

# NOTES TO CONTRIBUTORS

## 1. General

*Australian Archaeology*, the official publication of the Australian Archaeological Association Inc., is a refereed journal published since 1974. It accepts original articles in all fields of archaeology and other subjects relevant to archaeological research and practice in Australia and nearby areas. Contributions are accepted in six sections: Articles (5000–8000 words), Short Reports (1000–3000), Obituaries (500–2000), Thesis Abstracts (200–500), Book Reviews (500–2000) and Backfill (which includes letters, conference details, announcements and other material of interest to members). *Australian Archaeology* is published twice a year, in June and December.

## 2. Submission of Contributions

Submissions that do not conform to these Notes to Contributors may be returned to authors for correction before they are processed. All contributions must be typed, double line spaced, using 12 point Times New Roman font or similar. Do not use more than three heading levels. Do not use footnotes. Do not use double spaces after full stops at the end of sentences. Number all pages submitted consecutively. For further guidance on style refer to the most recent issue of *Australian Archaeology*. A 150–200 word abstract must be included for articles. The abstract should be a complete, concise summary of the paper. A cover page must be included listing contribution title and full names, affiliations and postal addresses for correspondence (including email) of all authors. Do not include author names on pages other than the cover page.

## 3. Processing of Contributions

The Editors will acknowledge receipt of all contributions. The Editors and external peer reviewers will review all contributions submitted as articles and short reports. As for any refereed journal, authors may be asked to make revisions to their manuscript. If substantial revision is required manuscripts may be rereviewed before a decision to publish is made. Once a paper is accepted in its final form, page-proofs will be sent to the senior author for checking. Proof Approval and Author Agreement forms will be sent with the page-proofs and must be completed and returned before publication can proceed. Final acceptance of manuscripts for publication is at the discretion of the Editors. For paper submission instructions see below.

## 4. Citations

References should be cited in text by author's surname, publication year and page (e.g. Smith 1988:45). For three or more authors '*et al.*' (with italics) should be used after the first surname (e.g. David *et al.* 1994). If multiple references are cited they should be ordered alphabetically and then by publication year, with authors' names separated by a semicolon (e.g. Appleby 1990:19-25; Childe 1952; David 1988; David and Chant 1995; David *et al.* 1994, 1999; White and O'Connell 1982:42, 50).

## 5. References

Type the References starting on a new page. Include *all and only those* references cited in the paper. Do not cite papers in preparation. Papers may be cited as 'in press' where they have been *accepted* for publication. For general publication categories the format should follow the examples below. Please pay particular attention to capitalisation, punctuation and spacing. Submissions that do not conform to these referencing guidelines will be returned to authors for correction.

### Journal Articles

Bird, C.F.M. and D. Frankel 1991 Problems in constructing a prehistoric regional sequence: Holocene south-east Australia. *World Archaeology* 23(2):179-192.

### Book Chapters

Craib, J.L. and G.R. Mangold 1999 Storm in a test pit: Effects of cyclonic storms on coastal archaeological sites in western Micronesia. In J. Hall and I.J. McNiven (eds), *Australian Coastal Archaeology*, pp.299-306. Research Papers in Archaeology and Natural History 31. Canberra: ANH Publications, Department of Archaeology and Natural History, Research School of Pacific and Asian Studies, Australian National University.

### Books

Lourandos, H. 1997 *Continent of Hunter-Gatherers: New Perspectives in Australian Prehistory*. Cambridge: Cambridge University Press.

### Edited Books

Hall, J. and I.J. McNiven (eds) 1999 *Australian Coastal Archaeology*. Research Papers in Archaeology and Natural History 31. Canberra: ANH Publications, Department of Archaeology and Natural History, Research School of Pacific and Asian Studies, Australian National University.

### Monographs

Wickler, S. 2001 *The Prehistory of Buka: A Stepping Stone Island in the Northern Solomons*. Terra Australis 16. Canberra: Department of Archaeology and Natural History and Centre for Archaeological Research, Australian National University.

### Theses

David, B. 1994 A Space-Time Odyssey: Rock Art and Regionalisation in North Queensland Prehistory. Unpublished PhD thesis, Department of Anthropology and Sociology, University of Queensland, Brisbane.

