American Anthropological Association
Anthropology of Children and Youth Interest Group

Neos Submission Guidelines

Deadlines & Submission Process

We accept submissions on a rolling basis from August 15th-September 5th (for publication in the October issue), and December 15th-January 5th (for publication in the February issue). If possible, please notify the Editor of your intent to submit by the start of the rolling period (i.e. August 15th and December 15th). The final submission deadlines for all materials are September 5th (October issue) and January 5th (February issue). Please note that earlier submissions will facilitate an enhanced review and revision process.

All materials should be sent to the Editor at **ACYIG.Editor@gmail.com**.

Submission of Articles for Peer Review

Article submissions are accepted for five column features in *Neos*:

> **Methods & Ethics in the Anthropology of Children and Youth,** in which members explore the methods and ethics of doing research with children or youth.

> **Childhood and _____** (you fill in the blank!), in which members discuss a topic of interest to their research.

> **My Experiences/Intersections with Interdisciplinary Research on Children and Youth,** in which members investigate the value, pitfalls, and lessons associated with combining anthropological research with that of other disciplines to study children and youth.

> **An Ethnography of Children or Youth that has Impacted My Work,** in which members discuss their favorite classic or contemporary ethnography of children or youth. Note that this should NOT be written as a book review, but rather as an account of how a particular ethnography has impacted your theoretical or methodological approach, or how it might be used in your teaching.

Children and Youth in Our Lives and Our Work, in which members discuss the challenges and triumphs of balancing their own lives with their research, focusing particularly on the field work stage.

Please be sure to indicate in a cover letter or accompanying e-mail for your submission the column feature(s) to which you are submitting your article. The same submission may be considered for more than one column feature.

Article submissions **cannot exceed 1000 words**. Articles exceeding 1000 words will be returned before being reviewed.

Photos may be submitted to accompany an article. Please see "How to Prepare a Submission" for photo submission guidelines.

All article submissions undergo an anonymous peer review process. The reviewers work quickly to read and comment on each article submission. The Editor attempts to notify you of your submission's status within two weeks of the submission deadline.

If your submission is accepted, you will be required to respond to reviewer comments within another week after notification. Please note: Even after you submit revisions, the Editor may still need to make final edits to the submission to accommodate for length, clarity, and consistency. Final edits will be made with the goal of retaining the original ideas and intent of the author(s).

If your submission is declined, you can resubmit for consideration in future issues of *Neos*, provided you have revised according to reviewer comments.

If you have any further questions about the article submission process, please e-mail the Editor at **ACYIG.Editor@gmail.com**.

Submission of Features

The following features may be submitted for publication in *Neos*:

Letters to the Editor (250 words or less), in which members comment on *Neos* and/or its contents. Letters exceeding 250 words may be edited for length.

Obituaries (250 words or less), in which members share memories of an anthropologist of children & youth. Please notify the Editor of your intent to submit an obituary.

Photos from the Field, which should be accompanied by a caption of 30 words or less explaining the context of the photo. This text is subject to revision by the Editor. The Editor reserves the right to use, edit, or crop photos for publication in *Neos*. Not all photos may be published.

Unsung Heroes of ACYIG (1000 words or less)**,** in which members interview an important contributor to ACYIG. Please notify the Editor of your intent to submit an interview. See the February 2016 issue for an example.

New Book Announcements (250 words or less), which must include the title, author, publisher (and the book series, if applicable), date of publication, and listing price of the book, in addition to a description of the contents. If possible, please send, as a separate attachment, a digital image of the book cover (see photo submission guidelines below for further details). In the event that an image of the book cover is unavailable, the Layout Editor will choose an image to accompany the announcement.

Member News (200 words or less), in which members may submit job announcements and research opportunities; grants/prizes available; calls for papers and conference announcements; recent appointments; grants received and/or prizes awarded; publication announcements; and other professional achievements. Submissions may not exceed 200 words in length. For all Member News items except the announcement of professional achievements, include detailed contact information and, where possible, a website for more information. Items received without contact information will be returned. Please note: although the Editor will try to ensure the timeliness and accuracy of each Member News item, this is ultimately the responsibility of the person submitting the announcement. Be sure to check the accuracy of the announcement *prior* to submission.

Correction Notices may be submitted to the editor if *Neos* has printed an error in a previous issue.

If you have any further questions about acceptable submissions for *Neos* features, please contact the Editor at **ACYIG.Editor@gmail.com**.

How to Prepare a Submission
General Guidelines
- List References at the end, following *The Chicago Manual of Style*.
- Cite works parenthetically in text. E.g. (Smith 1999, p. 9) or (Smith 1999).
- Avoid footnotes whenever possible. Do not use endnotes.
- Use Times New Roman 12 pt font, double-spaced, with 1-inch margins on all sides.
- Send submissions electronically as a Microsoft Word attachment to the *Neos* Editor at ACYIG.Editor@gmail.com. If it is not possible to include your submission as an attachment, cut and paste the submission into the body of your e-mail.
- Please review the Author Agreement for Publication before submitting.

Photo submissions
- Submit photos electronically. No hard copies will be accepted. Photos can be submitted in color or in black and white.
- Photo submissions should credit the photographer(s). Each submission must include a statement certifying that the submitter has permission from the photographer(s) to publish the submitted photo(s).

Article submissions

- Remove any and all personal information on the submission itself that will identify the submission author(s). Only include the author name(s) in the cover letter.

If you have further questions about how to prepare your submission, please contact the *Neos* Editor at ACYIG.Editor@gmail.com.