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# EDITORIAL POLICY AND STYLE GUIDE FOR THE FLORIDA ANTHROPOLOGIST AND FLORIDA ANTHROPOLOGICAL SOCIETY PUBLICATIONS

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The following guidelines are being published to assist authors who are preparing manuscripts for submission to *The Florida Anthropologist* (FA), the official quarterly publication of the Florida Anthropological Society (FAS), and the *Florida Anthropological Society Publications*, an occasional publication that focuses on special topics. The guidelines are based on and adopt many of the style conventions of *American Antiquity* (<http://www.saa.org/Publications/StyleGuide/styleGuide.pdf>), with which most professional archaeologists and students are familiar. However, the FA style conventions differ in some important ways from those of *American Antiquity*. Thus an update of the style guide written specifically for the FA seemed appropriate.

This style guide supersedes any previously published guide. Authors are urged to consult the present style guide carefully before submitting manuscripts to the Editors or Book Review Editor. A perusal of the most recent issue of the journal is also recommended. If there are questions or uncertainties regarding the journal's conventions, authors should contact the Editors before submitting manuscripts for review. Adherence to the journal's style guide will greatly reduce the amount of time necessary to edit manuscripts, minimize the time needed to revise manuscripts, and ultimately will contribute to quicker publication of submitted papers.

## Editorial Policy

*The Florida Anthropologist* and the *Florida Anthropological Society Publications* publish original papers in the subfields of anthropology with an emphasis on archaeology. Contributions from allied disciplines are encouraged when concerned with anthropological subjects or problems. The geographical scope is Florida and adjacent regions. Authors are not paid for their manuscripts; however, three copies of the journal issue that includes the published article are provided to authors free of charge once the issue has been mailed to FAS members. A final Adobe Acrobat PDF of the article will also be available to the authors. Additional paper copies of the journal are provided to authors at cost. Authors should contact the editors to arrange for additional copies of the journal.

## Author's Responsibilities

Authors must submit their manuscripts (including figures and tables) in proper form for publication. Authors are solely responsible for the content of their manuscripts, including the accuracy of all citations, references, and mathematical calculations. They are responsible for securing written permission, when necessary, for the use of materials protected by U.S. or International copyright laws. Written permission is also required to publish material that did not originate with the

author including photographs, illustrations, and unpublished data. Evidence of permission to publish copyrighted materials or the work of others must be submitted to the Editors with the author's manuscript.

## Submissions

Manuscripts should be sent to the Editors, and book review manuscripts should be sent to the Book Review Editor at the addresses given on the inside front cover of the most recent issue of the journal or on the FAS web page ([www.fasweb.org](http://www.fasweb.org)). Manuscripts submitted to *The Florida Anthropologist* should not be under consideration by any other journal or have been published elsewhere. An author may not submit more than 3 manuscripts for review per calendar year without prior consultation with the Editors. Manuscripts should be sent by first-class mail in an envelope or package strong enough to insure arrival in good condition. An original and four photocopies of the manuscript must be submitted as well as a dual-platform CD-ROM containing a file of the article in Microsoft Word 2003 format. Printed copies of photographs, figures, and tables should be included at the end of the manuscript text; do not embed figures and tables into the text. High quality photocopies of photographs and illustrations are acceptable for the first submission. The final submission should reflect the revisions requested by the Editors on all matters of style and content. Once accepted, the authors should send one printed original along with a dual-platform CD-ROM containing the manuscript and tables in Microsoft Word 2003 format and all photographs and figures in digital (600 dpi or higher) JPEG, TIFF, or PDF format. Apple and Macintosh files must be converted to IBM DOS-compatible software by the author.

## Review of Manuscripts

The Editors will acknowledge receipt of manuscripts submitted for publication. Manuscripts considered inappropriate for the journal, using inappropriate style, of poor quality or of excessive length will be returned to the authors without review. Manuscripts may also be returned for reformatting when they do not comply with the journals' style provisions. *The Florida Anthropologist* is a peer-reviewed journal. Manuscripts will be reviewed by the Editors and at least two professionals knowledgeable in the subject matter presented. All review comments are confidential and will be used by the Editors to determine whether or not to accept a manuscript for publication and to prepare editorial comments.

