

Notes for Contributors and Style Guide

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The ARC accepts submissions in electronic format (a Word document). Articles should not exceed 4000 words and the text must be clearly organized. Each A4 page should be numbered. At the top of the first page, your document should include the title of your paper, your name, affiliation and current e-mail address. Further, authors need to inform the theme editor(s) via e-mail that their article is not currently being considered for publication by any other journal.

The Review and Publication Process:

Articles submitted to the ARC are reviewed, anonymously, by members of the committee and occasionally by other qualified individuals. We believe that this process both ensures the highest quality standards possible and the fairest system of evaluating submissions, while maintaining the ethos of a graduate student journal. While the ARC actively encourages graduates to publish their research, it should be noted that the committee decision regarding acceptance is final. The ARC has full confidence in all its reviewers, who evaluate articles for general suitability, balance of content and points which require attention. If, at any point in the process, the authors require further clarification on comments made, they must contact the theme editor(s). Authors are requested to respect deadlines and delays from their side may result in the article not being published. Book reviews need to be sent to the book reviews editor.

All articles are blindly refereed by the committee, the only person who will know who the identity of the authors will be the theme editor(s), who will remove the names of authors prior to circulating papers. On occasion, the committee will ask external reviewers for their opinion – this is also done anonymously. Following the first review, authors are asked to make necessary changes. Papers are then once again reviewed blindly and authors have one final opportunity to make changes. After this, authors will receive a .pdf copy of their article before publication. At this stage, only minor corrections (such as typographical errors) are allowed. The committee's decision on the acceptance and publication of papers is final and no further correspondence will be entered into. Authors will receive one free copy of the final version of the volume containing their article. Regrettably, due to budget limitations, the ARC is not in a position to offer free volumes to book reviewers, who will receive a .pdf copy of the final version of their review. All contributors may order further copies of their volume at cost price (with postage & packaging).

Image Regulations:

The ARC accepts images for publication, providing that written proof of copyright reproduction is provided. Figures need to be clearly labelled and captioned and should never be embedded in the Word document. All line diagrams and photographs are termed 'Figures' and should be referred to as "(fig. 1)" or "Figure 1" in the manuscript. They must be numbered consecutively. Any images, whether line drawing or photograph, should be submitted without borders included in the image. The ARC reserves the right not to publish any images submitted.

Photographs must be of good quality and at least 400 dpi at 5 inches wide (landscape format) or 3 inches wide (portrait format). Use .tiff format and CMYK colour whenever possible.

Line drawings and scans of pen-and-ink drawings must be presented in a form suitable for immediate reproduction – if they are jpegs or similar, they must be 1200 dpi.

Tables should be typed on separate sheets. All tables should have short, descriptive captions. When reproducing a table from a published source, the source needs to be cited in the caption. Graphs should be sent in the original format and the ARC reserves the right to reproduce the graph in a different format if necessary (i.e. in Illustrator) to create the correct text, print size and quality for publication. Data provided by the author(s) will remain unchanged.

Style Guide:

Figures and Tables

- **Citing figures in text:** (fig. 4) or ‘see Figure 4’ written in a sentence.
- **Citing tables in text:** (table 3) or ‘see Table 3’ written in a sentence.
- **Captions:** Fig. 1. Photo of the Department of Archaeology, University of Cambridge (reproduced with permission of Jane Doe).
- **Figures that belong to the author** should be cited as ‘(photograph by Tom Smith).’
- **If figures do not belong to the author and are reproduced**, permissions must be sought. The caption should include ‘(reproduced with permission of Tom Smith).’
- **If figures do not belong to the author but have been reasonably modified**, permissions do not have to be sought. However, the original author must be cited, e.g. (after Smith 2007: Plate III).

Acknowledgements

- Should be included as a separate section at the end of the article, before references.

Endnotes/Footnotes

- Please use **footnotes** not endnotes.
- **Footnotes should be indicated in the text by superscript numbers** - *after* punctuation, (e.g. *text here*¹, and not *text here*¹). Superscripts should go at the end of a sentence, unless it directly references a concept in the middle of a sentence.

Spelling

- Please use **British English**. Note: the *Oxford English Dictionary* often favours ‘-ize’ spellings (e.g. *colonize*, *civilization*). When in doubt, consult the *Oxford Dictionary for Writers and Editors* or the online *Oxford English Dictionary*.
- **Some commonly misspelt words:**
 - archaeology
 - artefact
 - focused
 - modelled
 - practice (noun)/practise (verb)
 - programme

Capitalisations

- **Archaeological features:** should not be capitalized, e.g. ‘pit B’ and not ‘Pit B’.
- **Archaeological periods:** should be capitalized, e.g. Neolithic, Medieval, Palaeolithic.

Abbreviations

- **Titles:** a fullstop is never used if the abbreviation ends with the letter of the actual word, therefore Dr not Dr., Mr not Mr., but Prof. for Professor. The only exception is Fr., when referring to a religious person (e.g. Fr. Brown), this is because Fr minus the fullstop refers to a chemical element.
- **Dates:** abbreviations such as kyr, kya and ka should not be used (40,000 BP instead).
- Please write out **&**, **>** and **<**, **%**, **e.g.**, **etc.**, **i.e.** and so on in-text.
- **Ibid.**, **op. cit.** and similar are not allowed.

Numbers and Measurements

- **Numbers:** under 10 should be written out in full, numbers over 10 should be listed in digits.
- **Measurements:** should be metric wherever possible.
- **Units:** should not be preceded by a space, e.g. 700km.

