

# INSTRUCTIONS FOR AUTHORS

version 1.0

## Research Articles

Articles should communicate the results of original research in the field of Palaeoindian Archaeology that have not been published elsewhere. Manuscripts submitted will be reviewed together with all illustrations, tables and other data. On the basis of the opinion of the referees, the Scientific Committee will decide whether or not to approve or reject the manuscript for publication. In the case of rejected manuscripts, an explanation will be provided along with a recommendation of how to modify the manuscript prior to re-submitting it. The manuscript will be tended to by the member of the Scientific Committee whose academic background is closest to the subject. Additionally, two independent experts on this topic will be asked to review the manuscript.

### **Files to submit**

Please name files as follows.

Main text file:

(one author) - AUTHOR.doc

(two authors) - FIRSAUTHOR\_SECONDAUTHOR.doc

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Figures (may be jpg, tiff, or other common formats):

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Tables (may be Excel files, CSV format, tab delimited format, *etc.*):

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If files are too large to attach to an email (or over 10MB in total), please use a file transfer site or temporarily upload them to a server from which they can be downloaded.

### **Cover letter**

Along with your manuscript, please include a cover page with the following information.

Title:

Names of authors:

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Note the corresponding author (in the case of more than one co-author):

Number of figures:

Number of tables:

Number of words (do not include the word count from tables and the references section):

The following text:

I confirm the following:

- this manuscript has not been published before and is not under consideration for publication elsewhere.

- the names of all the co-authors have been included in the manuscript and these co-authors all had an active part in the final manuscript, approved the manuscript and agree with its submission.
- all of the research presented in and connected with this study meets the ethical guidelines, including adherence to legal requirements, of the study country.
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## **Text**

The submitted manuscript should conform to the followings instructions.

It should be written clearly and concisely using adequate technical terminology and proper grammar. As English, Portuguese or Spanish might not be the native language of many readers, authors are encouraged to use simple and straight forward wording. Avoid the usage of complex and run-on sentences as well as colloquial phrases. If the article is not written in your native language, please ensure that your manuscript has been proofread before submitting it for review.

The primary languages of the publication are English, Portuguese and Spanish. If you have no preference, please set your spell checker to one of these languages. Any variety of these languages will be accepted as long it is in standard usage in a country where English, Portuguese or Spanish is the official language.

Articles must be accompanied by an English abstract of 100 to 400 words and from three to eight keywords. Authors may also submit up to two alternative language versions of the abstract and keywords (preferably Portuguese and Spanish). The abstract should cover the theme, methodology and results in concise form and should be clear and understandable on its own. Do not cite references in the abstract.

Articles should not exceed 8000 words (excluding the bibliography and tables). Please compose your articles in a format compatible with MS Word (*e.g.*, .doc, .docx). Font type and size, line spacing, and alignment (*e.g.*, left, right, justified) are not necessary as these will be standardised by the editors. If you require the use of a special font, please let us know. Label section headings as in the following example.

Heading level 1	1. Introduction
Heading level 2	1.1 Previous research
Heading level 2	1.2 Hypotheses
Heading level 1	2. Methods
Heading level 2	2.1. Field surveys and prospecting
Heading level 2	2.2. Preparation of samples
Heading level 3	2.2.1. Preparing raw materials samples
Heading level 3	2.2.2. Preparing artefacts

If you use Microsoft Word to prepare your manuscript, you are asked to use “styles” to identify heading levels.

Prior to using acronyms, the full term should be written out, followed by the acronym in parentheses. Subsequent usage may be simply by the acronym. For example,

This study employed the use of Neutron Activation Analysis (NAA) to help match artefacts to raw materials. NAA is a widely used analytical method in geochemical analyses.

The article should have the following sections (or sections of a similar nature). Of course, subsections are also possible at the discretion of the author. If you feel that your article requires the use of a different layout or organisation, please let the editors know.

1. Introduction
2. Materials and methods
3. Results
4. Discussion and conclusions

#### The slash symbol

Avoid using the slash symbol [ / ] other than for mathematical purposes. Instead, use a full word or phrase. For example, the following.

A and B

A or B

A to B

A, B, or both A and B

A and B are to be considered the same thing within this context

#### **Figures and tables**

Images should be prepared in TIFF or JPG format at 300dpi or higher (preferably at 600dpi or higher), and should be embedded in the text as well as submitted as separate files. Figures should be embedded in line with the text. They should not be placed within text boxes and they should not float above the text. They must be placed at a fixed position in the text between paragraphs. The reason for this is so that the editors can easily keep track of the images when the formatting of the page is changed. Do not use letters under size 10 point within the illustrations. (For comparison, note that the captions below the figures are also 10 point font.)

Figures should be made clear and understandable. The diagrams should contain quantity units, always in SI standards. Maps, photos and sketches should contain a scale bar, and maps should have a North arrow. Do not use numerical ratios to describe the scale because the scale may change in printing or re-sizing. Tables should be organised in manageable size, and data communicated in tables should not be repeated in the text. Maps should mention the source of the data in the map.

If you present photos of objects and have edited out the original photograph background, please use a white background. Do not use a black or coloured background unless there is a specific reason for it. Images with other than white background are difficult for the layout editors to process.

Do not add in false shadows. They cause various problems, among which is when the layout editors process the article.

