

SOCIETY *for* HISTORICAL ARCHAEOLOGY



Publications Style Guide

Revised November 2024

I. EDITORIAL POLICY	2	E. Hyphenation.....	23
A. Introduction.....	2	F. Italics	23
B. Policies	2	G. Numbers	24
II. PUBLICATION PROCESS.....	3	H. Quotations	25
A. Manuscript Submission.....	3	I. Scientific and Mathematical Copy	26
B. Manuscript Review	3	J. Spelling.....	28
C. Manuscript Acceptance.....	4	VI. REFERENCE CITATIONS IN TEXT	30
D. Page Proofs	5	A. General Instructions	30
E. Online First.....	6	B. Sample Citations.....	30
F. Electronic Supplementary Material	6	VII. REFERENCES CITED	33
G. Open Access	7	A. Alphabetizing Guidelines	33
III. STYLE GUIDE	8	B. Sample Alphabetical Listing	33
A. General Information.....	8	C. General Requirements	34
B. Recommended Writing Handbooks and Dictionaries.....	8	D. Sample References	37
IV. MANUSCRIPT SPECIFICATIONS.....	9	VIII. USEFUL CHECKLISTS	47
A. Summary of Sections	9	A. Manuscript Sections	48
B. Overall Requirements.....	8	B. Cover-Page Requirements	48
C. Section Specifications.....	10	C. Sending Figures.....	48
D. Table and Figure Specifications	17	D. Securing Permissions	48
V. FORMAT SPECIFICATIONS	21	E. Manuscript Requirements	48
A. Abbreviations	21	F. Final Submission.....	48
B. Accents and Diacritical Marks	21		
C. Capitalization	21		
D. Dates, Years, and Eras	22		

1. Note from the journal editor:

Authors are expected to submit manuscripts for publication consideration in accordance with the Society for Historical Archaeology Publications Style Guide. **Draft manuscripts that do not follow the guide will be returned for revision prior to review. Authors are instructed to read carefully (and check off) the “Overall Requirements” and “Manuscript Specifications” (section IV) prior to submission.**

I. EDITORIAL POLICY

A. Introduction

This style guide is designed primarily for manuscripts submitted to the journal *Historical Archaeology*, but also pertains to all printed and electronic publications of the society. All copy using the name, logo, and other copyright material owned by the Society for Historical Archaeology will be processed through and approved by a society editor.

B. Policies

The Society for Historical Archaeology publishes the journal *Historical Archaeology* quarterly. Subscription to the journal is by membership in the society. Original articles published in the journal promote research in historical archaeology and archaeological method and theory as practiced worldwide. The editors encourage special-topics issues, collected papers, and thematic issues. In addition to original articles, technical briefs, memorials, interviews, and book reviews in historical archaeology are published in the journal. Reviews and memorials are solicited by the respective editors for those topics.

The Society for Historical Archaeology (SHA) also issues special publications on historical archaeology. SHA Special Publications are print-on-demand and eBooks designed to broaden access to Historical Archaeology topics. The SHA has agreements with a number of academic presses for co-publication of books.

Please note the following important provisos:

1. Manuscripts must follow the journal's style provisions, or they may be returned to authors for reformatting prior to peer review. Editors encourage authors to write in active-voice sentences. For matters of style not included here, authors should consult the 11th edition of *Merriam-Webster's Collegiate Dictionary* and the 17th edition of the *Chicago Manual of Style*. Also see section III.B for additional sources.
2. Editors reserve the right to reject (with or without review by referees) or return for revision any submission that addresses a subject inappropriate for the scope of the journal or that is of poor quality or inadequate length (too short or excessive). The journal does not designate a maximum length, but typical articles run 35,000–55,000 characters and spaces.
3. All artwork and text remain the property of the Society for Historical Archaeology. No text copy or artwork for published papers will be returned to authors.
4. Authors, and not the Society for Historical Archaeology, are responsible for manuscript content, including accuracy of quotations and correct citation of all material.
5. The manuscript should be entirely original or, at most, no more than 30% previously published material. If the submission includes previously published information or text, the manuscript must offer a significantly new perspective on the previously published text or information. The journal does not publish English translations of material previously published in a language other than English. The journal does not republish book chapters.
6. The journal is a member of the Committee on Publication Ethics (COPE) and subscribes to its principles on how to deal with acts of misconduct, thereby committing to investigate allegations of misconduct to ensure the integrity of research.

7. The journal conforms to the 1973 American Anthropological Association statement on gender terms, which discourages the use of gender language (his, her, man, etc.) in contexts that are not sex specific. Use neutral words (they, one, humans, researchers, etc.) while maintaining the subject/verb agreement in number, or structure sentences to avoid the issue.
8. Data and illustrations must comply with SHA professional ethical standards to be published in the journal, newsletter, and co-publications. Potentially sensitive content concerned with human remains, items associated with graves, and objects of cultural patrimony must comply with the procedures described in this guide. For the purposes of this policy, SHA follows the definition of “objects of cultural patrimony” as defined by NAGPRA policy. Images of potentially sensitive content will not be published as cover images. Upon request by editors, evidence of a good-faith effort to obtain consent from relevant authorities and descendant-community members and/or representatives to publish potentially sensitive images and data must be made available by authors. This consent should include direct descendants or descendant-community representatives as well as the institution(s) curating/responsible for the objects, information, and/or remains. Reaching out to your SHPO, THPO, NAGPRA coordinator, or federal agencies with jurisdiction in the region is recommended. The most current contact information for THPOs may be found at [<https://grantsdev.cr.nps.gov/THPO_Review/index.cfm>](https://grantsdev.cr.nps.gov/THPO_Review/index.cfm).

II. PUBLICATION PROCESS

A. Manuscript Submission

1. Submit original manuscripts solely to *Historical Archaeology* and not simultaneously to other journals.
2. The journal uses a Web-based submission system, [Editorial Manager](https://link.springer.com/journal/41636). On the Springer Webpage for Historical Archaeology (<<https://link.springer.com/journal/41636>>), please follow the hyperlink “[submit online](#)” to upload all of your manuscript files, following the instructions given on the screen.
3. Follow the proper format *as described in this guide* when preparing and submitting manuscripts. Please do *not* try to format the manuscript to look like the published journal.
4. See section IV.B for manuscript requirements.
5. Proofread your files for unexpected omissions or problems prior to submission to *Historical Archaeology*.
6. Keep a copy of all of your files and documentation that you provided during the manuscript-submission process.

B. Manuscript Review

1. Manuscripts will be judged on the accuracy of content, appropriateness for an international audience of historical archaeologists, and consistency with the research and ethical goals of the Society for Historical Archaeology.

2. All manuscripts will be reviewed by a minimum of three peer referees. Peer review is handled by an associate editor. Reviewers are sought who have expertise in the geographical region, the thematic or research content, and the time period treated within the manuscript. Ideally, all manuscripts will be reviewed by persons who, at least in combination, possess all such expertise. Reviewers' comments are requested with editorial guarantees of anonymity, although individual referees may waive anonymity. Please note that this journal uses a single blind review editorial process (the author's name is not deleted from the manuscript).
3. All potentially sensitive content, including images and information related to human remains, items associated with graves, and objects of cultural patrimony, will be reviewed on a case-by-case basis for its relevance to the article and the audience. This review will evaluate the request by the author(s) to publish such evidence or images according to criteria that emphasize the productive dissemination of information and open, critical, inclusive, and equitable dialogue. The initial review entails consideration by the editor and/or associate editor assigned to the manuscript. If deemed a candidate for further review, the editor and/or associate editor will convene an advisory team, composed on a case-by-case basis, that can include but is not limited to executive board members, SHA editors and associate editors, and specialist consultants with knowledge appropriate for the manuscript subject matter. Each case will be considered individually and in consideration of the context of the publication, its themes, and descendant communities. The editor and/or associate editor will work collaboratively with the advisory team and author(s) to determine and enact solutions for the case at hand. Common reasonable alternatives to print publication of sensitive images and information include, but are not limited to
 - conversion of images to line drawings, redacted photographs, or other renderings;
 - presenting images or information as online supplements, accessible through a dedicated online link; and
 - a data availability statement that sensitive information or images are available for research purposes only by contacting the author(s) and/or institution(s) curating the information.
4. Editors make all final decisions pertaining to manuscripts. Acceptance may depend on the condition that revisions are made. If review remarks are such that substantial changes are necessary before a manuscript is acceptable for publication, the revised manuscript may be reviewed again, preferably by the original readers, before it is finally accepted for publication.
5. Rejection of a manuscript may be final or may be qualified with the possibility of reconsideration after revision and resubmission, with a new review process. Authors are strongly encouraged to make the suggested changes and resubmit the article rather than abandon the project.

C. Manuscript Acceptance

1. Upon acceptance of your article, you will receive a link to the special Author Query Application at Springer's Webpage, where you can sign the Copyright Transfer Statement (if publishing under the subscription model) online or indicate that you wish to publish

Open Access and order offprints or printing of figures in color. Once the Author Query Application has been completed, your article will be processed and you will receive the proofs.

2. Authors must obtain and submit to the journal editor written permission to publish personal communications cited in the article and any original material (such as original photographs and drawings) protected by U.S., other national, or international copyright laws. Authors are responsible for all fees required in securing permissions to publish these materials. Such written permission must include
 - ❑ a statement describing the item being used,
 - ❑ the signature and title of the person giving permission,
 - ❑ the title of the article in which it will be used, and
 - ❑ the title of the specific publication in which the article is to be published.
3. Color illustrations. Online publication of color illustrations is free of charge. For color in the print version, authors will be expected to contribute funds to cover the extra costs.
4. Copyright transfer. Authors will be asked to transfer copyright of the article to the publisher (or grant the publisher exclusive publication and dissemination rights). This will ensure the widest possible protection and dissemination of information under copyright laws. For authors selecting the subscription publication route, the journal's standard licensing terms will need to be accepted, including self-archiving policies. Springer Nature permits authors to self-archive the accepted manuscript (AM) on their own personal Website and/or in their funder or institutional repositories for public release after an embargo period (available at <https://www.springernature.com/gp/open-research/policies/journal-policies>). The accepted manuscript is the version post-peer review but prior to copyediting and typesetting, and does not reflect post-acceptance improvements or any corrections. The licensing terms will supersede any other terms that the author or any third party may assert apply to any version of the manuscript.

D. Page Proofs

1. Posting of Proofs
For each article, the corresponding author will receive an e-mail directing them to an online proofing site.
2. Correcting Proofs
Authors may not rewrite text at this stage of publication. Essential new facts may be added, and typographical errors must be corrected.
3. Returning Proofs
The author must correct the proofs within 72 hours of the e-mail notification of the posting of proofs, or corrections will be too late for consideration. If the corresponding author will be unavailable, it is the corresponding author's responsibility to provide an alternate means for personal contact or a designated agent to be reached.

E. Online First

The article will be published online after receipt and editorial approval of the corrected proofs.

This is the official first publication citable with the DOI. After release of the printed version, the article can also be cited by issue and page numbers.

F. Electronic Supplementary Material

Electronic supplementary material will be published in the online version only. It may consist of

- ❑ information that cannot be printed: animations, video clips, sound recordings;
- ❑ information that is more convenient in electronic form: sequences, spectral data, etc.; or
- ❑ large original data, e.g., additional tables, illustrations, etc.

Submission

- ❑ Supply all supplementary material in standard file formats.
- ❑ Please include the following information in each file: article title, journal name, author names; affiliation and e-mail address of the corresponding author.

Audio, Video, and Animations

- ❑ Aspect ratio: 16:9 or 4:3
- ❑ Maximum file size: 25 GB
- ❑ Minimum video duration: 1 sec.
- ❑ Supported file formats: AVI, WMV, MP4, MOV, M2P, MP2, MPG, MPEG, FLV, MXF, MTS, M4V, 3GP

Text and Presentations

- ❑ Submit your material in standard word processing, image, or audiovisual file formats.

Spreadsheets

- ❑ Spreadsheets should be submitted as .csv or .xls files (MS Excel).

Specialized Formats

- ❑ Specialized formats such as .pdb (chemical), .wrl (VRML), .nb (Mathematica notebook), and .tex can also be supplied.

Numbering

- ❑ If supplying any supplementary material, the text must make specific mention of the material as a citation, similar to that of figures and tables.
- ❑ Refer to the supplementary files as “Online Resource,” e.g., “as shown in the animation (Online Resource 3),” “additional data are given in Online Resource 4.”
- ❑ Name the files consecutively, e.g., “ESM_3.mpg,” “ESM_4.pdf.”

Captions

- ❑ For each supplementary material file, please supply a concise caption describing the content of the file.

Processing of Supplementary Files

- ❑ Electronic supplementary material will usually be published as received from the author with any conversion, editing, or reformatting done to conform to journal style, as appropriate.

