

# Preparing Your Manuscript for Review

## PREPARING FILES

**Please submit the manuscript in a paginated pdf document.** If you need advice on how to create a document pdf with images, let us know. If it is difficult to integrate the figures with the text, they may be grouped at the end of a chapter. If you think figures should be viewed at full resolution in review, do submit them as separate files, and we will make them accessible for reviewers. Submit graphic material in a format readable in Adobe Photoshop and/or Illustrator. All images must be at least 300 dpi in resolution, and should be jpg or tif files. Graphics should be submitted in high-resolution pdf or Illustrator, or Excel, and tables in Word or Excel (thus, all text editable, and not jpps). If you have used a different program to create your graphics, check with the Publications Director to determine the best format for submission.

Before submitting the final manuscript, check the following points:

- » Make sure that the totals in the tables are correct. If frequencies or percentages are reported in the text, make sure that the figures or tables agree.
- » Verify that the figure and table numbers are correct. Supply consolidated lists of figures and tables for all chapters. Be certain that the figure is called out correctly in the text with the chapter number and the figure number (for example, Figure 3.2; Figure 6.10).
- » Provide a glossary of foreign terms with correct spelling and diacritical marks. If relevant, also provide a list of Linnaean biological names with correct italics and capitalization.
- » Check citations against the text and vice versa. Every text citation must appear in the bibliography and every bibliographic listing must be cited somewhere in the text. Determine whether any of

the “in press” citations have now been published. If you are creating a consolidated bibliography, use the multi-citation by year format (1996a, 1996b, and so on) and check the citations in all chapters to make sure the correct letter (a, b) is appended.

## FORMATTING YOUR MANUSCRIPT

**Please do not use all caps for titles.** Set margins to at least 1 inch on all sides. All pages should be numbered consecutively. All text should be justified left. The first paragraph after a subhead should be flush left.

## CAPTIONS

Number figures consecutively within each chapter: Figure 1.1., 1.2., 1.3., and so on. Captions should be typed with initial cap only (excepting, of course, proper names). Do not use a period at the end of the caption unless the caption is a complete sentence, but please do use a period after the last number (as, Figure 3.2.). Place the credit or source after the caption in italics, **not in parentheses**. For example:

- » Figure 3.2. A Seuss ceramic vase showing a cat. *All illustrations prepared by author.*
- » Figure 3.2. A Seuss ceramic vase showing another cat. *Drawing by T. Geisel.*

## TABLES

Number tables consecutively within each chapter: Table 2.1., 2.2., 2.3., 3.1., 3.2., 3.3., and so on. Number tables separately from figures. Table title should be typed with initial cap only (except for proper names). For example:

Table 3.2. The frequency of cats in hats

Use \*, \*\*, \*\*\* to indicate notes in tables. Don't use superscripted numerals.

## BIBLIOGRAPHY

Please follow SAA Style Guide for bibliographic references ([www.saa.org/publications/styleGuide/styleGuide.pdf](http://www.saa.org/publications/styleGuide/styleGuide.pdf)).

## GUIDELINES FOR EDITORIAL STYLE

Please follow SAA style. In cases not covered in the SAA style guide, we default to The Chicago Manual of Style for all matters of editorial style and formatting, and Merriam-Webster's Collegiate Dictionary for spelling.

## ABBREVIATIONS

Metric measurements are abbreviated without a period: cm, m, ml, g, mg, and km. English measurements are not abbreviated: inches, acres, feet, yards, and miles. Do not use these abbreviations: e.g., i.e., etc., and cf. Use English equivalents: for example, that is, and so on (or and so forth), see, and compare.

## CAPITALIZATION

Names of cultural periods, as well as geological periods, are capitalized: Neolithic, Paleolithic times, Bronze Age, Iron Age, Early Iron I, Early Thessalian, Miocene period, Pliocene, Early Preclassic period, pre-Columbian, and pre-Hispanic. Do not, however, capitalize such words as era, period, phase, horizon, and so forth.

Proper names of archaeological classes are capitalized but not their generic terms:

- » Folsom points
- » Black-on-red ware
- » Jioté variety
- » Gaudy Staffordshire plate

Numbered or lettered terms such as sites, mounds, levels, pottery groups, should not be capitalized: site 45-2345, mound 34, level L-234, type C pottery. Letters used as part of a classification system should be capitalized: mound A, trench HC, level 2A.

Use lower case for references to tables, figures, chapters, appendixes in your manuscript (unless the reference appears at the beginning of a sentence): chapter 1, table 3.2, figure 4.5, and appendix B.1

Capitalize references to tables and figures in other books:

- » Seuss 1962: Fig. 3
- » Geisel 1976: Table 3.2

## FOREIGN WORDS

Please supply a complete list of foreign words with accents and diacritical marks indicated. Italics should be used for any foreign words. Be sure to put an English translation in parentheses after the first appearance. For example,

- » *cédulas* (decrees)
- » *el voto de sangre* (vow of blood)
- » *ali'i* (elite)
- » *Urnegang* (balloting)

Foreign terms used repeatedly in the manuscript should be italicized on their first appearance only. If many such words appear in the manuscript, consider preparing a glossary.

Provide an English translation for all quotations in languages other than English.

## LINNAEAN NAMES

Italicize Linnaean biological terminology for genus and species, but not their derivatives:

- » *Australopithecus*, *australopithecine*

Do not italicize sp. or spp. in a biological name.

## DATES

Please indicate uncalibrated radiocarbon dates.

## NUMBERS AND MEASUREMENTS

Spell out all numbers under 10 unless they are measurements or dates:

- » The cache included twenty-five projectile points.  
Seven of the twenty-five were type C; eighteen were type AB.

Precede decimal fractions with a zero: 0.35.

Use the complete number for inclusive number sequences, **with an EN dash**: 124–127, not 124–27.

Use the percentage sign: 25%, not 25 percent.

Use “x” not “by” for measurements: 3 x 5 m

Use 24 km<sup>2</sup>, not 24 square km.

When citing a range of numbers in text, use “from” and “to,” not a hyphen: “The length ranges from 2 to 7 cm,” not “The length ranges from 2–7 cm.”

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