

Archaeology Now (ISSN 2771-2125) - Formatting Guidelines

Geographic focus. Archaeology Now, as a new journal, at this time welcomes manuscripts on all aspects of circum-North Atlantic archaeology that lend themselves well to being presented in an academically-rigorous photo essay format.

Manuscripts should be written for an interdisciplinary readership. Discipline-specific terminology should be briefly defined or referenced. Care should be taken in manuscript preparation. Substance, quality, and clarity of presentation are all very important and will receive critical review.

Publishing format. Archaeology Now publishes brief peer reviewed photo essays that provide an academically rigorous overview of a selection of photos with detailed captions. They are opportunities for archaeologists 1) to provide significant updates and/or highlights from ongoing excavations prior to the publication of a final report or research paper, or 2) to publish significant isolated "finds". Retrospective highlights in photo essay format of recently-published research are also considered for publication. All submissions should be presented in an authoritative "public service" format that is of interest to all who are curious to learn more about archaeology. Each submission should include an abstract, introduction that places the photos within their historical and scientific context, detailed caption for each photo, discussion section, acknowledgments, and literature cited section. Tables or figures (other than a map or line illustrations) may generally not be included.

There is a maximum of 1,500 words, not including photo captions. There is a maximum of 8 photos.

Public service. Archaeology Now photo essays pair well with traditional research articles, since these generally do not support the inclusion of a generous selection of photographs with detailed captions. They can thus provide previews of research articles that have not yet been published or they can provide retrospective highlights of ones that have recently been published. They thus serve as an important intermediary publishing format between typical "sketchy" network news reports and research articles. As such, they serve as a bridge to keep archaeologists updated about the research efforts of their colleagues, while also serving as an entry level way of introducing non-archaeologist to the fascinating world of professional archaeology.

Photo essays in Archaeology Now are sequentially published. They are mirrored within the Journal of the North Atlantic, in a section called Archaeology Now (<https://www.eaglehill.us/anowonline/archaeonow-jona.shtml>). This journal is also published by the Institute.

Format basics. Manuscripts should be submitted double spaced in the 12 pt. Times New Roman font (please include a note if other fonts were used, e.g., for symbols). The text should be left-justified text in one column with an 8.5" by 11" page format, with 1" margins on all sides. Pages should be numbered and line numbering should be turned on. The top of the first page should list the article title and author name(s), with numbered superscripts referencing their affiliation(s), address(es), phone number(s), and e-mail address(es). An asterisk should note who the corresponding author is. The first line of each paragraph should be indented by using an inserted 0.25" tab, rather than by using a "split boundary margin" in the ruler. The checklist below serves as a reference for other formatting considerations.

Photo basics. The journal has a page size of 6.875 by 10 inches, with a maximum printable area in most instances of 5.25 by 8.3 inches. All photos need to be referenced within the manuscript, and numbered in the order in which they are first referenced. Photos should be submitted as separate 600 dpi resolution files in the same size they are to appear in the journal. They should not be embedded in the manuscript. Each photo caption should identify the source from which the photo was taken and/or the name of the photographer. It should also note that the photo is being "Used with permission".

Scientific names, authorities for the names, and common names of each species should be given the first time a species is mentioned in the text. Once a scientific name has been mentioned, the simplest and most widely recognized accurate name appropriate for the context of the article—usually the common name—should be used throughout the remainder of the manuscript. In subsequent mentions of a species' scientific name, the abbreviation of the genus name is preferred, except when the name begins a sentence, or when the use is ambiguous. Please note that the journal policy is to capitalize the first letters of the common names of all species.

Within-text references. Multiple literature citations within parentheses should be listed in alphabetical order, not chronological order. Use "et al." if there are more than 2 authors. For citations by the same author(s) published in the same year, add a letter to the year (e.g., 1988a, 1988b) to distinguish them. For multiple sources by the same author(s), the name(s) are listed only once with the years separated by commas, unless there are multiple sources by the same author(s); in that case, semi-colons are used to separate the lists that include comma-separated elements. Note the following examples:

(McKnight and Smith 1925, Osgood et al. 2012, Samuels 1993)
(McKnight and Smith 1925; Osgood et al. 2009, 2012; Samuels 1993)
(McKnight and Smith 1925; Osgood et al. 2012; Samuels 1993a, b)

Use and acknowledgment of personal communications and unpublished data. Authors should have written permission (from their original source) for the citation of personal communications and any use of unpublished data that is not their own. Citations should be made as parenthetical within-text references, including name, affiliation, and location, as per the following examples.