Accessibility

- ❑ To give people of all abilities and disabilities access to the content of your supplementary files, please make sure that the manuscript contains a descriptive caption for each item of supplementary material.
- ❑ Please make sure that video files do not contain anything that flashes more than three times per second (so that users prone to seizures caused by such effects are not put at risk).

G. Open Access

In addition to the normal publication process (whereby an article is submitted to the journal and access to that article is granted to customers who have purchased a subscription), Springer provides an alternative publishing option: Open Access. A Springer Open Access article receives all the benefits of a regular subscription-based article, but, in addition, is made available publicly through Springer's online platform, SpringerLink

<<https://www.springer.com/journal/41636/how-to-publish-with-us>>.

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(<https://www.springernature.com/gp/open-research/policies/journal-policies/licensing-and-copyright>)

III. STYLE GUIDE

A. General Information

This style guide supersedes earlier editions of this guide. SHA strongly recommends that new and experienced authors read this guide from beginning to end. *Make a copy for easy reference.*

In general, the journal requires a formal, professional style of writing without contractions and the use of gender-neutral words when possible. See section IV for specific manuscript requirements.

The style for Society for Historical Archaeology publications differs significantly from that of other professional archaeological journals due to the heavier historical focus of this journal. For example, the *Chicago Manual of Style*, chapters 16 and 17, and other published sources pertaining to references are significantly different from those used by anthropologists and archaeologists. In the event of conflicts between this style guide and other journals or style guides, please follow the directions provided here. Questions or comments pertaining to the “The Society for Historical Archaeology Publications Style Guide” should be referred to the journal editor at the e-mail address found on the inside front cover of the latest issue of *Historical Archaeology*.

B. Recommended Writing Handbooks and Dictionaries

For matters of spelling, grammar, and writing style not included here, authors should consult the following sources:

Brusaw, Charles T., Gerald J. Alred, and Walter E. Oliu
2003 *Handbook of Technical Writing*, 7th edition. St. Martin's Press, Boston, MA.

Merriam-Webster
1986 *Webster's Third New International Dictionary, Unabridged*, Philip Babcock Gove, editor. Merriam-Webster, Springfield, MA.

Merriam-Webster
2020 *Merriam-Webster's Collegiate Dictionary*, 11th edition. Merriam-Webster, Springfield, MA. Merriam-Webster <<https://www.merriam-webster.com/>>. Accessed 9 January 2024.

Strunk, William, Jr., E. B. White, and Roger Angell
2000 *Elements of Style: With Index*, 4th edition. Longman, New York, NY.

Turabian, Kate L.
2018 *A Manual for Writers of Term Papers, Theses, and Dissertations*, 9th edition. University of Chicago Press, Chicago, IL.

University of Chicago Press
2017 *The Chicago Manual of Style*, 17th edition. University of Chicago Press, Chicago, IL.
The Chicago Manual of Style Online <<https://www.chicagomanualofstyle.org/home.html>>. Accessed 9 January 2024.

IV. MANUSCRIPT SPECIFICATIONS

A. Summary of Sections

A submitted manuscript must include the sections listed below in the order that they are listed. The acknowledgments section is optional, and appendices are allowed but discouraged.

Manuscript, including:

- ☐ Cover page
- ☐ Title of article
- ☐ Author name(s)
- ☐ Abstract of article
- ☐ Keywords
- ☐ Content acknowledgment of potentially sensitive content (if applicable)
- ☐ Body text with headings
- ☐ Acknowledgments (optional)
- ☐ Footnotes (optional) (Do not use endnotes.)
- ☐ References
- ☐ Appendix (strongly discouraged and only when absolutely necessary)
- ☐ Figure captions (when there are figures)
- ☐ Figures
- ☐ Tables (when there are tables)
- ☐ Compliance with Ethics Standards
- ☐ Conflict of Interest
- ☐ Data availability statement

B. Overall Requirements

For publication in *Historical Archaeology* or other publications of the Society for Historical Archaeology, please follow these instructions:

- ☐ **Do not format the text so that it looks like the journal.** Minimize all formatting except for the requirements listed in this guide. *Turn off “Track Changes.”* Set paper size to “Letter” (8.5 × 11 in.). Set margins to 1 in. on all sides. Set “Spacing” to “Single,” with 0 pt. before and after each line. Set document to “Align Left.” Do not add section, page, or artificial line breaks. The compositor will convert your manuscript electronically, so additional formatting will be lost or be an obstruction to copyediting and layout.
- ☐ **Use normal style and a standard font throughout; Times New Roman 12 point is preferred.** If you are familiar with the style commands in your word-processing software, please use “normal” style exclusively. You may use italics and “all caps” when specified in this guide. Do not use, for example, a superscript with numbers (18th, not 18th), bold (bold is added for headings at the copyediting stage; see changes to those requirements below), small caps, or different sizes of fonts. You may have to override the automatic formatting in your software.
- ☐ **Use single spacing throughout.** Manually add an extra line before and after headings, before and after indented quotations, and after each bibliographic entry in the References.
- ☐ **Use one space between all sentences.** A colon will also be followed by one space, except in reference citations where there are no following spaces (1989:102–103).

- ❑ **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 in. on each paragraph. Do not use tabs except when formatting tables or in the reference list. No extra spacing is needed between paragraphs. Use a paragraph-formatting command so no extra spacing is present between paragraphs.
- ❑ **Use American spelling for any words in English,** but *use appropriate diacritical marks* (ç, ú, Ø, etc.) and italics for words in other languages.
- ❑ **Use a comma in a series of three or more items** (explorers, settlers, and traders) and *place all commas and periods within the final quotation marks.* (He said: “Let’s go.”) (The whole effect, including the “landscape,” was horrible.)
- ❑ **Use formal, professional language.** Exclude profanity and contractions (can’t, won’t, it’s, you’re, hasn’t, etc.) from your manuscript. Personal pronouns (e.g., “I” or “we”) are allowed when referring to the author or authors. Avoid using “we” without providing a clear antecedent (archaeologists, team members, etc.) in each paragraph. Use gender-neutral words as much as possible; “he” is not always the default pronoun. Structure sentences to avoid this issue; use the passive voice when necessary. See style sources in section III for assistance with writing style or grammar. Use terms relating to slavery as adjectives, not nouns: “enslaved person” not “slave,” “the enslaved-persons trade” or “the trade in enslaved persons,” not “the slave trade.” When it is not possible or appropriate to use specific tribal group names, use the terms “Native American,” “Indigenous,” or “Native” instead of “Indian” (except in cases of quotations or translations that use such language, official names, or in accordance with express preferences by Native authors in language choice [such as the “Eastern Band of Cherokee Indians”]).
- ❑ **Check references for completeness.** In general, answer the question: “How can the reader find this reference?” Use this manual for guidance. Do not assume the reader has the knowledge or that information is obvious. Editors can remove redundant or extra information if necessary. Do not forget to include city/state or city/province or city/country (regardless of the familiarity of the city); location of repositories, sponsoring agencies, or publishers; full names of authors; dates of publication, etc. Avoid using authors’ initials (unless the author prefers this) or “n.d.” for “no date” (make an educated guess and place the year in square brackets to indicate it is an estimate). See sections VI and VII for reference guidelines.
- ❑ **Crosscheck each reference, table, and figure in the text.** Be sure there is a one-to-one correspondence to the actual tables and text references; to the actual figures, the figure captions, and the text references; and to the reference list and text references. Figures and tables must be cited in numerical order. Most manuscript errors occur here because authors add and delete references, tables, and figures during the writing and editing process.

C. Section Specifications

1. Cover page

The cover page provides editors with the needed information to contact the authors with questions about the manuscript. If you cannot be contacted, publication of your manuscript

may be delayed by as much as two issues or even ultimately rejected. Be sure that all the information is up to date. If you are going to be out of the country, on sabbatical, in the field, etc., provide an alternative address and contact information. If you use a post office box, you must also provide an address that can be used for courier services. Please include the following for all authors:

- ❑ Author name(s) in order of seniority, with “(corresponding author)” following the appropriate name. Do not use position titles, academic degrees, and other honorifics.
- ❑ Address(es): Provide *full* mailing address(es) with affiliation(s), if appropriate. Include the ZIP or postal code(s). Use postal state/province abbreviations for U.S.A. and Canadian addresses. If a post-office box is required, use the abbreviation “PO Box.” Spell out non-U.S.A. country names in upper- and lowercase letters. The address(es) will appear in the footer of the title page of the published article.
- ❑ Work and home telephone numbers.
- ❑ E-mail address.

2. Title

This begins the page *following* the cover page. Place the title of the article flush left, in upper- and lowercase letters with all major words capitalized. Keep the title short but meaningful.

3. Author name(s)

Insert a blank line after the title. Place author name(s) flush left in upper- and lowercase letters, *exactly as signed on the copyright release form*. If a name has unusual capitalization or spacing (Mac, De, Van, etc.), be sure that these items are clearly and correctly indicated. For a coauthored or multi-authored article, list authors in the order of seniority, separated by a hyphen and spaces (-). Manuscript authorship should be limited to those who have made a significant contribution to the concept, design, execution, or interpretation of the research study. Other individuals who have contributed to the study should be named in the acknowledgments section, but not identified as authors.

4. Abstract

Insert a blank line after the author name(s). Place the heading “**Abstract**” in bold text with an initial capital letter, flush left. Continue the text of the abstract on the same line in regular type with no paragraph indent. Do not exceed 150 words. The abstract should summarize the contents, significance, and conclusions of the article. It does not serve as an introduction to the article. Write in the present tense and avoid hackneyed phrases, such as “this article will” or “this chapter will attempt to.” The abstract should be the last thing written.

5. Keywords

Insert a blank line after the abstract. Place the heading “**Keywords**” in bold text with an initial capital letter, flush left. Continue on the same line, providing a list of four or more keywords in regular type and “sentence case,” each term separated by a hyphen and spaces (-). Keywords should express the precise content of the manuscript, as they are used for indexing purposes.

6. Content Acknowledgment

If applicable. Insert a blank line after the keywords. Place the heading “**Content Acknowledgment**” in bold text with initial capital letters, flush left with no paragraph

indent. State briefly the kinds of potentially sensitive content in manuscript. Publications with potentially sensitive content will be indicated in print and online by an asterisk, not as a trigger warning per se, but rather as the completion of due diligence with acknowledgment.

2. 7. **Main text with headings**

As introductory, main text, discussion, and conclusion sections are added to the manuscript, organize the headings as follows: primary, secondary, tertiary, and quaternary. Secondary and other levels should only be added when more than one is needed. Headings are flush left, and, with the exception of quaternary headings, with an extra blank line before and after. Headings should be short and descriptive and differentiated as follows:

- a. **Primary Headings**—bold text with initial capital letters for all major words (excluding prepositions, articles, and conjunctions).
- b. **Secondary Headings**—normal text with initial capital letters for all major words.
- c. *Tertiary Headings*—italicized text with initial capital letters for all major words.
- d. **Quaternary Headings**—bold text with initial capital letters for all major words, with the subsequent text continuing on the same line; use is strongly discouraged.

8. **Acknowledgments**

Place the heading “**Acknowledgments:**” flush left and in bold. Begin text on the same line as the heading, with one space after the colon. The use of the acknowledgments section is optional, and use of personal pronouns is appropriate. Avoid the use of academic titles. Notice of consultation with associated descendant communities, including Native nations, for publication of any representations of or information regarding potentially sensitive materials, contexts, and data should be included in the acknowledgments section.

9. **Data Availability Statement**

Springer requires a data availability statement. This mandatory policy does not introduce any data sharing mandates, but aims to make the availability of the data transparent. The data availability statement consolidates information on availability of data associated with the manuscript, whether data are in repositories, available on request, or included with supplementary-information or figure-source data files. Sample data availability statements are available [here](#), and more information on the new Research Data Policy is available [here](#).

10. **References**

Place the heading “**References**” flush left and in bold, with a blank line before and after. Single-space all entries and follow the instructions given in the Sample References, section VII. References have two parts: (1) author/editor name(s) and (2) date/publication information. The first part of a reference includes only the name of the author(s) or editor(s) in normal font, *not all caps*. Author(s) names should be repeated for each reference, even if the manuscript has multiple references by exactly the same author or authors. The second part of the reference is the date of publication, normally a year, which begins a new line. It is flush left like the name. After the date, insert a single tab. The remainder of the entry (title, place of publication, etc.) follows as normal text without line breaks or indents or any other formatting. Insert a blank line between the last line of a reference and the author/editor name of the next. Numerous examples are provided in section VII of this guide.

11. Footnotes

Use of footnotes is permitted for technical details or parenthetical comments that would disrupt the article's flow. Use the footnote feature in Word (Ctrl+Alt+F), which will number them sequentially. Footnotes should be in 10 pt. type. Be concise. If references are cited in the footnotes, they must be included in the manuscript references. Do not use footnotes to cite primary documents separately. Primary documents must be included in the reference list with corresponding in-text citations. See section VII for guidelines. Use of endnotes is not permitted.

