

Cover letter

Title: This is an example of a title: this is the secondary title

Names of authors:

1. Sydney Fox
2. Marta Silva
- 3.
- 4.

Affiliated institutions of all authors:

1. Department of Anthropology, Sthatam University
2. Museu de Arqueologia, Universidade do Paraná
- 3.
- 4.

Correspondence details of all authors (including email addresses):

1. 140 Charles St W, York, U.S.A. Email: <mailto:sfox@statham.edu>
2. Rua Jeremias dos Santos, 34, Centro, Curitiba, Brasil. Email: masilva@upr.edu
- 3.
- 4.

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

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This is an example of a title; This is a secondary title

Sydney Fox¹, Marta ilva²

1. Department of Anthropology, Sthatam University, 140 Charles St W, York, U.S.A. Email: sfox@statham.edu

2. Museu de Arqueologia, Universidade do Paraná, Rua Jeremias dos Santos, 34, Centro, Curitiba, Brasil.

Email: masilva@upr.edu

Abstract:

Articles should communicate the results of original research in the field of lithics 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. A very brief summary of the conclusions should also be stated in the abstract.

Keywords: South America; Early Holocene; Archaeobotanic; Lithic Technology.

1. Introduction

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Title, names of authors, affiliated institutions of all authors, and correspondence details of all authors (including email addresses). Note the corresponding author (in the case of more than one co-author). Note also the number of figures, tables and the word count (do not include the word count from tables and the references section).

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1.1 Previous research - 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 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 English is not your native language, please ensure that your manuscript has been proofread before submitting it for review.

Articles should not exceed 6000 words (excluding the bibliography and tables). Please compose your articles in a format compatible with MS Word (e.g. .doc, .docx, .rtf, .odt). 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. If you use Microsoft Word to prepare your manuscript, you are asked to use “styles” to identify heading levels.

Table 1. Heading levels used in articles.

Section Levels	Example Section Titles
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

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 articles 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

Articles must be accompanied by an English abstract of 100 to 300 words and at least three keywords. Authors may also submit up to two alternate language versions (English, Portuguese or Spanish) of the abstract and keywords. 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.

1.2 Acronyms and language

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. (Crandell 2006)

The primary language of the publication is English. If you have no preference, please set your spell checker to “English (U.K.)”. Other varieties of English will be accepted as long they are in standard usage in a country where English is an official language.

2. Methods

2.1. 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 8 point within the illustrations.

Figures should be made clear and understandable. The diagrams should contain quantity units, only 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.

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 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

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2.2. 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.

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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.

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). If more than one work is cited, use the following format (Willey & Phillips 1958: 2; Binford 1962; Julig et al. 1992; Gurova & Nachev 2008). With multiple citations, they should be sorted chronologically and then alphabetically. 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, one might use citations as in the following paragraph.

Binford (1962) discusses the role which archaeology plays within the field of anthropology. Willey & Phillips (1958) and Binford (1962) 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, Willey & Phillips 1958; Binford 1962).

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. Avoid using “apud”. Cite the original source, if possible.

2.2.2. References for the article

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 English 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

When known, the DOI of a publication should be noted in the references. 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.

Do not abbreviate the names of journals.

Refer to personal communications only in exceptional cases with preference given to highly accessible works. If personal communications must be referred to, use the format (personal communications with NAME on DATE). Do not list personal communications in the references section.

An example of a references section listing several references in order is presented at the end of this article template.

3. Results - Files to submit

"The results section summarizes the data that was collected and the statistical analyses that were performed. The goal of this section is to report the results without any type of subjective interpretation. The results section should be written in the past tense. Report data in order to sufficiently justify your conclusions. Since you'll be talking about your own interpretation of the results in the discussion section, you need to be sure that the information reported in the results section justifies your claims. Don't ignore negative results. Just because a result failed to support your hypothesis, it does not mean it is not important. Results that do not support your original hypothesis can be just as informative as results that do." (Cherry 2014)

Please name files indicated in Table 2. 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.

Table 2. Files for submission.

Files	Conditions	Naming formats	Notes
Main text file	one author two authors more than two authors	AUTHOR.doc FIRSTAUTHOR_SECONDAUTHOR.doc FIRSTAUTHOR_etal.doc	
Figures	JPEG format	AUTHOR-Fig1.jpg AUTHOR-Fig2.tif AUTHOR-Fig3.bmp	may be any common format
Tables	Excel format comma separated values format new Excel format	AUTHOR-Table1.xls AUTHOR-Table 2.csv AUTHOR-Table 3.xlsx	may be Excel files, CSV format, tab delimited format, etc.

“Summarize your findings in text and illustrate them, if appropriate, with figures and tables. In text, describe each of your results, pointing the reader to observations that are most relevant. Provide a context, such as by describing the question that was addressed by making a particular observation. Describe results of control experiments and include observations that are not presented in a formal figure or table, if appropriate. Analyze your data, then prepare the analyzed (converted) data in the form of a figure (graph), table, or in text form.” (Caprette 2012)

“Do not discuss or interpret your results, report background information, or attempt to explain anything. Never include raw data or intermediate calculations in a research paper. Do not present the same data more than once. Text should complement any figures or tables, not repeat the same information. Do not confuse figures with tables. There is a difference.” (Caprette 2012)

4. Discussion and conclusions

Some articles may separate the discussion and conclusions into two separate sections while others may combine them into a single section. Either approach is fine. Try to take the following into consideration while writing your discussion and conclusions.

The purpose of the discussion section is to state your interpretations and opinions, explain the implications of your findings (from the results section) Its main function is to answer the questions posed in the introduction section, explain how the results support the answers and, how the answers fit in with existing knowledge on the topic. This section is considered the heart of the paper and hence close attention should be paid to this section to ensure that it is very clearly written. Its organization is important. Before beginning you should try to develop an outline to organize your thoughts in a logical form.

Briefly summarize some of the main points. Try taking the first sentences of each body paragraph (your topic sentences) and rewriting their main points in two or three sentences. This will reinforce the argument of the article, thus reminding the reader of what you were talking about, or arguing in favour of. Avoid summarizing your points exactly as you wrote them. Your conclusion will summarize the overall answer your essay has pointed towards, and therefore only needs to be a few lines long. Keep it short and sweet. Brevity is the soul of wit. You might also suggest future research in the conclusion.

Your last sentence should be well-written (better written than most), to the point, and provocative. End with a flourish. This is easier said than done, but it all starts with illustrating the point of your essay. Ask yourself, “What is my essay about, and what am I saying?” and then move on from there.

Acknowledgements

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