UCLA COTSEN INSTITUTE OF ARCHAEOLOGY PRESS

reparing References

Like the rest of the manuscript, the bibliography and citations must follow our default style: Society of American Archaeology. The SAA Style Guide is available online at: https://www.saa.org/publications/the-saa-press; consult the Chicago Manual of Style, 15th Edition, for formatting guidelines not addressed in the SAA Style Guide. If you require an alternate style for a legitimate reason, please contact press staff immediately at cioapress@ioa.ucla.edu.

GENERAL NOTES

- » Titles of books, journals, poems, and other literary works are italicized when mentioned in the text; article titles mentioned in the text are in roman type, set off by quotation marks.
- » Book and article titles (and subtitles) in English should be set with capitalization of all words except for articles, conjunctions, and prepositions of four letters or fewer (i.e., lower-case "of" but capitalize "Without"). Names of book series and journals should follow the same rules of capitalization. Foreign-language titles should follow the capitalization rules of that language.
- » For an author's first name, you may use the full name or initials only. We will accept either form but please be consistent.
- » Authors will be queried for any missing information or inconsistencies. Authors will also be queried on items in the bibliography that are not cited. Citations in each chapter will be checked to make sure that multiple citations for a single year are correctly indicated with "a," "b," and "c."
- » Use et al. in text citations when there are four or more authors. Do not use et al. in the bibliography itself.
- » Everything has a date. Never use "N.D." or "in press" with in-text citations. Give date either of manuscript completion (in the case of a manuscript that is "on file" somewhere), or of manuscript submission or anticipated publication date for an item that has been accepted for publication. If the undated item is a manuscript, report, or

unpublished paper, the date of preparation should be used. All use of unpublished manuscripts requires written permission from the author(s), or in cases where materials are held by a repository, permission from the repository. Cite the year in which the manuscript was written. Personal communication references should be used sparingly.

- » Two or more works by the same author or authors in the same year are distinguished by a, b, c, and so forth (in roman type), following the date. These entries are alphabetized by title.
- » We strongly discourage volume editors from creating a combined bibliography for the entire book. It is better to keep each article's bibliography with the article itself. If each article has a separate bibliography, then you must compare all the bibliographies for the volume to ensure that individual works cited by several different contributors are referenced consistently. This will reduce the number of copy editor queries and accelerate the production process.

For complete guidelines, please consult the *SAA Style Guide* or the *Chicago Manual of Style*. If you have questions about references, style, or other matters please feel free to contact the Press directly:

Randi Danforth Publications Director Cotsen Institute of Archaeology at UCLA 308 Charles E. Young Dr. North A210 Fowler Building/Box 951510 Los Angeles, CA 90095-1510

Tel. 310-206-9384 cioapress@ioa.ucla.edu

revised August 2019