12. Figure captions

List the captions single-spaced and flush left. Insert a blank line between each caption. Type "Fig" followed by a space, then the figure number, followed by a period. The caption itself appears as regular text. Use italics within the captions when referring to parts or areas of the figure: *(a)*, *(b)*, *left*, *top*, etc.

Please note the following requirements:

- a. ***Cite all figures in the text*** and give each figure a caption. (See section VI for citation style.)
- b. ***Number all captions sequentially*** in Arabic numerals in the order cited in the text.
- c. ***Date and attribute all figures to a source*** in the captions, even if the source is "author"; captions for drawings (maps, schematics, charts, etc.) and photos must include a year along with the source: (Drawing by author, 1982.). An author/date citation is also acceptable.

EXAMPLES

Fig 1. Detail of the 1807 map of Boston (Wayne 1807). (Image courtesy of the Harvard Map Collection, Harvard University, Cambridge, Massachusetts.)

Fig 2. Faience ointment-jar forms (Brain 1979:35).

Fig 3. Beads and pendant from the cemetery: *(a)* gilded bead; *(b)* pendant; *(c)* faceted amber bead; and *(d-f)* plain drawn beads. (Photo by author, 2004.)

Fig 4. *Left* and *bottom*, thermometer back plates; *upper right*, balance scale weights. (Photo by author, 2004.)

Fig 5. Gunflints from the Smyth site. (Photo by Ned Johnston, 2003; courtesy of the London Historical Commission, London, Ontario.)

13. Compliance with Ethical Standards

a. ***Ethical Responsibilities of Authors***

This journal is committed to upholding the integrity of the scientific record. As a member of the Committee on Publication Ethics (COPE), the journal will follow the COPE guidelines on how to deal with potential acts of misconduct. Authors should refrain from misrepresenting research results that could damage the trust in the journal,

the professionalism of scientific authorship, and ultimately the entire scientific endeavor. Maintaining integrity of the research and its presentation can be achieved by following the rules of good scientific practice. For example,

- ❑ The manuscript has not been submitted to more than one journal for simultaneous consideration.
- ❑ The manuscript has not been published previously (partly or in full), unless the new work concerns an expansion of previous work. Please provide transparency on the reuse of material to avoid the hint of text-recycling (“self-plagiarism”).
- ❑ A single study is not split up into several parts to increase the quantity of submissions and submitted to various journals or to one journal over time (e.g., “salami publishing”).
- ❑ No data have been fabricated or manipulated (including images) to support the conclusions.
- ❑ No data, text, or theories by others are presented as if they are the author’s own (“plagiarism”). Proper acknowledgments to other works must be given. This includes material that is closely copied (near verbatim), summarized, and/or paraphrased. Quotation marks or block-quote format are used for verbatim copying of material, and permissions are secured for material that is copyrighted. Important note that the journal may use software to screen for plagiarism.
- ❑ Consent to submit has been received explicitly from all coauthors as well as from the responsible authorities—tacitly or explicitly—at the institute/organization where the work has been carried out before the work is submitted.
- ❑ Authors secure informed consent and/or letters of support for the dissemination of information and/or images of human remains, sacred or funerary objects, and known or suspected objects of cultural patrimony, funerary items, or human remains from descendent communities and/or tribal governing bodies and from those institutions involved in curating them
- ❑ Authors whose names appear on the submission have contributed sufficiently to the scientific work and therefore share collective responsibility and accountability for the results.

In addition:

- ❑ Changes of authorship or in the order of authors are not accepted after acceptance of a manuscript.
- ❑ Requests to add or delete authors at revision stage, proof stage, or after publication is a serious matter and may be considered when justifiably warranted. Justification for changes in authorship must be compelling and may be considered only after receipt of written approval from all authors and a convincing, detailed explanation about the role/deletion of the new/deleted author. In case of changes at revision stage, a letter must accompany the revised manuscript. In case of changes after acceptance or publication, the request and documentation must be sent via the publisher to the editor-in-chief. In all cases, further documentation may be required to support the request. The decision on accepting the change rests with the editor-in-chief of the journal and the request may be turned down. Therefore, authors are strongly advised to ensure the correct author group, corresponding author, and order of authors is provided at submission.
- ❑ Upon request authors should be prepared to send relevant documentation or data in order to verify the validity of the results. This could be in the form of raw data,

samples, records, etc.

b. *Suspicion of Misconduct*

If there is a suspicion of misconduct, the journal will carry out an investigation following the COPE guidelines. If, after investigation, the allegation seems to raise valid concerns, the accused author will be contacted and given an opportunity to address the issue. If misconduct has been established beyond reasonable doubt, this may result in the editor-in-chief's implementation of measures including but not limited to the following:

- ❑ If the article is still under consideration, it may be rejected and returned to the author.
- ❑ If the article has already been published online, depending on the nature and severity of the infraction either an erratum will be placed with the article or in severe cases complete retraction of the article will occur. The reason must be given in the published erratum or retraction note.
- ❑ The author's institution may be informed.

c. *Author Disclosure Statements*

To ensure objectivity and transparency in research and to ensure that accepted principles of ethical and professional conduct have been followed, authors should include information regarding sources of funding, potential conflicts of interest (financial or nonfinancial), informed consent if the research involved human participants, and a statement on welfare of animals if the research involved animals.

Authors should include the following statements (if applicable) in a separate section entitled "Compliance with Ethical Standards" when submitting a paper:

- ❑ Disclosure of potential conflicts of interest
- ❑ Research involving human participants and/or animals
- ❑ Informed consent

The corresponding author should be prepared to collect documentation of compliance with ethical standards and send if requested during peer review or after publication. Authors are encouraged to contact the editors before submission to clarify necessary acknowledgments for their specific data and/or illustrations.

The editors reserve the right to reject manuscripts that do not comply with the abovementioned guidelines. The author will be held responsible for false statements or failure to fulfill the abovementioned guidelines.

i. *Disclosure of Potential Conflicts of Interest*

3.

Authors must disclose all relationships or interests that could influence or bias the work. Although an author may not feel there are conflicts, disclosure of relationships and interests affords a more transparent process, leading to an accurate and objective assessment of the work. Awareness of real or perceived conflicts of interest is a perspective to which the readers are entitled and is not meant to imply that a financial relationship with an organization that sponsored the research or

compensation for consultancy work is inappropriate. Examples of potential conflicts of interest that are directly or indirectly related to the research may include but are not limited to the following:

1. Research grants from funding agencies (please give the research funder and the grant number)
2. Honoraria for speaking at symposia
3. Financial support for attending symposia
4. Financial support for educational programs
5. Employment or consultation
6. Support from a project sponsor
7. Position on an advisory board or board of directors or other types of management relationships
8. Multiple affiliations
9. Financial relationships (e.g., equity ownership or investment interest)
10. Intellectual property rights (e.g., patents, copyrights, and royalties from such rights)
11. Holdings of a spouse and/or children that may have financial interest in the work

In addition, interests that go beyond financial interests and compensation (nonfinancial interests) that may be important to the readers should be disclosed. These may include but are not limited to personal relationships or competing interests directly or indirectly tied to this research or professional interests or personal beliefs that may influence the research.

The corresponding author will include a summary statement in the text of the manuscript in a separate section before the reference list.

See below for examples of disclosures:

Funding: This study was funded by X (grant number X).

Conflict of Interest: Author A has received research grants from Company A. Author B has received a speaker honorarium from Company X and owns stock in Company Y. Author C is a member of Committee Z.

If no conflict exists, the authors should state:

Conflict of Interest: The authors declare that they have no conflict of interest.

ii. Research Involving Human Participants and/or Animals

When reporting a study that involved human participants, their data, or their biological material, authors should include a statement that confirms that the study was approved (or granted exemption) by the appropriate institutional and/or national research ethics committee (including the name of the ethics committee) and certify that the study was performed in accordance with the ethical standards as laid down in the 1964 Declaration of Helsinki and its later amendments or comparable ethical standards. If doubt exists whether the research was conducted in accordance with the 1964 Helsinki Declaration or comparable standards, the authors must explain the

reasons for their approach and demonstrate that an independent ethics committee or institutional review board explicitly approved the doubtful aspects of the study. If a study was granted exemption from requiring ethics approval, this should also be detailed in the manuscript (including the reasons for the exemption). Further guidance can be found at <<https://www.springer.com/gp/editorial-policies/research-involving-human-and-or-animal-participants#toc-49269>>.

iii. Informed Consent

Authors must be able to provide documentation of informed consent and/or letters of support for the dissemination of data and/or images and proof that all necessary permissions have been obtained for the use and publication of such content (e.g., photographs, video or audio recordings, 3-D models, illustrations, etc.). This includes human samples obtained from museum collections, where additional permission may need to be obtained for reuse and publication of the work. Demonstration of reasonable due diligence in seeking stakeholder contact, consultation, and permission is necessary for publication of results of destructive analyses (DNA, isotope analyses, etc.). The demonstration of due diligence will clearly indicate stakeholder awareness and approval for the dissemination of the potentially sensitive information. Authors should be aware of any cultural sensitivities or restrictions associated with any images or data included in their manuscripts. For example, the use or display of images of human remains or deceased humans is restricted in some cultures, and appropriate ethical guidelines should be adhered to by considering the views and approval processes of the affected communities. In many Indigenous communities additional permissions may need to be sought from community leaders and/or elders. Authors working with Indigenous communities are advised to consult appropriate guidelines for ethical research and publishing, such as the [*AIATSIS Guidelines for Ethical Publishing*](#), or the [*National Inuit Strategy on Research*](#), and [*Interviewing Elders: Guidelines from the National Aboriginal Health Organization*](#). Authors conducting research with Indigenous communities using media tools are advised to consult appropriate guidelines such as [*On-Screen Protocols & Pathways: A Media Production Guide to Working with First Nations, Métis and Inuit Communities, Cultures, Concepts and Stories*](#).

D. Table and Figure Specifications

Only typed material that can be composed is to be named a table; if material is to be photographically reproduced, then it is a figure (see part 2 below, “Original Figures”). Before creating a table, decide whether a table is called for. Keep short informal tables and lists within the regular paragraph structure. For example, for short descriptions: “The rim border on ceramic platters consists of three zones of designs: (1) vertical lines with thick dashes at the rim; (2) a wide, solid line placed parallel to the rim; and (3) a band of Style G panels.” Note that parentheses surround the embedded numbers.

1. Tables

All tables will be grouped following the references and before the figure captions. Use single-spaced text for the table. Type “Table” with an initial capital letter, followed by the number, all in bold. Number tables in Arabic numerals in the order they are cited. Put a space after the number. No period follows the table number. On the same line, in

“sentence case” (with only the first word capitalized), place a short title of no more than 60 characters.

Table 1 Artifact categories and counts

Please note the following requirements:

- a. ***Cite every table*** (and capitalize the reference) in the text. Examples: Glass composed 34% of the assemblage (Table 1); As provided in Table 1.
- b. ***Do not submit oversized tables***. Compose tables from typed text. Consider the physical size of the journal when preparing tables.
- c. ***Avoid using more than 10 columns***. Tables with numerous columns often have to be placed sideways on the journal page, reduced in size, or divided among several pages.
- d. ***Set table columns with tabs***. Avoid proprietary table software because all tables will eventually be set in pure text with only tabs.
- e. ***No vertical rules in tables***. Provide one horizontal rule under the table’s columnar headings above the data. Give each column and row a brief heading. Primary headings should have initial capital letters on all major words. All other headings should be “sentence case,” i.e., with only the first letter of the entry capitalized.
- f. ***Format notes***. Place notes, if used, below the table in 10 pt. type and in the following order and style:

Note: General note pertaining to the whole table.

^a Superscript letters indicate notes within the table. Source: Adams (1993:24).

2. Original Figures

All artwork—in TIFF, JPEG, or EPS format—becomes the property of the Society for Historical Archaeology following acceptance of the manuscript for publication. Photos should be submitted in 300 dpi or higher resolution at 100% scaling. Color photos may be submitted, since the electronic version of the article will be prepared in color. Subtle gradations in color are often not distinguishable in black and white, so it is the author’s responsibility to determine whether color figures will reproduce legibly in black-and-white print format and to submit graphics that convey the necessary information in black-and-white print. If scans are provided, they should be of a professional quality at 600–1,200 dpi (see details below). *Unacceptable media* include the following: screened (newspaper) or continuous-tone (gray value) computer-generated illustrations (they produce unacceptable reproductions due to a moiré pattern effect). Remember, for publication, figures are reduced to a width of 3¼ or 6¼ in. (single or double column). Keep that in mind when considering quality of reproduction and the size of print or other details within the image.

Submit the following with your manuscript:

- ❑ Electronic media files titled as follows: AuthorNameFigureNumber (e.g., JonesFigure1).