Figures and tables should be numbered sequentially and each should contain a descriptive caption. Captions should appear on the first line after the figure itself. Do not place captions in a text box. All figures and tables included with the articles must be cited within the text. Figures and tables may be referenced in passing or following a sentence, for example as in the following.

Since 1942, several excavations have taken place at this archaeological site. (See

Figure 4.) The artefacts from the site are listed in Table 2.

Figures and tables should appear after the first paragraph in which they are mentioned.



Figure 4. Excavation trenches at Tărtăria conducted between 1942 and 1989. (Aerial photo from the ANCPi orthophoto dataset; site data from Paul (2011: 51) and unpublished field survey data by Paul in 1989).

In preparing the complete manuscript please consider that some readers may print the article. PDF versions of the articles will be provided in A4 page size, with 3 cm margins. The size of the figures and tables intended to be included in the main articles should reflect these size limitations. Online, the illustrations and tables will be visible in line with the text as well as being available as separate files. Tables containing data which cannot fit on a single printed page might not appear in print and PDF versions of the articles (except as references to their online counterparts), or may be re-sized or rotated in order to fit.

The editors maintain the right to re-size illustrations if necessary. The editors may also resize or rearrange tables for optimal appearance or place them among the supplementary materials.

### **Supplementary materials**

If you feel that your article would benefit from the use of a non-printable media (*e.g.*, video or sound) please let us know as it will be possible to include these in the digital version of the proceedings. These supplementary materials will be accessible online together with the

document but they will not be printed in hard copy versions of the volume or in PDF versions. Instead a link to the online material will be listed.

Author can also refer to external documents accessible on the internet but the editors cannot guarantee their long term integrity and accessibility. It is therefore better for such content to be placed online along with the article if the author has proper authorisation to do so.

## **Citations**

Citations should be made within the text (see the details below) and references should be listed in full after the text. If you regularly use citation software such as EndNote, please use this to insert citations in your article. In this case, please let us know and we will send you a style sheet file. If you do not use such a program, feel free to enter citations manually. Avoid the use of footnotes and endnotes. Notes that are absolutely indispensable should be made within the text. They may be within parentheses, as a separate sentence, or a separate paragraph.

For citations with one author, made at the end of a statement, use the format (Binford 1962). For two authors, use the format (Gurova & Nachev 2008), and for more than two authors, (Julig *et al.* 1992). If a book is cited, note the relevant pages as (Willey & Phillips 1958: 2). Note figures as (Willey & Phillips 1958: Fig. 3). If more than one work is cited, use the following format (Binford 1962; 2001; Gurova & Nachev 2008; Julig *et al.* 1992; Willey & Phillips 1958: 2). With multiple citations, they should be sorted alphabetically and then chronologically. For citations within the text with one author, use the format Binford (1962). For two authors use the format Gurova & Nachev (2008) and for more than two authors use the format Julig *et al.* (1992). For example,

Binford (1962) discusses the role which archaeology plays within the field of anthropology.

Binford (1962) and Willey & Phillips (1958) have discussed the role which archaeology plays within the field of anthropology.

Several authors have discussed the role which archaeology plays within the field of anthropology (see for example, Binford 1962; Willey & Phillips 1958).

Do not use citation abbreviations such as *ibid.*, *op. cit.*, *infra.*, or *supra*. Instead, show all citations (even those of the same source) as described above. Do not use *apud*. Always use and cite the original source.

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The list of references at the end of the text should be given in alphabetical order by the family name of the first author, followed by year, and then by title. Letters with accents and other diacritical symbols should be ordered as if they had no diacritics. If more than one reference by the same author was used, do not cluster them, but rather list each reference individually.

Names of authors which do not appear using the Latin alphabet in the original publication should be transcribed into the Latin alphabet. If the author has written his or her name using the Latin alphabet in another publication, this spelling should be used. In cases where more than one Latin spelling is used by the original authors, the author of the manuscript should choose one and consistently use it. For example, Віктор Петрунь may be transcribed as either Viktor Petrun or Viktor Petrougne as both have been used in his publications. Names which

use diacritics (such as accents) or extended letters of the Latin alphabet (for example the letters ð and þ used in Icelandic) should be written as they appear in the original publications. References to works published using non-Latin alphabets should include the original title, in the original alphabet, with a translation of the title into your articles language at the end.

When confusion may occur between two authors with the same surname and the same first initial, the given name of the author should be written in full in the references. For example,

Skinner, Alanson 1914, Notes on the Plains Cree, *American Anthropologist, New Series*, 16(1): 68-87. doi:10.1525/aa.1914.16.1.02a00060

Skinner, Anne & Rudolph, M. N. 1996, The use of the E' signal in flint for ESR dating, *Applied Radiation and Isotopes*, 47(11-12): 1399-1404. doi:10.1016/s0969-8043(96)00252-7

For all publications which have a DOI, it must be noted in the references. Please check on Google for the titles of cited works. If they have a web page, they may also have a DOI. You can also find many DOIs through the CrossRef site. [<http://search.crossref.org/references> ] If you cannot find the DOI, note the URL and one of the layout editors will look for it. If many references are missing their DOI, the layout editors may send the paper back to the author for revision, thus delaying its publication. If a stable URL for the article exists on the journal's website or its official indexing site (e.g., JStor), this should be included as well in the reference. It is not required though.

Do not abbreviate the names of journals.

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The following is an example of a references section listing several references in order.

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