The Editors make the final decision regarding acceptance of a manuscript. Authors will be notified of the Editors' decision within two to three months of receipt of the manuscript. A

manuscript may be 1) accepted as is or with minor revisions, 2) accepted on condition that the author respond adequately to identified problem areas and resubmit the revised manuscript for additional review, or 3) rejected outright. Upon acceptance of a manuscript, copyright privileges are assigned to the Florida Anthropological Society. This step is needed so that FAS can, under copyright law, copyright each issue of The Florida Anthropologist or other publications of the Florida Anthropological Society as well as protect the authors' rights and intellectual property. If rejected, photocopies and the CD-ROM used for review will not be returned and may be discarded from the Editors' review files when space is required for more current needs.

### *Page Proofs*

Proofs of articles accepted for publication are sent to authors, who are to check them for typographical errors. No text may be rewritten at this point, but editorial errors may be corrected and significant new data or an absolutely essential correction may sometimes be added. All changes and additions by an author are suggestions only, and may be disregarded at the discretion of the Editors based on time and space allowances. Corrected proofs should be returned to the Editors no later than 72 hours after receipt. Authors may be asked to submit a final draft via email attachment or CD-ROM. Later returns may be received too late for consideration.

### **Manuscript Preparation and Form**

#### *Manuscript Form*

The manuscript should be typed electronically on 8.5 x 11 in (21.6 x 28 cm) paper. Manuscripts, including titles, block quotes, acknowledgments, notes, references, and figure captions, should be double-spaced to facilitate editing. Do not insert extra spaces between paragraphs. All margins should be about one inch (2.54 cm). Use only 10 or 12 pitch type. The text should be in a single column. Do not use a two-column format or include unnecessary formatting.

#### *Sections of the Manuscript*

Each of the following sections of the manuscript should be on a separate page or should start a new page. Additional information on each section is provided below.

Text (with Title and Author's name[s], affiliation, address, email address, and running header)

Notes (begin new page)

Acknowledgments (begin new page)

References Cited (begin new page)

Figure Captions (begin new page)

Figures

Tables (separate page for each)

Biographical Sketch (begin new page)

Pages are numbered consecutively through the References Cited only.

### *General Style*

Write clearly and concisely. Express complex ideas simply and in a way that someone who is not familiar with the subject matter can understand. Avoid wordiness and excessive jargon. If technical terms or concepts are necessary, consider defining these for nontechnical readers. Criticism of the work of others should be objective and completely referenced.

### **Textual Elements**

#### *Title*

The title of the manuscript should be typed in bold capital letters, centered at the top of the first page of text, and followed by two spaces. The name(s) of the author or authors should be typed in lower-case letters (except for the first letter of first, last, and middle names) and centered. Each author's name should be followed by an affiliation and address which should also be centered and typed in lower-case letters with initial capital letters for significant words. Two spaces should follow the last author's name and affiliation, and a short, descriptive phrase that can be used as a running header should be typed in lower-case letters with initial capital letters for significant words. For example:

EXCAVATIONS IN WATER-SATURATED DEPOSITS  
AT LAKE MONROE, VOLUSIA COUNTY, FLORIDA:  
AN OVERVIEW

Barbara A. Purdy

Department of Anthropology, University of Florida,

Gainesville, Florida 32611

E-mail: purdy@nervm.nerdc.ufl.edu

HEADER: Excavations at Lake Monroe

#### *Headings*

All headings are typed in lower-case letters with initial capital letters for significant words. Except for introductory words, do not capitalize articles, prepositions, and conjunctions less than five letters long. Primary headings should be typed in bold letters and centered with two lines of spaces above and below. Secondary headings should be typed in italics and flush with the left margin. Tertiary headings should be typed in italics (or underlined) on the left margin, indented as part of the paragraph, and followed by a period and two spaces. For example:

Middle Archaic Period. During the onset of the Middle....