- ❑ Any needed permissions for use of images and/or data. Original artwork from other copyrighted works or from specific collections cannot be published without initially placing copies of all requisite reproduction permissions on file with the editorial office. For the purposes of this policy, “illustrations” is defined to include photographs, scans, drawings, 3-D printing, CT and PET scans, MRIs, drawings, and any other mode of depictions. For images and data involving human remains, items of cultural patrimony, and other potentially sensitive content, authors must be prepared to provide, upon editorial request, permissions that demonstrate compliance with professional ethics (described in section IV.C.12). Authors are encouraged to contact the editors before submission to clarify any necessary acknowledgments for their specific data and/or illustrations.
- ❑ Photographic images depicting recognizable, living individuals must be accompanied by written releases from both the subject(s) in the photo and from the photographer who took the photo granting the SHA the right to publish the photo.

Please note the following requirements:

- a. ***Do not include figure numbers, captions, and pure-text legends as an integral part of the image.*** Place such items in the figure caption (see section IV.C.9 above). When several items are shown in a single figure, each object is to be designated *on the figure* by a lowercase letter. Do not use numbers. The caption must include an explanation of and reference to each of the letters included in the figure.
- b. ***Every figure must be cited in the text.*** Capitalize, and abbreviate as “Fig” when in parentheses as, e.g., (Fig. 1), (Figs. 1a–c, 2, 3), (Fig. 5a, b), (Figs. 5a, b, 6a), or (Figs. 1–5); write the complete word “Figure” within the text, e.g., “as illustrated in Figure 2.” Do not use the redundant “see,” “e.g.,” or other Latin terms when citing figures in the text. The typesetter will insert the figure following its first citation. Do not embed the figure image in the text or write: “Place figure here.” When citing a figure/table included in the manuscript plus a reference to another source, list the items in the order they are addressed within the sentence with a single space and no punctuation between references: (Fig. 2) (Harrington 1962:22) (Table 2).
- c. ***Use professional, legible lettering.*** Small lettering and complex detail in figures will not reproduce clearly. Do not use typed or freehand lettering. Use sans serif lettering that is large enough and of a medium thickness to reproduce well even when reduced in size upon publication.
- d. ***Do not use neat lines, borders, or boxes*** around or within maps and artwork. A simple box may appear around map legends or other insets.
- e. ***Scale or north arrow.*** Both are required for maps and plans. Place any needed scale (in./cm, mi./m) or north arrow within the figure, not in the caption. Place the north arrow directly in the figure. In good cartographic style, the north arrow points to north (the *N* is at the point of the arrow, not on it or below it) and is as simple as possible.
- f. ***Use professional-level scans*** for all electronic media images. Output specifications for suitable images include: halftone (grayscale) images saved at 100% size, 600 dpi,

TIFF format and line art (bitmap) images saved at 100% size, 1,200 dpi, TIFF format. High-quality drawing and scanning software and scanners that are readily available for personal or office use are not always acceptable for print production. All letters, numbers, and lines must be crisp, solid, and black. Fuzzy, gray, or broken letters and numbers, as well as those composed of micro-sized dots, are unacceptable. Computer-assisted design (CAD) generated maps, drawings, and images (including graphs) with dot-pattern backgrounds are unacceptable.

g. ***Accessibility***

In order to give people of all abilities and disabilities access to the content of your figures, please make sure that

- ❑ All figures have descriptive captions (blind users could then use a text-to-speech software or a text-to-braille hardware).
- ❑ Patterns are used instead or in addition to colors for conveying information (colorblind users would then be able to distinguish the visual elements).
- ❑ Any figure lettering has a contrast ratio of at least 4.5:1.

h. ***Imaging Methodology***

Authors publishing work in the fields of conservation and heritage research in particular are required to include details of image-gathering methods and the technology used for creating any images, videos, or models included in their submission.

V. FORMAT SPECIFICATIONS

A. Abbreviations

1. **Names of Districts or Countries** contain no space between letters (D.C., UAE, UK).
2. **Abbreviating States:** Abbreviate states only in tables, references, and on the cover page, and then use the capitalized, two-character style of the U.S. Postal Service (Alabama=AL, Alaska=AK, etc.).
3. **Acronyms** and abbreviations traditionally written in all capital letters, such as SHA, AAAS, or Texas A&M, contain neither space nor punctuation between letters. The traditional and required exceptions are U.S., U.S.A., D.C. (District of Columbia), B.C.E., C.E., Ph.D., and M.S.
4. **Measurements:** Metric terms (cm, m, km) are not followed by a period, but nonmetric abbreviations are followed by a period (in., ft., mi.).
5. **Latin Abbreviations:** only limited use allowed. Do not use abbreviated Latin terms, such as e.g., i.e., ibid., op. cit., loc. cit., for narrative text citations or references. The abbreviations f. and ff. and the word “passim” are not used as a substitute for accurate page references. Use of “circa” with dates is allowed, but abbreviate as ca., *not* c. (ca. 1650). The term “et al.” is allowed to substitute for authors’ names within text citations when there are three or more names (Johnson et al.).
6. **Number:** Abbreviate “number” as “No.” when used with a specific Arabic numeral (Burial No. 7) and in table headings. Do not use the symbol #.

B. Accents and Diacritical Marks

All accents and diacritical marks for English and foreign-language words, proper names, place names, and titles of publications must be included and clearly marked when used in the text or cited in the references. When in doubt, check *Merriam-Webster’s Collegiate Dictionary*. Some non-English words, such as “facade,” are spelled without the diacritical mark (cedilla).

Ivor Noël Hume

Aleš Hrdlička

Mehmet Yaşar İçcan

Teotihuacán

Erlenbach-Zürich

Revista de arqueología y etnología (title)

raison d’être

français

entrepôt

C. Capitalization

In English, capitalize all proper names, taxonomic names for genera and higher ranks, names of specific archaeological sites (but not the word “site”), specific geographical areas, and specific titles of buildings or departments. Please capitalize “Indigenous,” “Native,” and “Black,” but not “white,” when used in reference to ethnic/cultural groups.

People's titles are not capitalized unless the title precedes and is used as part of the name. Note that *al*, like *the*, is capitalized only at the beginning of a sentence or title. *Abu*, *Abd*, *ibn*, *al-*, or *el-* are part of the last name, like *Mc*, *de*, *von*, and *van*.

1. Use lowercase for general geographic, directional, and generic division terms. For further guidelines on capitalization of nonarchaeological terms, see the *Chicago Manual of Style*, chapter 7.
2. Check sources for correct capitalization of prefixes in front of names (*van*, *von*, *de*, etc.); some are capitalized, some are not. For example, for *American* authors with compound surnames, such as *Van Laer*, *Van* is generally capitalized whether or not another name precedes it (*Van Laer*, *Arnold Van Laer*); for names of *Dutch* authors, *van* and *der* are not capitalized when preceded by another name, but *Van* is capitalized when the surname is used alone (*Adriaen van der Donck*, *Van der Donck*; or, in references, *Van der Donck*, *Adriaen*; *Hans van Regteren Altena*; *Van Regteren Altena*, *Hans*).

EXAMPLES

American Southwest, southwestern United States, southeastern plantations, Eastern Shore
Department of Archaeology, but archaeology department

English composition, archaeology, history

Federal-period architecture (but U.S. federal government) Main Street, Spring Street, but
Main and Spring streets

Maya Lowlands, the lowlands

Ohio River, but Ohio and Monongahela rivers, Lakes Superior and Michigan

President Clinton, American president Clinton, the president of the society Raritan
formation

Spanish colonial period, contact, precontact, postmedieval Spanish majolica (Puebla
Blue/White type)

Stadt Huys block, Yaughan Curriboo site; *Zea mays*, Dalton point; Level I, level or levels

The Society for Historical Archaeology, the society

Washington State, the state of Washington

D. Dates, Years, and Eras

1. Dates

Use scientific or military style for all dates. "He was born on 19 July 1889." Actual quotations will retain their style.

2. Decades

Do not use apostrophes in decades (1860s and 1870s, *not* 1860's and '70's).

3. Inclusive Years

Fully cite inclusive years using an en dash, not a hyphen (1774–1778); do not shorten the century (1774–78). Always use "from" with "to" when referring to a range of dates (from 1850 to 1860); do not combine words and symbols (from 1850–1860).

4. Eras

Do not use B.C., A.D., or B.P. (before present); convert these expressions to B.C.E. and C.E. (See below for use of B.P. in radiometric ages.) B.C.E. (before the common era) and C.E. (common era) follow years (2000 C.E., 350 B.C.E., 20 B.C.E.–15 C.E.). There is no

year 0. Abbreviate circa as ca. (ca. 1650).

E. Hyphenation

Hyphenation often changes over time, so it is best to consult *Merriam-Webster's Collegiate Dictionary* or the *Chicago Manual of Style* (2017:7.89) for hyphenation of nonarchaeological compound words. For example, many prefixes no longer call for hyphens (bi, co, inter, micro, macro, over, pre, post, pseudo, re, semi, sub, trans, un, under, etc.). *If ambiguity is unlikely and the guide does not require one, do not hyphenate.*

1. Adverbs/Adjectives

Do not use a hyphen when an adverb ending in -ly is a modifier (greatly exaggerated outcome). If an adverb does not end in -ly (more finely detailed sherd, much loved pet), you may use a hyphen only to prevent ambiguity (late-blooming teenager, much-loved music). Generally, use a hyphen with compounds using all, full, well, ill, better, best, little, lesser, least, high, low, upper, lower, middle, mid (all-powerful leader, full-scale attack, ill-defined term, lesser-known individual, middle-class family) before a noun, but only to prevent ambiguity after a noun (his family was middle class). *Always check the dictionary for permanently combined forms or exceptions to the general rules* (midlife crisis, midterm election, mid-Atlantic, transatlantic, Mideast).

2. Associated or Compound Words

Hyphenate compound words that are not permanent combinations (transfer-printed pearlware) or to make associations clear if there is danger of misunderstanding (round-bodied clay vessels, but clay vessels that are round bodied). Many compounds hyphenated before a noun may not need a hyphen when following a noun (the decision-making body; she excelled at decision making).

3. Colors and Numbers

Hyphenate descriptive terms that include a preposition or conjunction before the noun (black-on- black pottery, black-and-white photo), but not after the noun (the photo was black and white). Do not hyphenate a color preceded by the words light or dark: light blue stone, dark red glow. Hyphens may be used for blue-green algae, but not for bluish green algae or coal black paint. Hyphens are omitted when using abbreviations or symbols: 8 × 10 in. photograph or 5 ft. high wall.

4. Time Periods

Hyphenate century when used as a compound adjective: late 19th-century ceramics, early 20th-century ceramics, mid-16th century, but ceramics of the 19th century. Do not hyphenate early and late. With decades, use a hyphen with mid (mid-1950s), but not with early or late (early fifties, late 1920s).

5. Ethnic/Cultural Subgroups

Do not hyphenate American ethnic groupings, even when used as adjectives. For example, use Italian American foodways, not Italian-American foodways; African American colonoware, not African-American colonoware.

F. Italics

1. Foreign Phrases

Do not italicize commonly used foreign phrases and words included in the main listing of

Merriam-Webster's Collegiate Dictionary, 11th edition, including e.g., i.e., et al., per se, in situ, en masse, sans, a priori. Italicize other terms, including *terminus post quem* (beginning); *terminus ante quem* (end); words in Native languages, such as *mako sica* (badlands); and entries in Merriam-Webster's "Foreign Words & Phrases" chapter.

2. Names of Ships

Italicize names of ships: whaler *Alta California*, British frigate HMS *Orpheus*, Union vessel USS *Monitor*.

3. Biological Taxonomy

Italicize the taxonomic genus, species, and variety of scientific names: humans (*Homo sapiens sapiens*), white oak (*Quercus alba*), but oak (*Quercus* sp.). Other taxa are not italicized.

4. Titles

Italics are reserved for *published* works only: periodicals, newspapers, books, proceedings and collections, motion pictures, works of art, and pamphlets. Dissertation titles are italicized only if they are published. Manuscripts, reports, lectures, papers read at meetings, Webpages, or other unpublished works are not italicized. Titles of articles within journals are not italicized in references; they are placed in quotation marks only when used in the narrative text. See the *Chicago Manual of Style* or other reference works when in doubt.

5. Mathematical Variables

Letters signifying mathematical variables are italicized: *X* (chi), *p* (probability), *df* (degrees of freedom).

G. Numbers

In general, Arabic numerals are to be used for all numbers 10 and above (12 sites, 30th test pit). Spell out zero through nine (three sites, ninth month). All numbers in a series and all numbers within one sentence should agree in form. If one reference number within a sentence is 10 or above, the other numbers in the sentence should be in numeral form also ("The sample includes 4 pipe stems, 32 redware sherds, 7 stoneware sherds, 9 bottle-glass shards, and 83 nails"). Use commas with Arabic numerals of 1,000 and above. Spell out any number that begins a sentence ("One hundred visitors per day is not unusual") or is used in general expressions in narrative text (several hundred years; about one-half of the workers).

1. Centuries

Use 14th century, early 20th century, but spell out century numerals that begin a sentence or that appear in headings and titles of manuscripts ("Replicating Fifteenth- and Sixteenth-Century Ordnance"). In references format will agree with book or article titles as originally published. Do not use superscript in century designations, i.e., 14th century, not 14th century.

