

# Catalonian Journal of Ethnology



## ‘MONOGRAPHIC REPORT’ ‘GUIDELINES FOR SUBMITTING TOPIC PROPOSALS AND ARTICLES’

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The [Catalonian Journal of Ethnology](#) (Revista d’Etnologia de Catalunya) is a periodic open-access publication that disseminates the initiatives, achievements, theories and experiences of researchers and study groups in the field of ethnology and anthropology. The first issue appeared in July 1992, and has been published continuously right up to the present day.

Each volume includes a **MONOGRAPHIC REPORT** (*DOSSIER MONOGRÀFIC*) on a specific theme, and includes contributions from experts in that topic from around the world. The report has two components: the Report, where the scientific articles are presented, and the Focus, which features shorter articles focused on specific cases or examples of the theme. The journal also includes a section on **ETHNOLOGICAL RESEARCH** (*RECERQUES ETNOLÒGIQUES*), where articles on research carried out in the framework of the Catalonia Ethnological Heritage Inventory are presented, along with other research projects and documents from other institutions; another on **MISCELLANEA** (*MISCEL·LÀNIA*), which covers scientific articles in the general field of social and cultural ethnology and anthropology; and a final section called **CHRONICLES** (*CRÒNICA*), which involves a variety of information on associations and entities related to studying, promoting and disseminating ethnological heritage and museology, as well as reports from conferences and/or publication reviews.

This document details the guidelines for presenting **topic proposals for the MONOGRAPHIC REPORT**, as well as the **article submission guidelines** that must be followed by all authors who are asked to write for an ongoing issue<sup>1</sup>.

### Topic proposals for the monographic report

- Any person or group of people with proven experience in anthropology and ethnographic research, and expertise in the proposed topic, can submit a proposal for a MONOGRAPHIC REPORT<sup>2</sup>. They must also agree to coordinate the report if it is approved.

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<sup>1</sup> This document does not cover the guidelines for open calls for original submissions, for the ETHNOLOGICAL RESEARCH, MISCELLANEA and CHRONICLES sections.

<sup>2</sup> See the MONOGRAPHIC REPORT topics for the latest issues of the Catalonian Journal of Ethnology here: <http://www.raco.cat/index.php/RevistaEtnologia/issue/archive>

- Proposals for the MONOGRAPHIC REPORT must be submitted digitally to the journal's email address ([rec@gencat.cat](mailto:rec@gencat.cat)), in a short document (2-3 pages) that covers the following points, as a minimum:
  - Topic of the suggested monographic report and possible title
  - Coordinator: name, email address, contact number and short academic profile
  - Objectives of the report and justification of its relevance
  - Possible article authors in the framework of the report
- The MONOGRAPHIC REPORT proposals received will be assessed by the journal's Management Team, Editing Committee and Editorial Board, who will either accept or reject them.

### **Guidelines for submitting articles for the monographic report**

- Those responsible for coordinating an ongoing monographic report will propose the publication of articles to the various authors directly. Therefore it is not an open section, but rather the texts will be directly assigned to experts in the topic at hand.
- The authors must adhere to the article submission guidelines detailed below.

### **Characteristics of the texts**

- The articles must be **previously unpublished** and cannot have been approved for publication in other journals.
- Articles can be submitted preferably in Catalan, Spanish or English, or in the language that is agreed upon with the report coordinator.
- Submitted works will include an **abstract**, which cannot exceed 600 characters, including spaces. They must also include a glossary with a maximum of five **keywords**. Both the abstract and the keywords must be submitted in Catalan, Spanish and English.
- The articles will respect the following **length**, according to the corresponding section of the MONOGRAPHIC REPORT:

CENTRAL REPORT: between 6,000 and 8,000 words

FOCUS: between 2,000 and 3,000 words

Any proposals that exceed the maximum length will be returned.