*Numbers*

Cardinal Numbers. When cardinal numbers are used, and except as noted below, spell out numbers zero through nine and use Arabic numerals for numbers 10 and greater with commas for numbers greater than 10,000. For numbers greater than 1000, Arabic numerals may be used to express the quantity of thousands or millions while spelling out thousands or millions (e.g., 1 million or 9.27 million). Exceptions include:

1. Spell out any number that begins a sentence. For example: "Five hundred years ago...; Twenty projectile points..."
2. Spell out numbers that are used in a general sense. For example: "Hundreds of archaeological sites have been reported by amateurs."
3. For a series in the same category where the largest contains two or more digits use Arabic numerals for all. For example: "There were 7 flakes in Square A, 56 in Square B, and 117 in Square C."
4. Use Arabic numerals when referring to site numbers (e.g., 8HI27), proveniences (e.g., Square 110N500E), measurements (e.g., 3.1 cm, 6 km), or parts of books or articles (e.g., Chapter 7, page 3, Figure 1).

Ordinal Numbers. These are always spelled out. For example: "The thirty-fifth anniversary issue of The Florida Anthropologist...; the sixteenth century...; the first example..." An exception is the use of ordinal numbers to refer to papers presented at annual meetings in the References Cited section. For example: "Paper presented at the 45th annual meeting of the Florida Anthropological Society..."

Dates. Dates should be expressed as in the following examples: 450 years; on April 1, 1996; in the sixteenth century (not 16th); during the 1850s (not 1850's or fifties); from 1527-1540 (not 1527-40). The designation A.D. (anno Domini) should be placed before a date using the Christian chronology, not after (e.g., A.D. 500-600). The designations B.C. (before Christ) should be placed after the numbers used to designate dates which predate the Christian era (e.g., 800-500 B.C.). Alternatively, the number for the year followed by the designation B.P. (before Present) may also be used.

Site Numbers. The conventional Smithsonian Trinomial System should be followed when referring to site numbers (e.g., 8LL235). Do not use hyphens between components of the trinomial system and use only capital letters for county designations.

*Metric Measurements*

All measurements, distances, area, volume, and weight should be expressed in the metric system. All measurements should be expressed with Arabic numerals except when they appear at the beginning of a sentence or appear nonspecifically. Metric units are abbreviated without periods except for liters which is spelled out to avoid confusion with the Arabic numeral "1." Exceptions include:

1. If reference is made to measurements that were made or published originally in English units (e.g., in referenced

publications, maps, etc), these may be added in parentheses after their metric conversions for clarity.

2. Retain standard English units when they are contained in a direct quote. In this case, no metric conversions are necessary.
3. Original maps must contain a metric scale but may also contain an English scale at the author's discretion.
4. Copies of previously published maps that have scales in English units are not required to have a metric scale added. To convert from English standard measuring units to metric use the formulae in Table 1.

Table 1. Formulae for converting English units of measure to metric.

Multiply	By	To Get
<i>Length</i>		
inches	2.54	centimeters
feet	.3048	meters
yards	.9144	meters
miles	1.6093	kilometers
<i>Area</i>		
square inches	6.451	square centimeters
square feet	.0929	square meters
square miles	2.59	square kilometers
acres	.4047	hectares
<i>Mass</i>		
ounces	28.3495	grams
pounds	.4536	kilograms
short tons	.9072	metric tons
<i>Volume</i>		
cubic inches	16.3872	cubic centimeters
cubic feet	.0283	cubic meters
cubic yards	.7646	cubic meters
<i>Capacity</i>		
cubic inches	.0164	liters
cubic feet	28.3162	liters
gallons	3.7853	liters