2. Legal Land Descriptions (section, range, township)—Sec 12, R9W, T4S.

3. Mathematical Copy—(in text) \$6 million, (in tables) \$6,000,000; $n=9$; significant at the .10 level; 20%–40%; 100°C (also see section B below).

4. Measurements

Use numerals for precise measurements like 3 ml, 0.4 mm, 4 cm; 0.25 in., 2 in., 5 ft.; 8½ × 11 in.; 5 × 5 ft.; 1/2 mi., 0.5 mi., 5,000 mi., 10,000 mi., 5000 km, 10,000 km; 2 hours; 2,000 hours; 8 P.M.; 90° angle; 32°F, 650°C; 10.5°; or 10° 90' N.

5. **Page Numbers**—Seifert (1991:82–108); or “on page 5 of the article.” Rather than a hyphen, use an en dash, which means “up to and including,” and do not shorten the numbers for a range of pages: 121–128, not 121–28 or 121–8.
6. **Percentage**—96.3%; the percentage sign is used only with Arabic numerals.
7. **References**—2nd edition.
8. **Series Titles**—*45th Annual Report of the Bureau of American Ethnology*. In references, however, format will agree with title as originally published.
9. **Tables**
Numerals are paired with symbols and abbreviations: 85%, 3 ft., No. 6 (not #6).

H. Quotations

1. Direct Quotations

Word-for-word quotations are set off by quotation marks. Quotations of fewer than three typed lines or fewer than two full sentences should be placed in the text, set off with quotation marks, followed by the citation in parentheses, and then punctuated. Quotations of three or more typed lines or two full sentences or more should be indented and set off from the body of the text by an extra blank line before and after the quote; no quotation marks set off the block quote from the text. If quotations are contained *within* a block quote, use full quotation marks (“ ”), not single quotes (‘ ’).

2. Author’s Comments

Use brackets ([]), not parentheses, to set off any of your own words within the quote that aid understanding or flow. (Parentheses are reserved for parenthetical material incorporated in the original quote and for citations.) Use brackets to enclose the phrase [emphasis added] to signify recent author-added emphasis and [emphasis in original] to indicate the emphasis was part of the original text. Use the word [*sic*] in quoted material sparingly to indicate errors in the original text. (Do not use [*sic*] when an error is obviously a minor typographical error or when archaic English is being quoted.)

As Sullivan (1978:184) stated, archaeologists “must develop a rigorous model that specifies how information about the past is transmitted to the present *via material remains* [emphasis added].”

“The [wrestling] match was between a very *famous* man at that time, Joe Tumr [*sic*] & some man; nobody could beat him [emphasis in original]” (Schmidt 1989:132).

3. Text

Ellipses are used to indicate omitted material in a quotation. They are placed on the line as periods are, not suspended. Do not use software-generated ellipsis symbols. The three ellipsis dots have no spaces between dots. Asterisks should not be used in place of periods. Generally, ellipses are not used at the beginning or end of quoted material. A quotation

should proceed from your text. See the *Chicago Manual of Style*, sections 13.50–54, for details. Here are the types of ellipses:

- a. **Three periods** with spaces before and after are normally used within a sentence to indicate omitted material: “The system ... supported these beliefs.”
- b. **Four periods** are used with the first one serving as a period (no space) when one or more sentences are deleted: “This work does nothing. ... His view was similar.” Note that the next sentence after the four-dot ellipsis begins with a capital letter.

Appropriate punctuation such as (, ...) or (... :) may proceed or follow ellipses, but only to make the meaning clearer.

4. **Inscriptions and Mottoes**

Set inscriptions and mottoes off from the surrounding text and neither italicize nor set in quotation marks. Use a colon to initiate an inscription; provide periods for missing letters, brackets for assumed letters, and back slashes to separate original multiple lines of text. The use of uppercase and lowercase letters should reflect the original usage.

EXAMPLES

The label reads: First Class

The inscription on the crock reads: C CROL...\MANUF[ACTU]RER\N[e]w York.

I. **Scientific and Mathematical Copy**

1. **Chemical Names**

Chemical symbols should be capitalized, followed with a subscript figure indicating number of atoms in a molecule (H₂O); superscript the mass number in front (¹⁴C). Names of chemical compounds should be lowercase when written (carbon, oxygen). See the *Chicago Manual of Style* 8.149–150 and 10.63 for further discussion.

2. **Formulas, Equations, and Statistics**

- a. **Set an equation off** from the text by placing it on a line of its own with space above and below.

$$Y=1931.75-8.25X$$

- b. **Italicize all mathematical variables** (letters or other symbols). Certain symbols may be ambiguous to the editorial/printing offices. For example, the editors must differentiate the letter X from the variable (*x*), a multiplication symbol (×), or the Greek letter chi (*X*), all of which are set differently in print. When degrees of freedom or probability are relevant to statistical analysis, they should be typed following the equation.

Results are statistically significant based on the chi-square test of association: $X^2 = 52.82$, $df\ 4$, $p < .05$.

3. **Measurements**

- a. **Specific measurements** should be in numerals and abbreviated: 4 cm; 2 in.; 5 ft., 8½

× 11 in.; 5 × 5 ft.; 12 ac.; 0.5 mi.; 2200 km; 2 hours; 2,000 hours; 8 P.M.; 0.25 in.; 50 mi.; 90° angle; 32°F; 650°C; 10.5°, or 10° 90' N. The metric unit “liter” is abbreviated L due to potential confusion with the Arabic numeral 1 (8 L, not 8 l). Abbreviations for metric terms (cm, m) are not followed by a period, but nonmetric abbreviations are followed by a period (ft., in.).

- b. **Alphabetic abbreviations** are not repeated with combined measures (5 × 5 ft.), but symbols are (15%–20%).
- c. **Precede decimal numbers** less than one with a zero (0.4 m, 0.9 mi.), except when by tradition it is otherwise, such as in statistical probability ($p < .05$) or firearms and ordnance (.22 cal. shell).
- d. **Square measurements**—To avoid confusing the reader, an excavation unit 5 m on each side will be written as “5 × 5 m” in the text (not as “5 m square”). A multiplication symbol is used, *not* the letter x. When expressing area, such as 500 square meters, place the exponent after the abbreviation (500 m²).

4. Site numbers

Site numbers, as well as site names, should be included when known. When trinomial-system site numbers are available, type U.S. numbers consistently according to the state’s conventions, or, if inconsistent, site numbers will be reformatted with capital letters for the county designation and without hyphens (36LY160). Type Canadian Borden numbers with one hyphen (DiQw-4).

5. Radiometric Ages

Radiocarbon age determinations are not dates; they represent a statistical probability of being within a specific range of dates. Only calendric and tree-ring dates are absolute. When radiocarbon ages are reported for the first time they are to follow the standardized format of the journals *Radiocarbon* and *American Antiquity* (57[4]:755–756). If the radiocarbon age being cited has been previously published elsewhere, citation of that reference (including page numbers) is adequate. In the first citation of a radiocarbon age, provide the radiocarbon age, date, sigma error, laboratory number, sample number, the material of the sample dated, whether the date has been corrected, and the bibliographic reference (if previously published). In subsequent citations, use the age alone. To present a series of radiocarbon ages and associated technical data in tabular form, consult the example given in *American Antiquity* (57[1]:67, table 2). More specifically, the uncalibrated radiocarbon age given in the first specific citation must be based on the 5,568-year half-life of ¹⁴C (divide ages based on the 5,730-year half-life by 1.03). The radiocarbon age is to be presented as years B.P. and not converted to calendric years B.C.E./C.E. The 1-sigma standard error provided by the laboratory should follow. Include the sample- identification and laboratory numbers, and what material was analyzed (sample of charred wood, walnut hulls, etc.). Finally, indicate whether the age has been corrected for isotopic fractionation (if the lab has provided sigma ¹³C value, then the date has been corrected).

EXAMPLE

The age of UCR-2141 [Goleta rope fiber] was determined to be 120 ± 50 ¹⁴C years B.P. (L-303) (Stuiver and Polach 1977:355–363); or 120 ± 50 B.P. (L-303; UCR-2141, rope fiber).

6. **Tree-Ring Dates**

Tree-ring dates should be given as calendric dates (1350 C.E.; 280 B.C.E.; 200 B.C.E.–100 C.E.). Note the spelling of “tree-ring” as established by the profession.

7. **Munsell Soil-Color Designations**

Place a space between the hue designation and color code when using Munsell soil-color designations, e.g., 10YR 4/5.

J. Spelling

1. **Preferred Spelling**

American spelling will be used rather than British English or federal government spellings, except in direct quotation and titles of references. When alternate spellings exist for a word, use the version listed first in *Merriam-Webster’s Collegiate Dictionary*, 11th edition. For words not appearing in this source, consult *Webster’s Third New International Dictionary, Unabridged*.

The following is a partial list of preferred spellings:

acknowledgments, not acknowledgements
cannot, not can not
catalog, not catalogue
data (plural)=information; datum (singular)=benchmark
database, not data base
datable, not dateable
disk, not disc
e-mail, not email or E-mail
focused, not focussed
gauge, not gage
gray, not grey
hollowware, not holloware
honor, not honour
lifestyle or lifeways, not life-style or life-ways
mindset, not mind set or mind-set
modeled, not modelled
percentage rather than percent is the usual form, but always % with Arabic numerals
worldview, not world-view or world view
sociocultural, socioeconomic, sociopolitical (no hyphen)
totaled, not totalled
usable, not useable
x-ray (verb, adjective); X ray (noun)

2. **Problematical Words and Phrases**

Some troublesome words and phrases encountered in historical archaeology are listed here by the preferred spelling or form:

- a. ***an historic***, an historical, an historian, not a historic—traditional use is preferred here.
- b. ***archaeology***, not archeology—the spelling “archeology” is acceptable only in a direct quotation or in acknowledgments, references, or biographies when capitalized as part

of a title or an organizational name (Midwest Archeological Center).

- c. ***ethnic groups***—African American; African American ceramics (no hyphen); Black American; white American (white not capped); European American, not Euro-American or Euroamerican; Métis; creole (not capped or italicized); Native American (the federal government prefers Native American, but some tribes prefer American Indian, and First Nations is used in Canada). Other is capped when used to refer to “one considered by members of a dominant group as alien, exotic, threatening, or inferior because of different racial, cultural, or sexual characteristics.” For example, “the ways of the Other would be considered inferior to dominant cultural patterns.”
- d. ***maker’s mark*** (one maker, one mark); maker’s marks (one maker, more than one mark); makers’ marks (more than one maker, more than one mark).
- e. ***unfamiliar (or foreign words)*** may be defined or explained using the format: *machicolations*, or arched overhangs; *hornos arabes*, or Moorish kilns; *tinajas*, or large fermentation jars. Italicize each use of foreign terms throughout the text; unfamiliar words may be italicized on first use.
- f. ***wares***—whiteware, yellowware, pearlware, flatware, hollowware, tableware, tea ware; tea and table wares.

VI. CITATIONS IN TEXT

A. General Instructions

1. **Authors' surnames** are spelled out in full, except "et al." is used for junior authors' names for publications with three or more authors.
2. **Agency names** serving as the author are spelled out in full in the initial citation and may be abbreviated in subsequent sections if used frequently (usually determined as more than three times).
3. **Format**
 - a. Do not use a comma between the author's name and the year. Do not place a space between the colon following the year of publication and the page numbers.
 - b. Do not separate the name of the author from the parentheses containing the year or year and pages in text citations. For example, Rust (1976:12) said: "The survey was complete." *not* Rust said: "The survey was complete" (1976:12).
4. **No extra words**, such as see, e.g., i.e., contra, sensu, *ibid.*, *op. cit.*, *loc. cit.*, etc., for narrative text citations or references (Rust 1972) *not* (see also Rust 1972) nor (e.g., Rust 1972), *but* see also Rust (1972).