- For the first submission of original articles, the text **must not contain references to their authorship**. Any citations or other information that could indicate who has written the text can be substituted by 'XXXX' or the word 'SELF-CITATION'.
- Original articles must be submitted in accordance with the following **formalities**:
  - Originals must have a line spacing of 1.5
  - The pages will be numbered consecutively

Footnotes will be numbered consecutively and included at the end of the document  
The text must be submitted without underlining or any other marks on the text

- Citations for bibliographical and/or web references included in the article should use the author-year format, as well as any page numbers, if relevant, all in parentheses. Examples:

(Almela,1960: 32-38)

(Álvarez et al., 1992: 40; Cebrián, 1994; Gregori, 1985)

If citing a citation, you must use the following rule. Example: (Almela,1960: 32-38, in García, 1980: 35)

- All **bibliographic references** to other authors or works should be duly referenced in the bibliography at the end of the text. There must be an alphabetical list at the bottom of the article for the bibliography cited in the text. This will include the authors' surnames in capital letters, followed by the year of publication in parenthesis, and the details of the publication, as in the examples below. References from the same author will be placed in chronological order, from oldest to newest, and their authorship will be cited for each.
- As for citing **articles** that have been published in journals, the corresponding pages must appear at the end of the reference. If the work has editors or coordinators, this must be mentioned. If an author has published more than one work in the same year, they must be ordered and accompanied by a letter in alphabetical order. If a work without an author is cited, it will be ordered in the bibliography according to the first word of the title.

The bibliography must also be referenced in accordance with the following examples:

#### Books

JOUTARD, P. (1977) *La légende des camisards. Une sensibilité au passé*. Paris: Gallimard.

FRIGOLÉ, J.; ROIGÉ, X. (coords.) *Globalización y localidad. Perspectiva etnogràfica*. Barcelona: Publicacions i Edicions de la Universitat de Barcelona.

#### Articles published in journals

RIART ARNALOT, O.; JORDÀ RUIZ, S. (2012) "Catalogació de les falles al Pirineu. Descripció dels processos i elements fallaires", *Revista d'Etnologia de Catalunya*, 38: 162-173.

#### Articles in books

REITER, R.R. (1975) "Men and women in the south of France: public and private domains". In REITER R.R. (ed.) *Toward an anthropology of women*, 252-282. New York: Monthly Review Press.

### Multiple publications by the same author, in the same year

JUAN, M. A. (1998a) "Ramon Violant, etnògraf, entre el Museu de Ripoll i el del Poble Espanyol", *Revista de Girona*, 186: 46-52.

JUAN, M. A. (ed.) (1998b) *Cançoners del Ripollès*. Ripoll: Centre d'Estudis Comarcals del Ripollès.

### Web bibliography

CATALÀ VIÚDEZ, M. (coord.) (2010) *Metodologia de recerca etnològica* [online]. Barcelona: Departament de Cultura i Mitjans de Comunicació de la Generalitat de Catalunya. <[http://www20.gencat.cat/docs/CulturaDepartament/CPCPTC/09\\_Arees\\_dactuacio/Publicacions/Publicacions\\_Estatics/SD\\_Metodologia\\_tot.pdf](http://www20.gencat.cat/docs/CulturaDepartament/CPCPTC/09_Arees_dactuacio/Publicacions/Publicacions_Estatics/SD_Metodologia_tot.pdf)> [Accessed: 2 May 2016]

- Each article must be accompanied by a minimum of two **photographs** and a maximum of ten. They must be provided in .jpg format, and should have a minimum measurement of 300 dpi (dots per inch). The photographs must have a **caption** that includes a brief description, name of the author and/or the file it came from, and the date on which they were taken (exact or estimated). The photograph captions will be detailed at the end of the article, preceded by the name of the corresponding digital file, in square brackets. Example:

[casapallaresa01.jpg: Text beneath the photograph (year). Name of the author and/or reference file]

- **Figures, tables and photographs** must be provided as separate electronic files (and never incorporated into the text). In all cases, authors will be responsible for acquiring the rights to reproduce images, tables and figures.
- For all figures, tables and photographs, you should suggest their layout position in the text in square brackets. This position, along with the final number of photographs in the article, will be subject to layout requirements. With photographs, you can suggest an order of priority.

Figures are cited in the text in parenthesis, following the example: (fig. 1), (fig. 2-3), (fig. 4-6).

Prints should be cited in the text in parenthesis, following the example: (print 1), (print 6-8).

- You can include sound and video files, provided they are accessible online. You will need to provide the URL and the last date of access.

### **Assessment of articles**

- In order for articles to be published in the journal they must be sent digitally to the coordinator of the monographic report.

- The assessment can result in acceptance, acceptance subject to changes or rejection. In all cases, the result of the assessments will be communicated to authors once they are complete.
- Once the articles have passed the assessment, their authors must send an ID-type photograph, which will appear in the publication.