*Mathematical and Statistical Copy*

All mathematical or statistical variables should be italicized or underlined (e.g.,  $F = 12.67$ ;  $df = 1, 12$ ;  $p = .05$ ). Never use

leading zeros in text, figures, or tables. Mathematical equations should be set off from the text by spaces above and below the equation or formula, and centered. For example:

$$\square N(S - 1)^2 + (2N - S)$$

*Radiometric Ages and Dates*

Where radiocarbon dates are being presented for the first time, the following conventions should be followed: 1) The initial citation in the text should express the uncalibrated radiocarbon age in years B.P. followed by the 1-sigma standard error; 2) the sample identification number provided by the laboratory should be given; 3) state what material was dated (e.g., shell, bone, charred wood); 4) state whether the date has been corrected for isotopic fractionation and supply the  $^{13}\text{C}$  value. For example:  $3680 \pm 60$  B.P. (Beta 79188; wood charcoal;  $^{13}\text{C} = -23.8\text{‰}$ ). Note that the atomic weight of an isotope is indicated by a superscript preceding the atomic symbol (e.g.,  $^{14}\text{C}$  not C-14 or C<sup>14</sup>).

Calibrated dates must be identified as such (e.g., cal B.C. or cal A.D.) and the particular calibration program that was used must be identified (e.g., CALIB 2.0 [Stuiver and Reimer 1986]). The author should state whether calibrated dates are reported as a 1-sigma or 2-sigma range (or ranges when more than one is possible). For example: "For the date  $3680 \pm 60$  B.P. the two possible calibrated age ranges are 2279-2232 cal B.C. and 2209-1905 cal B.C."

If a large number of dates is being discussed, this information can be placed in a table. In this case, the uncalibrated age in years B.P. with the 1-sigma standard error followed by the calibrated age range (if available) are sufficient in the text. For more detailed information on the reporting of radiometric ages and dates, the reader is referred to *American Antiquity* 57:755-756.

*Quotations*

Quotations of fewer than five typewritten lines should be included in the text enclosed in quotation marks. All quotations require a citation. If the name(s) of the author(s) is included in the sentence that includes the quotation, then the year and page number(s) should be placed in parentheses following the author's name. If the author's name is not included in the text, then the name(s), year of publication, and page number(s) should be placed in parentheses after the quotation. For example: According to Tesar (1980:246), "following the DeSoto expedition in 1540 and prior to..." or The Late Archaic "...was a time of considerable population growth, clear regional adaptations, and interregional exchange of raw materials" (Griffin 1967:178).

Quotations of more than five typewritten lines should be set off from the text in a block quote, without quotation marks, double spaced, with two lines above and below. For example:

The available evidence suggests few if any differences in late Archaic lifeways before and after the appearance of fiber-tempered pottery. In fact, there appears to be great uniformity in local settlement patterns and artifact assemblages -- except for the absence or presence of fiber-tempered pottery -- wherever late Archaic sites are found [Milanich 1994:86].

When emphasis is added or was already in the original material, the source of the emphasis should be noted after the citation, within the parentheses. For example: (Boyd et al. 1951:101; emphasis add) or (Boyd et al. 1951:101; emphasis in original). Omissions in a quotation are indicated by using three ellipsis points (periods when typed) to indicate where one or more words have been omitted. If these occur at the end of a sentence, then a fourth period must follow. For example: "The presence of projectile points...is not in itself evidence of use of the site during these early times...."

*Spelling*

Refer to *Webster's Third New International Dictionary*. If two or more spellings are given, use the first listed (e.g., archaeology, not archeology; catalog, not catalogue; judgment, not judgement). In all quotations and publication titles, the actual spelling in the original is used.

*Italics*

Words in foreign languages are italicized (or underlined). Use standard orthographies, including diacritical marks (and explain unusual symbols in the margin). Titles of books, periodicals, and other literary works are italicized, as are generic and species taxonomic names (e.g., *Neofiber alleni* or *Busycon* sp.).