B. Sample Citations

1. **One author, no page numbers**—(Smith 1969), Smith (1969), see Smith (1969), or Smith's (1969) discussion, *not* (see Smith 1969).
2. **Agency as author**—Initial citation: (Philadelphia Registry of Deeds [PRD] 1680:1.6.170 [book. leaf. page]), subsequent citation if more than three: (PRD 1680:1.6.170). In the references section include any abbreviations used: Philadelphia Registry of Deeds (PRD).
3. **Two authors**—(Little and Shackel 1992) or Little and Shackel (1992).
4. **Three or more authors**—(Arnold et al. 1992) or Arnold et al. (1992). List *all* names in the references section.
5. **Three or more authors with the same senior author, more than one reference**—List them *chronologically* in the text, adding names of junior authors until they differ (Olin, Harbottle et al. 1978; Olin, Black et al. 1984), *not* (Olin et al. 1978, 1984); cite them in strict *alphabetical* order in the references. In the infrequent instances in which the references are of the same year, cite them *alphabetically* both in the text and in the references, as in the following example: (Arnold, Fleshman, Garrison et al. 1991; Arnold, Fleshman, Hill et al. 1991).
6. **Several different authors cited in one place**—Use chronological, then alphabetical order: (McKee 1886; Colton 1959; Deetz and Dethlefsen 1965; Deetz 1967, 1973; Brown 1973; Hall 1973).
7. **Several references by the same author**—Without pagination: (Hardesty 1985, 1988,

- 1991a, 1991b) or Hardesty (1985, 1988, 1991a, 1991b). With pagination: (South 1972:23,27, 1977:14–173, 1978a, 1978b) or South (1972:23,27, 1977:14–173, 1978a, 1978b).
8. **Two or more references by the same author or authors in the same year**—Organize them alphabetically by title *in the references*, adding the letters *a*, *b*, *c*, etc. to the year as needed. Cite as (Barber 1907c; Kelso 1993a, 1993b, 1993c) or Barber (1907c) and Kelso (1993a, 1993b, 1993c).
 9. **Two or more references by the same author or authors, both as author and as editor, in the same year**—(Rose 1985a, 1985b) or Rose (1985a, 1985b) in the text, but list them separately in the references with the author citation (1985a) preceding the editor citation (1985b).
 10. **Citation with pages, tables, or figures specified**—Leave no space between colon and pagination and cite full page references: (Archives Départementales de la Gironde 1584:449–450; McKearin and McKearin 1948:plate 22; Hall 1969:184–197; Schuyler 1974:17,21; South 1977:chapter 4; Kehoe 1978:21,64, figures 5,12; Otto 1984:table 2; Adams and Boling 1989:82, table 4, figure 9a,b). When several categories are present, cite in the order of [volume,] pages or folios, chapters, tables, and figures.
 11. **Book citation when the volume number is required for clarity**—For the volume number use an Arabic numeral in brackets followed by a colon with no spaces: (Winsor 1881[1]:533; *Historical Register* 1930[2]:5; Garcia 1982[2]; Orser et al. 1987[1]:398–414, [3]:95–106).
 12. **“In press” or missing date**—Avoid using the term “in press” or “n.d.” (no date). Provide the firm, scheduled date of publication when available or use a bracketed date, e.g., [2025], when no date is scheduled, but general consensus exists for the estimated publication date.
 13. **Electronic sources, found on the Internet (World Wide Web)**—Text citations for electronic sites/pages are the same as other citations with the author and date: (Steen 1997) or Steen (1997). It is incumbent upon scholars referencing these sources to maintain a copy of the information as cited, treating these copies as personal papers because of the lack of ability to archive original electronic sources.
 14. **Electronic personal communication (discussion lists, Usenet Group, Facebook, X, and e-mail)**—Use the author’s full name, date of communication, and “elec. comm.”: (Lester A. Ross 1997, elec. comm.) or Lester A. Ross (1997, elec. comm.). You must secure permission and provide the editors with written or electronic permission to cite these communications. Personal electronic communications are not listed in the references section. It is incumbent upon scholars referencing these sources to maintain a copy of the information as cited, treating these copies as personal papers because of the lack of ability to archive original electronic sources.
 15. **Personal communication**—Use the author’s full name, date of communication, and “pers. comm.”: (Alfred E. Dade 1987, pers. comm.) or Alfred E. Dade (1987, pers. comm.). You must secure permission and provide the editors with written permission to cite these communications. Personal communications are not listed in the references section.

16. **No author given**—Do not use “anonymous.” Cite the agency issuing the report, the series title, the publisher, the main Website name, or the archive: (Archives Départementales de la Gironde 1584:449–450; *Norfolk Gazette* 1815; National Park Service 1984; CRM Archaeology, Inc. 1998; Find a Grave 2000).
17. **A play**—(Shakespeare, *Hamlet* 2.2.259–261 [act.scene.lines]).
18. **Biblical citations**—an in-text citation and no entry in the reference list. Place the information in parentheses, with the book spelled out and chapter and verse numbers divided by a colon, e.g., (John 13:1–15), (Exodus 12:1–14). Use Roman numerals for numbered books, such as (I Corinthians 22:23–32). If you wish to include the book name in the sentence itself, e.g., “the passage in Exodus (12:1–14) describing the Passover.” If using more than one translation, include the information in the citation, spelling it out on first usage, abbreviating afterward, e.g., (John 13:1–15, Authorized Version [AV]), (Exodus 12:1–14, AV).
19. **Published book reviews**—Schuyler’s 1980 review of Deetz, found in *American Antiquity* 45:643–645, is cited in text as (Schuyler 1980:644).
20. **Newspaper**—Give the year and pages (*Pennsylvania Gazette* 1875:2; *New York Times* 1988[sec. 4]:E11). Do not list the day and month in the text reference, but list them in the references section.
21. **Document in archives**—If the document has no author, cite by the name of the archive: (Essex Institute 1794[1]:book 14).
22. **Publication or quotation cited in another source**—Cite the original source whenever possible and include it in the references. In the occasional case when the original is so obscure that it cannot be easily located or retrieved, then list only the source used.
23. **Article located elsewhere in the current issue**—(Reitz, this issue). Such citations are not listed in the references section.

VII. REFERENCES CITED

A. Alphabetizing Guidelines

1. Author vs. Editor

A single *author* entry precedes a single *editor* entry, then a multi-author entry beginning with the same name. Repeat the author's name for listing edited works and for each new set of multiple authors.

2. Company or Agency Names

Entity names when used as the author will be alphabetized by the first letter of the entity name, *excluding articles*.

3. One Author, Multiple Works

List all works attributed to one author together and arrange them chronologically by publication date, from earliest to most recent (1890, 1900, 1920). Repeat the author's name for each work. Two or more works by the same author(s) published in the same year should be arranged alphabetically by title and distinguished by letters after the date (1976a, 1976b).

4. Personal Communications

Personal communications with an author are not listed in the references. See section VI.15 for citation of personal communications within narrative text.

5. Prefixes

Names beginning with Mac and Mc should be alphabetized as they are spelled; "St." is alphabetized as if it were spelled out, but it is spelled according to the preference of the person. Names beginning with d', de, du, van, or von are listed under the first letter of the beginning prefix. See sample listing below.

6. Two-Part Names

Treat two-part names as though they are one word (Ivor Noël Hume is listed under *N*; Susan Beske-Diel is listed under *B*). Hispanic surnames are alphabetized by patronymic surnames—or the first of the two surnames (Morales Padrón, Francisco). Please note that in Portuguese surnames the paternal surname comes last, and the maternal comes first.

B. Sample Alphabetical Listing

Adams	Macalister	Sang
The Autocar Company	Macaulay	S. D. Kimbark Co.
Brown	MacMullen	Sears, Roebuck and Co.
d'Abrosca	Malloy	Stewart
Davis	McAdoo	T. Eaton Company
De Bow	McAllister	Van der Donck
DeGaulle	McCauley	van Gogh
De Hostos	McMullen	Van Rensselaer
DeMille	Peters	Van 't Veer
Dubois	St. Dennis	Vaughan Williams
Evans	Saint-Gaudens	von den Driesch
Mabie	St. Laurent	Williams

C. General Requirements

Check references for completeness. In general, answer the question: “How can the reader find this reference?” Use this manual for guidance. Do not assume the reader has the knowledge or that information is obvious. Editors can remove redundant or extra information if necessary. Do not forget city/state or city/province or city/country (regardless of the familiarity of the city), location of repositories or sponsoring agencies, full names of authors, dates of publication, etc. Avoid using authors’ initials (unless the author prefers this) or “n.d.” for “no date” (make an educated guess and bracket the date).

If vital data are missing, such as the author’s full name, correct full title, year of publication, publisher, or city of publication, find the original source used or go to the Library of Congress Online Catalog <<http://www.catalog.loc.gov>> and other reliable library sources.

Sources that are published electronically in addition to a regular published format should have the URL address, Website, and date of access added to the end of the reference.

1. Names

If no author’s name is given, do not use “anonymous.” Cite the agency issuing the report, the series title, the publisher, the main Website name, or the archive: (Archives Départementales de la Gironde 1584:449–450; *Norfolk Gazette* 1815; National Park Service 1984; CRM Archaeology Inc. 1998; Find a Grave 2000).

- a. **Cite the full first names** of authors and editors following the surname as given in a publication or byline (Robert L. Schuyler, *not* R. L. Schuyler). When the surname occurs first, as in Chinese and some other languages, do not reverse the order (Lee Bo *not* Lee, Bo).
- b. **Use initials only** when an author’s full name is unknown or when the authors purposely publish their name as such (L. S. Cressman, *not* Luther S. Cressman), as opposed to the convention of the publisher. When two initials are used, a space is placed between the first and second initial (K. C. Chang, *not* K.C. Chang). Do not add periods after initials where none properly exist (J Harlan Bretz).
- c. **Repeat the family name of a married couple** (Kovel, Ralph M., and Terry H. Kovel, *not* Kovel, Ralph M., and Terry H.). In-text citation: (R. Kovel and T. Kovel).
- d. **When names have changed** and are not obvious, combine all of them under the author’s preferred name with a cross-reference to that name (Kjorness, Annalies Corbin 1965. See Corbin, Annalies). Do not cross-reference obvious variations or where the variations can be listed in brackets (Wylie, Jerry [Henry G.]).
- e. **Correct obvious and well-known printers’ errors** (James A. Teit, *not* James H. Teit).
- f. **Place a comma** between a name and “junior” or “senior” but not with roman numerals (John Paul Jones, Jr.; Allan P. Slickpoo, Sr.; J. Barto Arnold III).
- g. **f names of agencies** serving several times as authors are abbreviated in narrative text citations, list the abbreviation after the name in the references—National Park Service (NPS).

2. Dates

- a. ***For multiple editions*** use the date of the edition in hand, but attempt to find and use the appropriate edition, generally the earliest or latest. For a classic or an historical work, the earliest date is the most appropriate. For theoretical works and compilations, the latest edition is preferred. If a reprint edition is used, list the original copy date with the reprint date listed following the title.
- b. ***Avoid using “n.d.”*** for “no date.” **Every work has a date of some kind, or one that can be estimated.** For a work with no specific date of publication, the approximate date or date range should be placed in brackets—[1979], [1930s], [1900–1909].

3. Titles

Use a single tab to separate the date and title. With the exception of tables, this is the only place in which a tab should be used.

- a. ***List a book title as found on the title page***, which lists the title, author, and publisher. If an alternate title, such as on the spine, is well known, then it is appropriate to list it in parentheses following the official title. List a journal title as found on the front cover, which lists the volume and issue number as well as date and year.
- b. ***Use italics for the title of a published book or journal***. Do not use the term “unpublished”; the lack of italics indicates a manuscript was not published. In a multivolume work and where the volumes are distinct or with different publication dates, it is permissible to list only those volumes used. The edition of a book will follow the title in Arabic numerals (2nd edition, 3rd edition). Publisher’s series titles (*Civilization of the American Indian* series, University of Oklahoma, Norman; *Studies in Historical Archeology* series, Academic Press, New York, NY) should not be confused with occasional series titles and are *not* listed.
- c. ***Use no punctuation for the title of a chapter in a book or an article in a journal***. Quotation marks are used only when the title is referred to in the text, not in the list of references.
- d. ***Capitalize all words in titles*** except for articles, coordinate conjunctions, and prepositions (*regardless of length*) not following punctuation. Always capitalize the first word following a colon in a title.
- e. ***Provide an English translation*** for any titles not in Roman type (Cyrillic, Arabic, Chinese, Japanese, etc.); an English translation of all foreign titles should be provided as a courtesy to readers. The title will be followed by the translation in parentheses, regular type, and “sentence case,” e.g., *Archéologie de l’Amérique coloniale française* (Archaeology of French colonial America). For titles in any language but English, capitalize only the words that would be capitalized in normal prose. In French, Spanish, and Italian titles, capitalize the first word and those proper nouns capitalized in the original title. In German titles, capitalize the first word and all nouns—both common and proper—but not proper adjectives. In Greek and Latin titles, capitalize the first word, proper nouns, and proper adjectives.

4. **Series Titles**

Be careful to italicize only those portions of the title that should be, but likewise do not omit italics from any part of the official title. *Italicize the series title only if it is the main search criterion.* If a series title is especially generic, such as *Research Reports*, it is acceptable to place an institutional or society identifier before the italic title.

5. **Pages**

Use inclusive page numbers for parts of a publication used, chapter in a book, article in a journal, section of a report, etc. List the entire page number, separated by an en dash, without shortening the entry (156–167, *not* 156-67). Page numbers are not needed to reference a book in general. The abbreviations f. and ff. and the word *passim* are not used as a substitute for accurate page references.

6. **Publisher**

Do not include the terms “Publisher,” “Books,” “Printing,” “Inc.,” or “Ltd.” for books and monographs; however, include “Company” or “Co.” and “Press,” which are parts of the name. *Do not use Government Printing Office as a publisher*; list the agency sponsoring the publication. Do not use MacLean, Roger and Company, which is the UK monarch’s printer.