(J. Smith, South Carolina State Museum, Columbia, SC, 2012, pers. comm.)
(L. Roberts, Harvard Museum of Comparative Zoology, Cambridge, MA, 2005 unpubl. data).

Literature Cited. Citations are listed in alphabetical order. There should be formatted as hanging paragraphs with one line return at the end of each citation and no use of tabs or series of spaces. The following examples should be carefully reviewed. Please note the sequence of information, use of italics, capital vs. lower case letters, initials, the use of spaces, parentheses, abbreviations, use of en-dashes and regular dashes, inclusion of total number of pages for books, use of capital letters for book titles, use of lower case letters for journal article titles, use of full journal names rather than abbreviations, etc. In particular, only the first author's surname precedes his/her initials—for all other authors and for the list of editors of the parent publication, the initials are given before the surname; no spaces between an author's initials; no spaces between volume number, colon, and page numbers. For book titles, capitalize all major words. For all other titles (reports, articles, theses, etc.) only capitalize the first letter of the first word.

Chapter or section of a book or a proceedings volume

Bickham, J.W. 1983. Early settlement of Greenland. Pp. 96–106, *In* C.M. Brown-Cox, S.M. Vernlinson, and J.L. Hiegbord (Eds.). Complete History of the North Atlantic Region. Vol. 1. Benjamin Publishers, Oxford, UK. 722 pp.

Journal articles

Skoluv, W.A., and C.A. Turna III. 1980. Burial site choice in the Faroe Islands. *Journal of Archaeological Science* 208:18–24.

Reports

Nyegaard, G. 1996. 61V3-III-525 (Ø34) i Qorlortup Itinnera. Arkæologisk undersøgelse fra d. 19.- 24.8. 1995 af norrønt udsmidslag. Unpublished report. Februar 1996. Qaqortup Katersugaasivia/Qaqortoq Museum. 500 pp.

Theses or dissertations

Bjørnson, H.S., Jr., M.P. McFarley, and P.J. Read. 1979. The Vikings. Kluwer Publishers, Dordrecht, The Netherlands. 302 pp.
Keller, G.S. 1941. Livestock care in Norse settlements. Ph.D. Dissertation. University of Oslo. Oslo, Norway. 126 pp.

Online sources

International Arctic Institute (IAI). 2000. Sea ice data: 1990–1999. Available online at www.iai/sea ice. Accessed 12 May 2007.

Routine checklist of editorial considerations

The following is a routine checklist to be used to review whether your manuscript has met basic journal formatting guidelines. Final manuscripts that significantly depart from these guidelines may be returned for revision prior to being copy edited.

Title, author names and affiliations, Abstract, and Acknowledgments

The title should generally be no more than 60 characters long, including spaces.

Capitalize first letter of words in title, other than words like “and, by, for, from”, etc.

Spell out at least full first names of author(s).

Flag each author name and address with a matching superscripted number, and add an asterisk for the corresponding author. Author addresses should be full mailing addresses, including zip or postal codes.

Include a brief Abstract for your article, generally with no more than 120 words.

Include a brief Acknowledgments section to thank those who significantly helped with or supported the research.

Main body of article

Paragraphs should be indented using a left 0.25" tab, not by using a “First line indent”, and not by using multiple spaces.

Do not use multiple spaces within the text, including before the start of a new sentence.

Instead of ampersands (&), use “and”.

Use double curly (typographer’s) quotes rather than straight quotes. “xxx” ... vs ... 'xxx'

Use curly apostrophe rather than straight apostrophes.

Use prime and marks to denote inches and feet (" and ') ... and minutes and seconds (' and ").

Only place punctuation marks within quotes when the marks are part of the quote. Thus: “xxx”, “yyy”, and “zzz”.

Use “xxx” instead of ‘xxx’, except for quotes within quotes, with single quotation marks for the inner quote.