*Capitalization*

Consult the *Chicago Manual of Style* for capitalization of nonarchaeological terms. Capitalize the names of specific archaeological or geographical areas (e.g., Mesoamerica, the Southeast, Central Gulf Coast). Directional, topographical, and general geographic terms are not capitalized unless they are derived from proper names or political or ethnic entities (e.g., mesoamerican, southeastern, central Florida; but Maya Lowlands, Eastern Woodlands). Capitalize taxonomic names of generic or higher rank, but use lower case for species or lower rank (e.g., *Pinus elliotti* or *Homo sapiens*). Capitalize proper names, including Early, Middle, and Late when they are part of the name or chronological, cultural, or geographic divisions, but use lower case for taxonomic division names and restrictive modifiers. For example: Early Archaic period, late Holocene, Windover site, Kissimmee River, Lake Okeechobee basin, Hillsborough and Alafia rivers, but Lakes Tulane and Annie. Capitalize the proper names of archaeological classes, but use lower case for generic terms. For example: Waller knives, Clovis fluted points, St. Johns Check Stamped.

### Hyphenation

For rules governing hyphenation of nonarchaeological compound words, consult the *Chicago Manual of Style* or *Webster's New Collegiate Dictionary*. Compound words are spelled without hyphens if they can be considered permanent combinations (e.g., rockshelter, subadult, preceramic, postclassical, precolumbian, Paleoindian, but mid-Pleistocene, post-Archaic, etc.). Prefixes in common use are not hyphenated (e.g., noncultural, reanalyze, intrasite). Hyphenate combinations of words that serve an adjectival function (e.g., check-stamped pottery, heat-treated lithics, use-wear analysis). Do not hyphenate a combination of an adverb ending in *-ly* plus a participle or adjective (e.g., highly developed species, poorly drained soil).

### Abbreviations

Abbreviations are used infrequently. Exceptions include acronyms for long titles of agencies, institutions, or organizations that are referred to frequently in the text. These always follow the first introduction of the full name. For example: Soil Conservation Service (SCS), Florida Museum of Natural History (FMNH). Metric units are given in abbreviated form when they follow numbers (e.g., 6.4 mm, 7.2 m, 10 km); the same is true for English units when they are used for clarity (e.g., 12 in, 3.5 ft, 25 mi). When referring to square meters or cubic meters use  $m^2$  or  $m^3$ . Other abbreviations that are permitted include et al., e.g., i.e., ca., cf., vol., %. Do not use *ibid.* or *op. cit.*

### Common Errors

The words “data” and “strata” are plural. The proper usage is “The data are...” *not* “The data is...” Similarly, “strata” is used to refer to two or more stratigraphic zones or lenses; “stratum” is used to refer to a single zone or lens. Stratigraphy is the study of soil strata. The word is often misused to refer to the various strata at a site as in “The stratigraphy of the site consists of...” Instead, use “stratigraphic sequence” or “stratification” as in “The stratification of the site is best represented by the profile in Figure 1.”

### Citations

References, including references to personal communications, are placed in the body of the text, not in notes at the bottom of the page or following the article. The typical citation includes the author(s) last name(s) followed by the year of publication and, where necessary, the page or page numbers. For example: (Willey 1949), Willey (1949), or Willey (1949:345-347). Parentheses are used to enclose the citation except when used with text material that is set off in parentheses or with quoted text material that has been set off as a block quote, in which case the citation is enclosed in brackets. Three or more authors are designated by the use of “et al.” after the first author’s name. For example: (Milanich et al. 1984) or Milanich et al. (1984). The use of “et al.” is limited

to text citations; all of the authors’ names must be listed in the References Cited section.

When several different authors are referenced in a citation, the authors should be listed in alphabetical order with the works of different authors separated by semicolons. For example: (Bullen 1975; Carr et al. 1995; Deagan 1979; Luer and Almy 1982; Milanich 1972, 1994). Note that two or more works by a single author or authors are separated by a comma. Two or more references by an author or authors in a single year are designated by lower case letters (e.g., Lee 1995a, 1995b). All citations should provide a date if possible. The use of “n.d.” or “ms.” should be kept to a minimum and are used only to refer to unpublished works where a date of completion is impossible to determine. Personal communication includes written or spoken correspondence to the author, and should also include a date. For example (Sam Upchurch, personal communication, 1993) or Sam Upchurch (personal communication, 1993). Personal communications are not included in the References Cited section.

