. Borofsky (eds.), *Developments in Polynesian Ethnology*. Honolulu: University of Hawaii Press, pp. 47 – 94.
  - Tables, maps and illustrations should be on separate page, numbered and with headings. Indicate in the text where they should appear.
5. All articles will be submitted to referees by the editors. Responsibility for opinions published remains with the authors.
6. When articles have been accepted in their final form, they should be submitted for publication as an e-mail attachment. Please keep formatting and the use of tabs and spaces to a minimum. Authors will receive proofs for correction, which must be returned within ten days of receipt to the publisher. For personal use, authors will receive a free electronic offprint in PDF-format. Subsequently, unless the author is willing to bear the additional expenses, we will be unable to pay regard to later text alterations deviating from the manuscript.