- a. **List only the primary city of publication** (University of California Press, Berkeley, *not* University of California Press, Berkeley and Los Angeles) for books. List the city of publication for newspapers. Do not list the city of publication for periodicals, except when they are obscure or long out of print. If you are not sure whether a series is an occasional series or periodical, include the city of publication; it is easier to edit it out than look it up later.
- b. **Always follow the city of publication with the state or province**, except when the publisher is already identified with a state, such as a specific state university press. Outside the United States and Canada, list the country following the city of publication. Even well-known cities are followed by the state or country of publication (Chicago, IL; Toronto, ON; London, UK; Lisbon, Portugal).
- c. **Use postal abbreviations to indicate the state of publication** (CA or NY; *not* California, Calif., Ca., New York, or N.Y.)
- d. **In place of a publisher**, use “n.p.” for “no place” if there is no publisher; if the book is privately printed but not by the author, use “privately printed”; use the author’s name when the author is the publisher.

7. **Internet Sources**

Electronic sources found on the Internet include electronic sites (World Wide Web, FTP, etc.) and electronic communications (discussion lists, Usenet Group, and e-mail). Online works are treated in much the same way as printed matter, but the impermanent nature of electronic content and its ability to be manipulated requires some special treatment. The following provisos are derived from the *Chicago Manual of Style*, 17th edition, pages 745–750, 844–849.

- a. **Maintain a copy of cited Internet source**—The researcher must maintain a copy of the information as cited, treating these copies as permanent personal papers. This is an SHA requirement.
- b. **Attain required permissions**—“[A]nything posted on the internet is ‘published’ in the sense of copyright and must be treated as such for the purposes of complete citation and clearance of permissions, if relevant” (*Chicago Manual of Style*, 17th edition, p. 749).
- c. **Use most recent URL and verify often**—Verify accuracy of citations to electronic content as close to manuscript submission date as possible and on proof pages to be sure the source has not changed or become unavailable since first accessed. If a Website is no longer available, the citation must state this following the URL: Accessed 5 November 2006; site now discontinued.
- d. **Cite first the media consulted**—If a publication is available in both print and electronic form, the possibility for difference between both sources exists. Be sure to cite the actual form consulted for your manuscript.
- e. **Access or revision dates**—Cite the access date after the URL: Accessed 5 November 2006. According to the *Chicago Manual of Style*, revision dates “should *not* be given in addition to or in lieu of the access date” because they are neither universally used nor reliable.

D. Sample References

If you have a reference that is not covered by any of these examples, provide the editor with all pertinent information in the closest logical format. Err on the side of providing too much rather than too little information.

1. Books

- a. **One author**—List last name first.

Ferguson, Leland

1992 *Uncommon Ground: An Archaeology of Early African America 1650–1800*.

Smithsonian Institution Press, Washington, DC.

- b. **Multiple authors**—List *all* authors’ first and last names, but write only the senior author’s name in reverse order. Do not use “et al.” in the references; only appropriate for in-text citation.

Cotter, John L., Daniel G. Roberts, and Michael Parrington

1992 *The Buried Past: An Archaeological History of Philadelphia*. University of Pennsylvania Press, Philadelphia.

- c. **Anonymous or pseudonym used**—Avoid using “anonymous.” If the real name is known, use brackets to indicate real name or cite the agency issuing the report, the series title, or the publisher.

Ceram, C. W. [C. W. Marek]

1953 *Gods, Graves, and Scholars*. Alfred A. Knopf, New York, NY.

[Blank, Henry K.]
1910 *Art for Its Own Sake*. Nonpareil Press, Chicago, IL.

d. ***Society or government agency as author***—

United States Bureau of the Census
1936 *United States Census of Agriculture: 1935*, Vol. 1. U.S. Department of Commerce, Washington, DC.

e. ***Edited book***—

Schuyler, Robert L. (editor)
1978 *Historical Archaeology: A Guide to Substantive and Theoretical Contributions*. Baywood Publishing Company, Farmingdale, NY.

Garrow, Patrick H.
1981 The Use of Converging Lines of Evidence for Determining Socioeconomic Status. In *Consumer Choice in Historical Archaeology*, Suzanne M. Spencer-Wood, editor, pp. 217–231. Plenum Press, New York, NY.

f. ***Translated book***—

Ortega y Gasset, José
1984 *An Interpretation of Universal History*, Mildred Adams, translator. W. W. Norton, New York, NY.

g. ***Multiple references, same author, same year***—Listed in text as (Rose 1985a, 1985b) or Rose (1985a, 1985b), but list them separately in the references section with the edited source second:

Rose, Jerome C.
1985a Cedar Grove and Black American History. In *Gone to a Better Land*, Jerome C. Rose, editor, pp. 146–152. Arkansas Archeological Research Series, No. 25. Fayetteville.
Rose, Jerome C. (editor)
1985b *Gone to a Better Land*. Arkansas Archeological Research Series, No. 25. Fayetteville.

h. ***Reprint of an earlier edition***—In the first example the earlier edition is preferable for historical reasons, and the reprint pagination is exactly the same as the original. In the second example the latest edition is preferable for its currency, and the reprint pagination is different from the original.

Ernst, Robert
1949 *Immigrant Life in New York City, 1825–1863*. King's Crown Press, New York, NY. Reprinted 1994 by Syracuse University Press, Syracuse, NY.

Deetz, James
1996 *In Small Things Forgotten: The Archaeology of Early American Life*,
expanded and revised from 1977 edition. Doubleday, New York, NY.

- i. **Multiple editions**—Indicate the edition, other than the first, used in your manuscript, following the title.

Fagan, Brian M.
1988 *In the Beginning: An Introduction to Archaeology*, 6th edition. Scott,
Foresman/Little, Brown, Boston, MA.

- j. **Multivolume**—If the word “volume” is part of the title, it is italicized; otherwise, it is not. “Volume” is abbreviated as “Vol.” unless it is spelled out as part of the title. The general series editor is not listed. The volume number precedes the volume title.

Deagan, Kathleen A.
1987 *Artifacts of the Spanish Colonies of Florida and the Caribbean, 1550–1800, Vol. 1, Ceramics, Glassware, and Beads*. Smithsonian Institution Press, Washington, DC.

Fenton, William N.
1978 Northern Iroquoian Culture Patterns. In *Handbook of North American Indians*, Vol. 15, *Northeast*, Bruce G. Trigger, editor, pp. 296–321. Smithsonian Institution, Washington, DC.

- k. **Author as publisher**—Privately printed by the author.

Cotter, John L.
1968 *Handbook of Historical Archaeology*. John L. Cotter, Wyncote, PA.

- l. **Privately printed**—Privately printed but not by the author.

Heintz, Louise J.
1972 *Prince George’s Heritage*. Privately printed, Baltimore, MD.

- m. **Publisher and/or place of publication not given**—Use “n.p.” for “no place” or “no publisher given” when none is known.

Griswold, Don L., and Jean Griswold
1958 Colorado’s Century of “Cities.” Smith-Brooks, n.p.

- n. **Monographs or irregular series**

Generally, the title of a work is italicized, unless the work is contained within a larger work or can *only* be found under the series name. Always be sure to include series information as part of the publisher’s information.

Nassaney, Michael S. (editor)
1999 *An Archaeological Reconnaissance Survey to Locate Remains of Fort St. Joseph (20BE23) in Niles, Michigan*. Western Michigan University, Department of

Anthropology, Archaeological Report, No. 22. Kalamazoo.

Osborne, Douglas

1957 *Excavations in the McNary Reservoir Basin near Umatilla, Oregon*. Bureau of American Ethnology, Bulletin 166, River Basin Surveys Papers, 24. Washington, DC.

Staski, Edward (editor)

1987 *Living in Cities: Current Research in Urban Archaeology*. Society for Historical Archaeology, Special Publication Series, No. 5. California, PA.

Wall, Diana DiZerega

1987 Settlement System Analysis in Historical Archaeology: An Example from New York City. In *Living in Cities: Current Research in Urban Archaeology*, Edward Staski, editor, pp. 65–74. Society for Historical Archaeology, Special Publication Series, No. 5. California, PA.

- o. **Government documents**—Include abbreviation in parentheses if cited more than three times in text. The Government Printing Office (GPO) is *never* listed as the publisher. It is only the printer; the publisher is the bureau, division, or other unit responsible for the work (Smithsonian Institution, National Park Service, Department of Agriculture, Department of the Interior, etc.). The last example is also an example of parallel series, both of which are italicized.

Kaye, Clifford A.

1961 Pleistocene Stratigraphy of Boston, Massachusetts. *U.S. Geological Survey Professional Paper* 424B:73–76. Washington, DC.

Mason, Otis T.

1900 Pointed Bark Canoes of the Kutenai and Amur. *United States National Museum Report for 1899*, pp. 523–537. Washington, DC.

Stevens, Isaac I.

1854 Report of Isaac Stevens, Governor, Superintendent. Annual Report of the Bureau of Indians Affairs for the Year 1854, pp. 392–462. 33rd Congress, 2nd Session, *Senate Executive Document*, 1(1) (Serial Set 746) and *House Executive Document*, 1 (Serial Set 777). Washington, DC.

2. Dissertations

Use “Master’s thesis” and the more inclusive “Doctoral dissertation” (rather than Ph.D.).

- a. **Published**—Note italics. Published dissertations are available from University Microfilms International (UMI). If you are unsure concerning a dissertation being listed by UMI, see the front matter of a recent *Dissertation Abstracts* volume for a list of participating institutions with the first year of their participation or look up the author and title at <<http://www.lib.umi.com/dxweb/search>> (note that this service provides only the past two years for free; otherwise use a library that subscribes to the service). Include the city and state, unless part of the school’s name.

Shackel, Paul A.

1987 *A Historical Archaeology of Personal Discipline*. Doctoral dissertation, Department of Anthropology, State University of New York at Buffalo, Buffalo. University Microfilms International, Ann Arbor, MI.

- b. ***Unpublished dissertation, thesis, or other academic papers***—Note: no italics. The only U.S. institution currently giving doctoral degrees in historical archaeology and not participating in UMI is Harvard University. Do not use the redundant “unpublished.” If the title is not italicized, it is not published.

Corbin, Annalies

1995 *Material Culture of Nineteenth Century Steamboat Passengers on the Bertrand and Arabia*. Master’s thesis, Department of History, East Carolina University, Greenville, NC.

3. **Gray Literature**

Gray literature, produced by government agencies, universities, corporations, research centers, associations and societies, and professional organizations, includes technical reports, preprints, fact sheets, standards, patents, working papers, committee reports, business documents, newsletters, government documents, technical documentation, conference proceedings, white papers, and symposia bulletins not found through normal bibliographic sources or databases. It can be published or unpublished.

- a. ***Contract reports, published***

Reports in a named series will have the title of the work italicized. List the title of the series if there is one.

Adams, William H.

1977 *Silcott, Washington: Ethnoarchaeology of a Rural American Community*. Washington State University, Laboratory of Anthropology, Report of Investigations, No. 54. Pullman.

Blukis Onat, Astrida R.

1976 *Archaeological Excavations at Site 45-JE-16, Indian Island, Jefferson County, Washington*. Washington Archaeological Research Center, Project Report, No. 30. Pullman.

- b. ***Contract reports, unpublished***

Note: no italics. Cite by author(s) or editor(s), date, and title (not italicized) followed by “Report to” agency or company that contracted for the work (with the city and state, unless part of the name) and “from” unit and institution or company (with the city and state) that prepared the report. Do not use the redundant “unpublished” or “on file at.”

Brauner, David R.

1989 *The French-Canadian Archaeological Project Willamette Valley, Oregon: Site Inventory*. Report to Oregon State Historic Preservation Office, Salem, from Oregon State University, Department of Anthropology, Corvallis.

Minor, Rick, and Stephen Dow Beckham
1984 Archaeological Testing at Fort Cascades and the Cascades Townsite (45SA9). Report to U.S. Army Corps of Engineers, Portland District, OR, from Heritage Research Associates, Eugene, OR.

c. ***Internal reports***

Precede the name of the entity that curates the report with “Manuscript.”

Jones, Olive R.
1989 Squares, Rounds, Octagons, Flasks, and Vials; Dark Green Glass Bottles. Manuscript, Parks Canada, Ottawa, ON.

Ross, Lester A.
1976 Fort Vancouver, 1829–1860: A Historical Archeological Investigation of the Goods Imported and Manufactured by the Hudson’s Bay Company. Manuscript, Fort Vancouver National Historic Site, Vancouver, WA.

Schumacher, Paul J. F.
1960 Archeological Field Notes, Whitman Archeological Excavations, October 1–28, 1960. Manuscript, National Park Service, San Francisco, CA.

- d. ***Conference papers***—If the papers presented are published in a proceeding, then the title of the proceeding would be italicized and the paper would be treated as an article in a published piece.