References to publications by government agencies, private companies, or other organizations should include the full name of the organization in the citation along with the year of publication and page numbers, if necessary. If the citation will occur more than once, then an abbreviated acronym may be placed in brackets following the first full citation and these abbreviations may be used thereafter. For example: (United States Army Corps of Engineers [USA COE] 1991) and (USA COE 1991) or USA COE (1991).

When figures, plates, or tables are included in a citation these words are spelled out. For example: (Purdy 1981:Figure 2) *not* (Purdy 1981:Fig. 2). Do not include the page number on which the figure, plate, or table occurs unless there is additional information on the page that should be cited as well.

More detailed instructions on citation format can be found in *American Antiquity* 57:758-761.

### Notes

Endnotes are inserted at the end of the text, using a secondary head. Double space all notes and number them consecutively with superscripts in the order that they appear in the text. Endnotes should be used judiciously and be limited to essential information required for clarification when inclusion of that information in the text would prove disruptive to the flow of the manuscript or would be tangential to the discussion in progress. Endnotes do not include references. Footnotes are not accepted.

### Acknowledgments

Acknowledgments are inserted after the Notes section, using a secondary head. Acknowledgements are not required, however all support that went toward completion of a manuscript should be cited including intellectual, institutional, financial, and technical.

## References Cited

The References Cited section follows the Acknowledgments and uses a secondary head. It includes only the publications that are cited in the text; i.e., it is not a bibliography. All entries must be listed alphabetically by the last name of the senior author, and chronologically for two or more entries by the same author(s). Use the names as they appear on the publication; i.e., do not abbreviate first or middle names unless they appear as abbreviations on the publication. All authors names are included; do not use "et al." or "and others." Titles of books, periodicals, monographs, titled volumes or monographs in a series, dissertations, theses, and contract reports are italicized or underlined. NOTE: The use of italicized or underlined titles for publications other than books and periodicals differs from previous usage in *The Florida Anthropologist* and follows the most recent *American Antiquity* (57:764-769) guidelines. Typical examples of the more common reference formats include:

*Book Title*

Purdy, Barbara A.  
1981 *Florida's Prehistoric Stone Technology: A Study of the Flintknapping Technique of Early Florida Stone Implement Makers*. University Presses of Florida, Gainesville.

*Chapter in a Book*

Lewis, Clifford M.  
1978 The Calusa. In *Tacachale: Essays on the Indians of Florida and Southeastern Georgia During the Historic Period*, edited by Jerald Milanich and Samuel Proctor, pp. 19-49. University Presses of Florida, Gainesville.

*Article in a Periodical*

Dunbar, James S., Michael K. Faught, and S. David Webb  
1988 Page/Ladson (8Je591): An Underwater Paleo-Indian Site in Northwestern Florida. *The Florida Anthropologist* 41:442-453.

*Volume in a Series*

Willey, Gordon R.  
1949 *Archeology of the Florida Gulf Coast*. Smithsonian Miscellaneous Collection, Vol. 113, Washington, D.C.

*Dissertation and Thesis*

Johnson, Kenneth A.  
1991 *The Utina and Potano Peoples of Northern Florida: Changing Settlement Systems in the Spanish Colonial Period*. Ph.D. dissertation, Department of Anthropology, University of Florida, Gainesville.

*If you consult a University Microfilms copy:*

Mitchem, Jeffrey M.  
1989 *Redefining Safety Harbor: Late Prehistoric/Protohistoric Archaeology in West Peninsular Florida*. Ph.D. dissertation, Department of Anthropology, University of Florida. University Microfilms, Ann Arbor.

*Contract Report*

Austin, Robert J., and Jacquelyn G. Piper  
1986 *A Preliminary Cultural Resource Assessment Survey of the Avon Park Air Force Range, Polk and Highlands Counties, Florida*. Report prepared for Martin-Marietta Energy Systems, Inc. by Piper Archaeological Research, Inc., St. Petersburg. Copies available from the Natural Resources Division, Avon Park Air Force Range.

