Historical Archaeology Review Guidelines

1. A review shall be an unbiased professional opinion of a published work, not a personal diatribe about the author. A review should inform about the content and scholarly value of the work. Be fair, balanced, and adhere to recognized professional standards.   **Do not accept a review assignment if any real or perceived conflict of interest exists**.
2. Reviews must be submitted in a timely fashion. **Do not accept a review assignment if you cannot deliver by the assigned due date.** Books must be returned if a review is not forthcoming in a timely manner.
3. Sign and date the original copyright form and return it to me (the Reviews Editor) upon the completion of the book. Your name and address on the release must agree exactly with what you put in the review signature block. Do not use initials for your signature if you wish your full name to appear in print.
4. Prepare your review heading after the model provided with the transmittal letter
5. In the signature block, use the two-letter postal abbreviation for your state or province; include the country if outside the U.S. Provide the postal code used for your address (nine-digit ZIP code in the U.S.).
6. Submit a disk copy or email transmission of the text. Please be sure to identify the computer format and software version when submitting the electronic copy. Standard document formats such as .doc or .rtf are preferred. You can submit .wpd files, but resistance is futile, you will be assimilated.
7. Send a courtesy copy of your review to the senior author or editor when you submit your review to us. If the author belongs to the SHA, an address can be found in the Spring Newsletter or on-line as www.sha.org . If not an SHA member, and no indication of an address is provided in the book, simply send the courtesy copy to author care of the publisher.
8. Refer to the style guide on –line (http://www.sha.org/Publications/ha_style.htm) for formatting advice.
9. Do not format the text so that it looks like the journal. Minimize all formatting except for the requirements listed in this guide. Do not add section, page, or artificial line breaks. Typesetters will convert your manuscript electronically, so additional formatting will be lost or be an obstruction to copyediting and layout.
10. Use formal, professional language. Exclude personal pronouns, profanity, and contractions (I, me, mine, my, we, our ours, you, your, yours; can't, won't, it's, you're, hasn't, etc.) from your manuscript. Limited use of personal pronouns is allowed in the acknowledgments section. Use gender-neutral words as much as possible; "he" is not   always the default pronoun. Do not begin sentences with the words and, because, but, however, though, or thus. Write in the present tense and avoid hackneyed phrases such as "this article will" or "this chapter will attempt to."
11. Double space throughout, including the heading, extended quotations, and the signature block. Use normal style and a standard font throughout; Times New Roman 12-point is preferable.

12. Use two spaces between all sentences (or your manuscript will be returned for correction). Colons will also be followed by two spaces, except in references where there are no following spaces (1989:102–103). Please do not use a universal search function to   change spacing, which results in errors like double spacing after initials, abbreviations, etc.

13. You may use italics (or underlining) and "all caps" when specified in this guide. Do not use, for example, superscript with numbers (use 18th, not 18 th), bold, small caps, or different sizes of fonts.

14. Use American spelling for any words in English, but use appropriate diacritical marks (ç ú Ø) and italics for words in other languages.

15. Use left justification throughout. Do not justify the right-hand margin. Indent first lines of all paragraphs 0.5 in. Use a paragraph formatting command to indent 0.5 in. A paragraph indent is not the same as five spaces on the space bar or manually tabbing 0.5 on each paragraph. No extra spacing is needed between paragraphs.

16. Do not spell out centuries, but use numbers without superscripts (e.g. 18th century). Hyphenate adjective forms (e.g. an 18th-century site)

17. Use a comma in a series of three items (explorers, settlers, and natives) and place all commas and periods inside of the final quotation marks (He said, "Let's go.") (The whole effect, including the "landscape," was horrible.)

18. In-text references to the work being reviewed will be specified only by the page number(s), thus: (p. 296) or (pp. 254-261).

19. References to other works are to be avoided, but if necessary should be fully contained in text with no "references cited" section. For example (Ed Smith, 1996, *Historical Archaeology*, 28(1):35-50) or (Jane Doe, 1977, *Method and Theory* , New Press, New York).