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# Instructions for Contributors

Human Biology Editors

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## Instructions for Contributors

### **Keywords**

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## EDITORIAL FOCUS

*Human Biology* publishes original scientific articles, brief communications, letters to the editor, and review articles on the general topic of biological anthropology. Our main focus is understanding human biological variation and human evolution through a broad range of approaches. Two new sections have been added to the journal: "Resources" and "Media Response."

*Human Biology* is the official publication of the American Association of Anthropological Genetics (AAAG) (<http://anthgen.org>), an educational and scientific organization founded in 1994. AAAG aims to promote the study of anthropological genetics, as this field is broadly defined, to facilitate communication between individuals engaged in the study of anthropological genetics and to foster cooperation among anthropological geneticists.

We encourage investigators to submit any study on human biological diversity presented from an evolutionary or anthropological perspective. Priority will be given to interdisciplinary studies that seek to better explain the interaction between cultural processes and biological processes in our evolution. Methodological papers are also encouraged. Any computational approach intended to summarize cultural variation is encouraged. Studies that are essentially descriptive or concern only a limited geographic area are acceptable only when they have a wider relevance to understanding human biological variation.

Manuscripts may cover any of the following disciplines, once the anthropological focus is apparent: quantitative, evolutionary, and population genetics and genomics; ancient DNA studies and paleogenomics; demography and genetic epidemiology; and ethical and social implications of human and genetic research.

## SUBMITTING A MANUSCRIPT

Manuscripts should be submitted via the *Human Biology* Digital Commons site, <http://digitalcommons.wayne.edu/humbiol/>. To begin the submission process, click on the "Submit Article" link on the left-hand side of the main page.

Submissions should consist of a "cover letter" to the executive editors (Ripan S. Malhi and Brian M. Kemp) and a single Word or PDF file. If you submit a PDF as the original submission, a Microsoft Word document will be required for the final revised manuscripts.

## EDITORIAL PROCESS

All submitted articles go through a two-stage review. A first selection (prereview) is made by the editors on the basis of the abstract only. Manuscripts that are not within the focus of the journal or that are otherwise inappropriate will be rejected at this stage; otherwise, manuscripts are forwarded to researchers familiar with the particular subject area for a specialized review. After a paper is reviewed, it is returned to the author for revisions (if necessary) or rejected. Authors

whose papers are accepted will need to sign a copyright transfer agreement. We cannot publish papers without the signed form. Once a paper has been accepted and an issue assigned, it will be copyedited according to the style of the journal, which incorporates elements of style from various standard style manuals (e.g., *Chicago Manual of Style*). The journal reserves the right to charge authors for part of the costs involved in publishing long articles or those containing much tabular material. Authors will receive page proof, which they are to proofread carefully and return promptly.

## MANUSCRIPT ORGANIZATION

**GENERAL.** Authors should submit their revised manuscript as a Microsoft Word document. The manuscript should be double-spaced throughout, including the author affiliations, the Literature Cited, the figure captions, and the tables. The article should follow the style of *Human Biology* and should be written concisely.

The manuscript should be organized as follows. The first page should be a title page, including the title of the paper, authors' names, complete authors' affiliations, and key words.

The second page should contain the abstract of the paper (500 words maximum). The abstract should give a summary of the article and not be merely descriptive of it. The prereview made by the Executive Editors is based largely on the abstract and title; therefore the abstract should be exhaustive and informative.

On the third page of the manuscript you should start the actual text. The text should contain the following sections: an introduction (untitled) outlining the background of your topic and stating the purpose in writing the present article; the materials and methods (the study populations, statistical methods, measurement methods, etc.); the results; and a discussion (or a combined results/discussion section), followed by a perspectives section, if needed; and acknowledgments. After the main text of your article, you should include a complete list of Literature Cited. The Literature Cited section should include all references cited in the text, figure captions, and tables, listed in alphabetical order by author. Following the Literature Cited section are the tables, figure captions, and figures.

**REFERENCES.** Each reference in the Literature Cited section should include as much information as possible. For examples please refer to the *Chicago Manual of Style*.

**TABLES.** You should place the tables after the Literature Cited section. Each table should be placed on a separate page, double-spaced, in *Human Biology* style. Use the table function in Word if at all possible (if you cannot use the table function, then use tabs between entries to make the columns; do not insert a series of spaces). Do not use vertical or slant rules. Keep in mind that the table should not contain more columns

of data than will fit on a printed page turned sideways. The tables should be numbered sequentially in the order they are to appear. Make sure that each table is cited in the text in sequential order. Each column should have a heading, and all units should be clearly marked (% , cm, etc.).

**FIGURES AND FIGURE CAPTIONS.** After the tables should be a list of figure captions. Because the figure captions are typeset, they should not be part of the actual illustrations. They should be placed on a separate page as you would the text, that is, double-spaced. You do not have to use a separate page for each caption. Color images will be accepted for the online version of the journal, but they should be grayscale or black and white for the print version. If the authors are willing to pay for the color printing, WSU Press will coordinate payment. Keys and other internal matter should be lettered on the figure, or if possible, included in the figure caption.

## FIGURES, CHARTS, AND PHOTOS

- **GENERAL NOTES.** Never paste images into your Microsoft Word document. All image files should be sent as separate files according to the specifications below. Images obtained from websites or PowerPoint presentations are typically not suitable for reproduction.
- **PHOTOS.** Photographs should be supplied as high-resolution TIF or JPG files. Resolution should be approximately 300 dpi at actual printed size (i.e., the size when printed in the journal).
- **OTHER IMAGES.** The ideal format for figures, charts, and graphs is a "vector" format (i.e., Adobe Illustrator .AI or .EPS files, or a vector .PDF file), as this allows the most flexibility for re-sizing as required for the journal, and the best possible quality when printing. If a vector format is not available, then please send a high-resolution TIF or JPG (see "Photos," above). Please make sure that legends, axis labels, and other text elements are of sufficient size to be readable when re-sized to fit the journal layout.
- **GRAPHS.** If your graph has been produced in Excel, it is best to send the Excel file with the chart included.

## STYLE NOTES

It is the style of *Human Biology* to use the Human Gene Mapping Workshop nomenclature for genetic systems. This nomenclature system and its terminology are explained by Shows et al. in their article "Guidelines for Human Gene Nomenclature: An International System for Human Gene Nomenclature (ISGN, 1987)" [*Cytogenet. Cell Genet.* 46:11–28 (1987)]. In addition, the abbreviations for specific alleles, enzymes, makers, etc. are given by McAlpine et al. ("Report of the Nomenclature Committee and the 1989 Catalog of Mapped Genes." *Cytogenet. Cell Genet.* 51: 13–66 (1989)). It is also the style of the journal to use metric units.