*Paper Presented at a Meeting*

Johnson, Robert E., and Dana Ste. Claire  
1988 Archaeological Investigations in the St. Johns Region of Florida. Paper presented at the 40th annual meeting of the Florida Anthropological Society, Winter Park.

When listing an unusual reference, include all information needed to enable a reader to identify and locate the source. For example:

Austin, Robert J.  
1993 Unpublished field notes, maps, and data sheets from the excavation of the Dragline site in Highlands County, Florida. On file, Janus Research, St. Petersburg.

*Web pages and electronic documents*

Glascok, Michael D.  
2001 Archaeometry Laboratory at MURR. Electronic document, <http://missouri.edu/~glascok/archlab.html>, accessed April 12, 2002.

Northwest Research Obsidian Studies Laboratory  
2001 XRF Information. Electronic document, <http://www.obsidianlab.com>, accessed April 12, 2002.

For additional information on the appropriate format for references consult *American Antiquity* style guide at <http://www.saa.org/Publications/StyleGuide/styleGuide.pdf>

**Figure Captions**

Use Arabic numerals and number all figures sequentially in the order that they appear in the text. Provide a concise description for each figure, in complete sentences, using sentence-style capitalization. For example:

Figure 1. Map of the excavation area showing the distribution of decorated sherds.

Use lower-case letters to identify sections of a figure. For example:

Figure 2. Sample of decorated ceramic sherds from sites in the Kissimmee River valley: *a*) St. Johns Check Stamped; *b*) unidentified cord-marked; *c*) Matecumbe Incised.

Type all captions together, single-spaced, on a separate sheet of paper, and place in front of actual figures.

### Figures

All illustrative material (i.e., maps, photographs, illustrations, graphs) are referred to as “Figures.” Do not use “Plates,” “Maps,” or other such terms. Originals should be prepared on good-quality drawing paper or prepared using a high-quality laser printer. All lettering must be neatly done using transfer type, laser printer, or careful hand lettering with black ink. All lines and lettering must be thick enough and spaced widely enough to be legible for up to 50 percent reduction. Large figures are reduced before publication. The maximum dimensions of a published figure are 6.75 by 7.5 inches or 17.1 by 19.1 cm). Large, complex illustrations with considerable detail and small lettering will not reduce well. Each figure should be labeled with its appropriate figure number. All maps should include a scale in meters. Do not use the form “1 cm = 400 m” because many figures are reduced before publication and such scales will not be accurate after reduction.

All photographs should be good-quality, black and white, glossy prints. Each photograph should be lightly numbered on the back with its appropriate figure number. Photographs of artifacts should include a scale. If no scale is shown in the photograph, then the scale of the object(s) in the photograph should be indicated in the caption.

For publication, authors are responsible for supplying digital high resolution (600 dpi or better whenever possible) figures suitable for gray-scale printing in TIFF JPEG or PDF format. The publication of colored figures is at the discretion of the Editors and at the expense of the author.

### Tables

All tabular material should be separated from the text. Each table be on a separate page or file and should be labeled with its appropriate table number. Use Arabic numerals and provide a short, descriptive title for each table using sentence capitalization. For example:

Table 1. Cross-tabulation of raw material by functional use wear.

When constructing a table, keep in mind the size limitations of the journal. Tables with many columns may have to be placed sideways on the journal page, broken up, or set in reduced

type. Provide horizontal rules above and below the column headings and below the last line of data. If a table exceeds 7 by 9 inches or 17.8 by 22.9 cm in size, the table should be split into two separate pages and two separate computer files. These large tables can be labeled Table 1-page 1 and Table 1-page 2. The table title goes above the first horizontal rule. Each column and row should have a brief heading. Footnotes for the tables should be placed below the bottom horizontal rule. Use superscript, lower-case letters for specific notes.

### Biographical Sketch

A brief (3-4 line) biographical sketch is required for each author of an article. These are placed on a separate page at the end of the manuscript.