Dates

- **Commas:** no commas in thousands of years old, but there are commas in tens of thousands of years old, e.g. 4500 BC and 12,000 BP.
- **Uncalibrated dates:** are denoted bc or bp (e.g. 4000 bc), while calibrated dates are noted thusly: 3500 cal BC. Ideally, radiocarbon dates will include cal or uncal.
- **Decades:** 1960s, i.e. without an apostrophe.
- **Abbreviated Decades:** spelled out, e.g. 'the Sixties' and not 'the 60s'. The decade is always capitalised.
- **Centuries or millennia:** must be spelled out, e.g. fourth century AD or third millennium BC, but AD 400 and 600 BC.
- **Millions of years:** may be abbreviated (to Ma).

Hyphens and dashes

- **n-dashes** should be used to indicate spreads of page numbers or years, e.g. (Smith 2000: 10–50) and AD 1000–1500.
- **m-dashes** should be used to indicate a clause set off from the rest of the sentence, do not use 'space hyphen space' or 'space n-dash space', e.g. He was a good person— although not in that particular instance” and not “He was a good person – although not in that particular instance”.

Punctuation

- **Titles of books, journals and films** should be in italics.
- **Serial commas** should not be used, Oxford commas are acceptable only where necessary, e.g. apples, pears and peaches.

Quotations

- **Double quotation** marks are used only for direct quotes or spoken speech.
- **Single quotes** marks indicate concepts, e.g. 'complex' societies.
- **If the quote starts with a capital letter** in the original version, it should do so in the quotation.

- **Indented Quotes:** quotes longer than one line (or multiple sentences. Basically, anything over 50 words) should be inset, as such:

Both examples...naturalised (Orser 2007: 181).

Note that there is a line space before and after the quote and that no quote marks are used.

Where the author has been named in the sentence preceding the quote, the full reference should be in the sentence as opposed to the quote, e.g.

As noted by Salzman (2002: 245):

By means...empirically.

Citations

- **In-text citations:** should follow this format:
The quick brown fox jumped over the fence (Smith 1998: 24–25).
- **Multiple citations at once:** should be placed alphabetically and should be separated by semicolons, e.g. (Jones 2005; Smith 1998).
- **Multiple authors:** two authors should be cited with 'and', e.g. (Smith and Jones 2002). However, more than three authors should be cited with 'et al.' (Smith et al. 2002).
- **Multiple works by the same author** should be listed with the author's name and dates written in order and separated by a comma. If citing another author at the same time, a semicolon is used, e.g. (Smith 1998, 2000; Zeder 2006).
- **Multiple works by the same author in the same year** should be identified using a and b, e.g. (Smith 1998a, 1998b).
- **If the author is named in the sentence** the year should be cited directly after the author's name, e.g. 'Smith (2000: 22) states that...'

References

- **Place of publication and publisher** is required for all books, but not journals.
- **U.S.A. States** should not be used, the city should be the only location cited. The only exception is with Washington, DC (written with no fullstops).
- **Journal issue numbers** should be included where applicable, i.e. 23(4): 1–23.

Examples

Journal Articles

Bednarik, R.G. 1996a. Neolithic horse burial in Italy. *The Artefact* 19: 102–103.

Bednarik, R.G. 1996b. Only time will tell: A review of the methodology of direct rock art dating. *Archaeometry* 38(1): 1–13.

Chapter in Book

Frankel, D. 1991. Ceramic variability: Measurement and meaning. In Barlow, J.A., Bolger, D. and Kling B. (eds), *Cypriot Ceramics: Reading the Prehistoric Record* (University Museum Monograph 74). Philadelphia: University of Pennsylvania, University Museum, 241–252.

Authored Books

Seidler, V.J. 1994. *Recovering the Self: Morality and Social Theory*. London: Routledge.

Edited Book

Goodenough, W.H. (ed.). 1996. *Prehistoric Settlement of the Pacific*. Philadelphia: American Philosophical Society.

Schortman, E.M. and Urban, P.A. (eds). 1992. *Resources, Power and Interregional Interaction*. New York: Plenum Press.

Translated Text

Foucault, M. 1982. *The Archaeology of Knowledge*. Trans. Sheridan Smith, A.M. New York: Pantheon.

Unpublished Theses

Smith, T. 2008. *An Investigation into the Burial Treatment of Lepers in Mediaeval Croatia*. Unpublished MPhil dissertation submitted to the University of Cambridge.

Unpublished Conference Paper:

Schulting, R. 2008. *War without warriors? The nature of interpersonal conflict before the emergence of formalized elites*. Paper presented at the Sixth World Archaeological Congress, Dublin.

Book Reviews

Stoczkowski, W. 2007. Review of Garrett Fagan (ed.), *Archaeological Fantasies*. *Antiquity* 81: 472–473.

Webpages with Authors

Osmanagić, S. 2006. The formula to understand the Bosnian pyramids. *Bosnian Pyramid!?* Website: <http://www.bosnian-pyramid.net/Pyramid-news/Bosnian-pyramid-latest-news/-The-Formula-to-understand-The-Bosnian-Pyramids-%11-by-Semir-Osmanagic/>, accessed on 5 July 2007.

Webpages without Authors

BBC. 2006. Bronze age rubbish tip unearthed. *BBC News* online. Website: http://news.bbc.co.uk/1/hi/scotland/glasgow_and_west/8000233.stm, accessed on 21 April 2009.