Follow comma convention for lists ... a, b, and c

Place commas after ... e.g., ... i.e., ... et al., ... do not italicize

Preferentially use parentheses instead of brackets, except when nested... (xxx) instead of [xxx] ... (xxx [yyy] zzz).

Cite informal observations by colleagues as ... (name, affiliation, location, pers. comm.) or (name, affiliation, location, unpubl. data).

Species names

Scientific names ... Italicize. Do not underline. Capitalize genus name. Do not italicize sp. or spp.

Common names ... Capitalize the first letters of the name.

The first time a species is mentioned after the Abstract, the scientific name with authority name(s) should be given, followed by the common name in parentheses. Alternatively, scientific names and authorities can be provided in a table or appendix.

After a scientific name has been mentioned once, the simplest, most widely recognized name appropriate for the context should be used (usually the common name).

Pay attention to whether the naming authority should be in parentheses, which denote that the species has been reclassified taxonomically since the original description. Unless needed due to the taxonomic focus of the manuscript, omit the year from the authority.

Citations within main body of text

Citations within text should be listed alphabetically rather than chronologically.

Do not use commas between authors and year published ... (Xxxxx 1999) ... not (Xxxxx, 1999).

When referencing specific pages for a source, provide the page numbers immediately following the year of publication and colon with no spaces. ... Xxxxx 2001:24–45

Page numbers for a source should be written out in full ... 132–138 ... not 132–8.

Use comma or semi-colon citation separators, as follows: (Xxxxx 1988, Yyyyy 1989, Zzzzz 1966) ... But ... (Xxxxx 1988, 1989; Yyyyy 1989; Zzzzz 1966).

Numbers and measurements

Use the symbol ~ when giving an approximate measurement (e.g., ~25 m), but use ca. when giving an approximate date (e.g., ca. 825 B.P.)

Use abbreviated English units (with metric units in parentheses, when necessary)

Arabic numerals should be used in preference to words when the number designates anything that can be counted or measured, except at the beginning of a sentence or to avoid ambiguity, e.g., ... One item was found. ... We found 1 item.

Set off mathematical operators by single spaces when used with numbers or variable symbols; e.g., 37.8 ± 3.46 mm, $P > 0.05$.

When mathematical symbols are used as modifiers rather than operators, do not set off with a space ... the +2.3 difference ... length of >5 cm

Do not underline mathematical operators (e.g., use \pm , \leq , \geq rather than an underlined +, <, >).

Use en dashes (option key + dash key) rather than regular dashes or hyphens when indicating a range or span between numbers or things: 28–48 ... 5 October–14 November ... north–south

In lieu of parentheses, em dashes may be used.

Use commas as part of 5-digit or greater numbers, but not 4-digit numbers ... 20,000 units... 1200 units

Use only subscripted and superscripted characters as automatically provided by the word-processor.

Literature Cited section

Format citations as hanging paragraphs with a single paragraph return at the end. Do not use tabs or multiple spaces.

Names of authors should not be fully capitalized, e.g., ... R.G. Smith ... not ... R.G. SMITH

Substitute initials for author full first and middle names, with a period after each initial and no space between initials, e.g., R.B. Smith ... not ... R. B. Smith.

Note sequencing of author names and initials and comma before the “and” ... Smith, Sr., A., B.B. Brown, Jr., and C.C.

Gold III. 2000. Note that with the exception of the first author, the given name initials are placed before the surname.

If author names are identical for multiple citation listings, repeat names of authors rather than using an underscore.

Remove spaces in journal volumes, issues, and pages: e.g., Smith, A. 1917. Article title. Journal Name 60(1):83–87.

In titles of books, capitalize the first letter of each word, other than words like “and, by, for, from”, etc.

For titles of articles, reports, dissertations, and theses, only capitalize the first letter of the first word and proper names.

For titles that have a colon, always capitalize the first letter of the first word after the colon.

Use full journal names rather than abbreviations.

For books, reports, etc., list the publisher city, state or province, and country. List number of pages.

For theses and dissertations, list the academic institution, city, state or province, and country. List number of pages.

Cite web pages like other citations, giving the individual or institutional author(s), the title of web page, web address where it can be found, and the date it was accessed by the author. ... Title 1999. Available on line at www.aia/seaice/1999. Accessed 25 September 2006.