### Unpublished Reports

Smith, J.R. and H.J. Hall 1996 Beaudesert Shire Regional Archaeological Project. Unpublished report to the Australian Heritage Commission, Canberra.

### Internet Resources

Australian Bureau of Statistics 1996 *Education: Participation in Education: The Education of Indigenous People*. Retrieved 6 November 2003 from <http://www.abs.gov.au/ausstats>.

### Listserver Communications

Ross, A. 2004 Useless Australian archaeology graduates. Message posted to the AUSARCH-L listserver, 31 May 2004, archived at <http://mailman.anu.edu.au/mailman/listinfo/ausarch-l>.

## 6. Initial Submission

In the first instance, papers should be submitted by email with the contribution as a *single attachment*, including text, figures and tables, using Microsoft® WORD (.doc), Rich Text Format (.rtf) or Adobe® Portable Document Format (.pdf). Specifications for tables and figures should follow the guidelines below.

## 7. Final Paper Submission Instructions

Once accepted for publication, final versions of papers (including figures and tables) should be submitted as email attachments or on clearly labelled CDs or DVDs in PC or Macintosh format. Specifications for tables and figures should follow the guidelines below.

## 8. Text

Text should be submitted using Microsoft® WORD (.doc) or Rich Text Format (.rtf).

## 9. Tables

Type each table (including a caption) on a separate page at the end of the manuscript, not in the body of the text. Number and refer to tables in the text with Arabic numerals (i.e. Table 1 etc). Tables should be submitted using Microsoft® WORD (.doc) or Rich Text Format (.rtf).

## 10. Figures (Line Drawings and Photographs)

Line drawings and photographs should both be referred to as Figures, and numbered consecutively with Arabic numerals (i.e. Figure 1 etc). Figures should be submitted on separate pages at the end of the manuscript, not in the body of the text. Figure captions should be typed on a separate page, not on the figures. For final submission, figures should be submitted electronically as separate files as TIFF, JPEG (maximum quality) or EPS (with preview) files. If figures cannot be submitted as computer files, please submit as black-and-white line drawings or as high contrast, glossy black-and-white prints. All figures will be printed as greyscale images. Figures should be submitted at final size, ready for the printing process. Figures should be submitted at resolutions of 600 dpi at final size. That is, the figure and its caption should be sized to fit either within the margins of a double columned page (170mm) or a single column (81mm). The available space within margins for the full length of a page is 250mm (this leaves room for a one line caption). Please choose appropriate letter size, line thickness and shading/stippling. Photocopies of drawings are not acceptable. If not your own work, you *must* acknowledge the origin of all figures and, where applicable, it is the author's responsibility to obtain written unfettered permission to publish from the copyright owner of the original.

## 11. Supplementary Information

Supplementary information relating to articles may be accepted for online publication where such materials are directly relevant to the arguments presented in a paper. Such additional information may include, for example, detailed data tables where there is only space for a summary table in the printed version. At the initial submission stage authors should clearly identify material as supplementary information. Supplementary material will normally be restricted to tables and figures, but may also include video or audio files. Supplementary tables and figures should be numbered consecutively in the form Table S1, Figure S1 etc. All supplementary information will be peer-reviewed, at the same time as the normal refereeing process for the paper.

## 12. Reporting Radiocarbon Ages and Calibration

Conventional radiocarbon ages should be reported as 'BP' and calibrated ages as 'cal BP'. Report laboratory number, material dated, calibration method used and any corrections made (e.g. marine reservoir correction).

## 13. Copyright

Authors are responsible for ensuring that any material that has influenced the research or writing has been properly cited and credited both in the text and in the list of references. Contributors are responsible for gaining copyright clearance on figures, photographs or lengthy quotes used in their manuscript that have been published elsewhere. Once accepted for publication in *Australian Archaeology*, the author retains copyright in the work and may publish or authorise others to publish the entire work or any part thereof, provided that due acknowledgement is made in any further publication that the work was originally published in *Australian Archaeology*. An article will not be published until the signed Author Agreement has been completed and returned to the Editors by the contributor.

## 14. Other

Contributors are encouraged to contact the Editors if they have any questions or concerns about the submission process.

## 15. Correspondence and Submissions

All correspondence and submissions should be addressed to:

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