Neiman, Fraser D.
1984 An Evolutionary Approach to House Plans and the Organization of Production on the Chesapeake Frontier. Paper presented at the 17th Conference on Historical and Underwater Archaeology, Williamsburg, VA.

Smith, Marvin T.
1983 Chronology from Glass Beads. In *Proceedings of the 1982 Glass Trade Bead Conference*, Charles Hayes III, editor, pp. 147–148. Rochester Museum and Science Center, Research Records, No. 16. Rochester, NY.

4. **Internet Documents**

Keep a copy of all documents obtained from the Internet.

a. ***Electronic sources originally published in traditional hard-copy format***

Reference the work as you would the hard-copy version, using the original publication date, publisher, and location. Then add the main Website name and URL of the electronic source, as well as the accessed date. If the page is no longer accessible, add a semicolon and “site now discontinued” after the accessed date.

Ogden, Peter Skene
1909 Peter Skene Ogden’s Snake Country Journal, 1825–1826. *Quarterly of the Oregon Historical Society* 10(4). American Mountain Men
<<http://www.xmission.com/~drudy/mtman/html/ogdn2526.html>>. Accessed 29 November 2006; site now discontinued.

If the URL is exceptionally lengthy, as in the case of the example below, it may be cropped to just the main Webpage of the source.

Tarlow, Sarah (editor)
2015 *The Archaeology of Death in Post-Medieval Europe*. De Gruyter Open, Warsaw, Poland. Google Books <<https://books.google.com>>. Accessed 12 January 2024.

- b. **Sources that are published only electronically** are referenced using the following basic format:

Author [or, if none, the name of the main Website]
Year Title of Page. Title of major site home page <Internet address>. Accessed date month year.

If the page has no year, use the year in which you *first* accessed it.

Florida Museum
2024 Historical Archaeology Type Collection: List of Types. Florida Museum <<https://www.floridamuseum.ufl.edu/typeceramics/types/>>. Accessed 11 January 2024.

- c. **Online journals**—cite as you would a traditionally published journal. Include the journal name in italics, but do not include page numbers or the article number. Then provide the name of the main Website as it appears on the Webpage (no italics), the URL, and the accessed date.

Casana, Jesse, and Elise Jakoby Laugier
2017 Satellite Imagery-Based Monitoring of Archaeological Site Damage in the Syrian Civil War. *PLoS ONE* 12(11). PLOS ONE <<https://journals.plos.org/plosone/article?id=10.1371/journal.pone.0188589>>. Accessed 7 September 2023.

- d. **Census data**

U.S. Bureau of the Census
1850 Town of Deerfield, Franklin County, Massachusetts. U.S. Bureau of the Census, Washington, DC. Ancestry <<https://www.ancestry.com>>. Accessed 4 May 2019.

U.S. Bureau of the Census
1900 York Township (Part of), York, Maine, ED 260. U.S. Bureau of the Census, Washington, DC. FamilySearch <<https://familysearch.org/ark:/61903/1:1:MMG4-ZDF>>. Accessed 3 January 2022.

- e. **E-mail**—Considered personal communication and not listed in references section. See section VI for in-text citation.

- f. **Discussion lists**—listserv, majordomo, listproc, blogs, etc. List the author's e-mail

address after the name. Include e-mail subject, location of discussion list, and date of posting.

Steen, Carl <diacarl@aol.com>

1997 Re: Button marks—help. <<http://lists.asu.edu/cgi-bin/wa?A0=histarch>>. List Archives, 22 January (posted date).

g. **FTP**—

Edwards, Dean

1994 Shamanish—General Overview—Frequently Asked Questions (FAQ). <ftp://lucy.ukc.ac.uk/pub/Papers/shaman_FAQ>. Accessed 19 April.

h. **Personal, academic, or agency Website**—

cengel

2004 Post Summer Update, 21 October. Market Street Chinatown Archaeological Project <<https://marketstreet.stanford.edu/2004/10/>>. Accessed 21 October 2006.

Clouse, Robert A.

1996 American Fur Company District Headquarters, Mendota, Minnesota, USA. Minnesota Historical Society: Archaeology, Excavations On-line <<http://www.umn.edu/marp/dig/site1.html>>. Accessed 25 May 2012; site discontinued.

i. **Usenet group**—List the author's e-mail address after the name.

Legg, Sonya <legg@harquebus.cgd.ucar.edu>

1994 African History Book List. In Usenet Group <soc.culture.african>. 5 September.

5. **Newspapers**

Include the date and the volume, issue, and page numbers, if possible (many newspapers do not have volume and issue numbers).

a. **Authored article**—

Baker, Herbert C.

1950 Natron Cut-Off Makes Eugene a Rail Center. *Register-Guard* 23 July:3–4. Eugene, OR.

b. **Unauthored article**—

Bonnors Ferry Herald

1987 Upfront, the Mystery of the “Chinese Ovens.” *Bonnors Ferry Herald*, 14 June, 97(3):1. Bonners Ferry, ID.

Pennsylvania Gazette

1729 No title. *Pennsylvania Gazette* 1:3. Philadelphia, PA.

- c. **Advertisement**—Provide pagination and name of the specific advertiser, if available.

New York Evening Post

1858 Ebenezer Collamore: Advertisement. *New York Evening Post* 21 December.
New York, NY.

6. Periodicals

Includes journals, magazines, or newsletters.

- a. **Always include the issue number** (in parentheses) if the series has them. Also provide the usual volume, number, and pages for popular magazines (*Time*, *New Yorker*) as for journals, not just dates.

Beaudry, Mary C.

1990 Looting by Any Other Name: Archaeological Ethics and the Looting Problem. *Society for Historical Archaeology Newsletter* 23(1):13–14.

Reitz, Elizabeth J.

1986 Urban/Rural Contrasts in Vertebrate Fauna from the Southern Atlantic Coastal Plain. *Historical Archaeology* 20(2):47–58.

Time

1968 The Man They Ate for Dinner. *Time* 9(19):98.

- b. **Articles in thematic issues of Historical Archaeology.** Thematic issues of the journal are prepared by guest editors and should be cited accordingly.

Joseph, J. W.

2004 Resistance and Compliance: CRM and the Archaeology of the African Diaspora. In *Transcending Boundaries, Transforming the Discipline: African Diaspora Archaeologies in the New Millennium*, Maria Franklin and Larry McKee, editors. Thematic issue, *Historical Archaeology* 38(1):18–31.

- c. **Provide a place of publication** for a journal if it is obscure or long out of print.

American Antiquarian

1889 An Aboriginal Coat of Mail. *American Antiquarian* 11(3):196–197. Chicago, IL.

Semi-Weekly East Oregonian

1882 The Competing Road. *Semi-Weekly East Oregonian* 7(84):3. Pendleton, OR.

- d. **Provide reprint information** for old or obscure journals, if applicable.

Osborne, Douglas

1955 Nez Perce Horse Castration—A Problem in Diffusion. *Davidson Journal of Anthropology* 1(2):113–122. Seattle. Reprinted 1987 in *Northwest Anthropological Research Notes* 21(1&2):121–140.

- e. ***Titles within titles***—A book title within the article title (a book review) is in italics, and an article title within an article title is in quotes.

Ayres, James E.

1990 Review of *Wong Ho Luen: An American Chinatown*, Great Basin Foundation, editor. *Historical Archaeology* 24(3):121–123.

Wylie, Alison

1989 Archaeological Cables and Tacking: The Implications of Practice for Bernstein's "Options beyond Objectivism and Relativism." *Philosophy of the Social Sciences* 19:1–18.

7. **Primary Documents and Archival Materials**

Answer the question: How will the reader find this document? Describe the item in a logical sequence—from specific to general—beginning with the title of the document and proceeding to the index and/or file number, to the collection, the repository/institution, the city, and then the state or country. If the document is not in manuscript, indicate the medium or media used, such as film, microfiche, tape, etc.

a. ***Letters***—

Adjutant General, Department of the Columbia

1886 Letter to Commanding Officer, Fort Coeur d'Alene from the Assistant Adjutant General, Department of the Columbia. Manuscript, Letters and Telegrams Received, Fort Sherman, Idaho, Part V, Entry 8, Box 8, 1886-764, Record Group 393, National Archives, Washington, DC.

Carlin, William

1887 Letter to Assistant Adjutant General, 15 August. Microfilm 689, Roll 533, Frames 349–351, War Department, Main Series, 1881–1889, Record Group 93, National Archives, Washington, DC.

Downer, Samuel

1850 Letter to Horace Mann, 8 August. Manuscript, Horace Mann Papers, Massachusetts Historical Society, Boston.

b. ***Other primary sources***—

Archivio Parrocchiale di Benabbio

1855 Bacchette dei Morti (Register of deaths). Manuscript, Archivio Parrocchiale di Benabbio, Benabbio, Italy.

Christie's

1988 *Gold and Silver of the Atocha and Santa Margarita*. Auction catalog for 14–15 June, Christie's, New York, NY.

Essex Institute

[1794] Sample Books of Candlesticks, Teapots, and Other Objects, Vol. 1, Book 14. Manuscript, Essex Institute, Salem, MA.

George, Donald

1983 Interview by Lavina Felsman, 15 March. Manuscript and audio tape, Coeur d'Alene Tribal Memory Project: Oral History in Coeur d'Alene Language, Tape 2, Coeur d'Alene Education Department, Desmet, ID.

Gibby, Lon (director and writer)

1979 *Echoes of Yesterday*, Donald Ball, producer. 16 mm film and video, Creative Audio and Video, Spokane, WA.

Maryland State Archives

1671 Inventory of the Estate of Robert Slye. Manuscript, Testamentary Proceedings, Book 5, pp. 152–190, Maryland State Archives, Maryland Hall of Records, Annapolis.

Missouri Historical Society

1983 American Fur Company Account Books. Microfilm, Missouri Historical Society, St. Louis.

Philip III [of Spain]

1621–1640 Chancelaria de D. Filipe III (Chancellery of D. Philip III). Manuscript, Liv. 3, Privilégios, PT/TT/CHR/P/3, Arquivo Nacional da Torre do Tombo, Lisbon, Portugal.

Stimson, Henry L.

1918 Stimson Diary and War Letters, February. Manuscript, Henry L. Stimson Papers, Special Collections, Sterling Library, Yale University, New Haven, CT.

United States Geological Survey (USGS)

1981 *Jersey City Quadrangle, New Jersey—New York, 7.5 Minute Series*. U.S. Geological Survey, Reston, VA.

VIII. USEFUL CHECKLISTS

Use these checklists as a reminder of important steps. Double-check your manuscript to be sure you are meeting the society's style and format requirements. Please keep all formatting to a minimum. Be certain that all in-text references are in the references section and that all items in the references section are used in the text. This is the major problem and the most costly of time and funds in the entire copyediting process.

A. Manuscript Sections

Manuscript, including

- ☐ Cover page (first page)
- ☐ Title of article (following page)
- ☐ Author name(s)
- ☐ Abstract of article
- ☐ Keywords
- ☐ Body text with headings
- ☐ Acknowledgments (optional)
- ☐ References
- ☐ Appendix (strongly discouraged and only when absolutely necessary)
- ☐ Figure captions
- ☐ Tables (optional)
- ☐ Compliance with ethics standards
- ☐ Conflict of interest statement

B. Cover-Page Requirements

- ☐ Name(s)
- ☐ Address(es)
- ☐ Work and home telephone numbers
- ☐ E-mail address

C. Sending Figures

- ☐ Include any needed signed permissions with the final manuscript. Original artwork from other copyrighted works or from specific collections cannot be published without initially placing on file with the editorial office, copies of all requisite reproduction permissions.

D. Securing Permissions

- ☐ Statement describing the item being used
- ☐ Signature and title of the person giving permission (e-mail acceptable)
- ☐ Title of the article in which it will be used
- ☐ Title of the specific publication in which the article is to be published

E. Manuscript Requirements

- ☐ Do *not* format the text so that it looks like the journal.
- ☐ Use normal style (single spaced) and a standard font, Times New Roman 12 pt. is preferred, throughout.
- ☐ Use one space between all sentences.
- ☐ Indent first lines of all paragraphs 0.5 in. Use no tabs except in tables and references.
- ☐ Use American spelling for any words in English, but use appropriate diacritical marks.
- ☐ Use a comma in a series of three or more items and place all commas and periods inside final quotation marks.
- ☐ Use formal, professional language—no profanity or contractions.
- ☐ Check references for completeness.
- ☐ Crosscheck each reference, table, and figure in the text.

F. Final Submission

- ☐ Run spell-check one last time.
- ☐ Include all the original figures (as separate files) with the submitted manuscript.

- ❑ Enclose all permissions for figures and personal communications.
- ❑ Include your current home phone and especially your e-mail address with your manuscript.
- ❑ Save an electronic and hard copy of the final version for your own records and later reference.

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- ❑ Return proof-pages files with changes or indicate “no changes” within 72 hours of e-mail notification.



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