



Arizona State Museum  
THE UNIVERSITY OF ARIZONA.

## ASM ARCHAEOLOGICAL SERIES GUIDELINES FOR AUTHORS

These guidelines are for manuscripts submitted for publication. They are intended to simplify the publishing process and speed up the time between submission of the manuscripts and printing. Manuscripts that deviate from these Guidelines may be returned for reformatting at the editor's discretion. Manuscripts deemed appropriate for the Archaeological Series will be sent out for peer review. The author may suggest appropriate reviewers. Comments and recommendations from the reviewers will be passed on to the author, and a revised manuscript should be submitted. The editors will work from this revised manuscript to format the final publication. A proof (formatted final version) will be sent to the author for final review with an appropriate deadline for any last minute edits or changes (one to two weeks).

If the manuscript must be reviewed by agencies, tribes, or individuals, or if the author seeks such input, these sorts of reviews should be done before the manuscript is submitted to the ASM Archaeological Series. This ensures that the manuscript reflects the concerns of any other interested parties, before the manuscript is sent out for peer review, and will not delay printing of the final volume that could occur if these reviews are sought later in the process.

### **General:**

Manuscripts may be submitted on 3 ¼" floppy disks, flashdrives (memory sticks), or CDs in Microsoft Windows compatible format. These disks will not be returned. Files should be readable in Microsoft Word 6.0 or higher. Manuscripts should not be submitted as email attachments. All files, whether text or graphics, should be named with the correct "standard" file extension formats (for example, word documents should be named "\*.doc, graphics files are \*.jpg, etc.). Complex file names should use underscores, not spaces or periods (periods occur only between the file name and the extension: NOT: My.figure 10.jpg BUT: My\_figure\_10.jpg). Submissions should be accompanied by a paper copy on standard 8 ½ X 11" paper, double-spaced, printed on one side only, with one-inch margins, and numbered consecutively. Graphics will be returned to the author if requested.

Arrange the manuscript in the following order, starting each section on a new page. Not all sections will be applicable, depending on the submission.

1. Title page
2. Table of Contents
3. List of Figures
4. List of Tables
5. Foreword
6. Preface/Acknowledgments
7. Acknowledgments (if not in preface)
8. Body Text

9. Appendixes
10. Endnotes
11. References Cited
12. Figures
13. Tables
14. Figure Captions
15. Table Heads

**Text:**

Consult the most recent edition of the *Chicago Manual of Style* published by the University of Chicago Press for any questions of grammar. References should be in *American Antiquity* format. Detailed information about reference format can be found in the *American Antiquity* Style Guide (57:749-770) published in 1992 (also available on the web at: <http://www.saa.org/publications/Styleguide/styframe>). For the correct spelling of archaeological terms, refer to the Arizona State Museum Style Guide (*ASM Archaeological Series* No. 180 [1988]).

Text should be in Times New Roman 12-point font and double-spaced. Use only one space between words, including after periods, colons, or other punctuation. Do not hyphenate words at the end of a line. Use the word-wrap function with the hyphenation turned off. Avoid using footnotes, but, if necessary, used endnotes instead.

Indicate endnotes in the text by a superscript numeral and provide a list of notes prior to the References Cited section.

The current ASM style format typically uses three levels of subheadings. A fourth can be added if required. When subdividing material within chapters, avoid using boldface, italic, or centered text to indicate a subheading. Instead of using a distinctive font, use one line of blank text, followed by the subheading text and then insert a message to the editor in parentheses to indicate the level of the subheading, as in the following example:

Field Methods (This is a Level 1 heading)

**Figures:**

Figures should be in JPEG or TIFF format at a resolution high enough to allow good reproduction with no jagged edges (a maximum of 600 dpi; 300 dpi is acceptable). Other formats, such as Adobe Illustrator, are acceptable but will substantially lengthen the time it takes to prepare the manuscript for publishing. Most figures will reproduce quite well at 300 dpi, but feel free to use a higher resolution for very detailed images or drawings. As mentioned above, please be sure to include the correct file extension when you name your graphics files. If you are unable to provide figures in digital format, then clean line art and clear black and white photographs will be accepted. Original art and photos should be clearly marked to correspond with the figure captions provided on disk and paper. Photos may be cropped to fit space requirements. If you have specific cropping restrictions, please indicate on the back of each photograph. Figure text should be in Times New Roman. Figures will be numbered chapter by chapter, not continuously throughout the document (Fig. 1.1, 1.2, 2.1, etc. NOT Fig. 1, 2, 3). Figure captions should be included in a separate file (see #14 above).

Any large graphic (originally larger than 8 ½” x 11”) should be photo-reduced on a high quality copier to 8 ½” x 11” format before it is scanned. Otherwise, serious problems can

develop in trying to reduce a dense large image to a smaller image. Graphics should be in black and white or grayscale shadings, the ASM Archaeological Series does not print figures in color at this time.

In some cases, it may be desirable to add data or images not printed in the report by creating a CD or DVD to accompany the printed volume. Please consult with the General Editor about creating a CD or DVD.

### **Tables:**

In the publication, tables will be single-spaced and should fit on a single page with one-inch margins. Please keep in mind that tables that do not meet these requirements may need to be split across pages and will need to be formatted accordingly. For example, a table with more than 8 columns can be fit on a printed page by rotating the table 90 degrees and printing in landscape mode. A table with 16 columns will need to be split into two 8-column tables that would be printed across a two-page spread. Please make sure your tables are formatted correctly. Tables will be numbered chapter by chapter, not continuously throughout the document (Table 1.1, 1.2, 2.1, etc. NOT Table 1, 2, 3).

To format the tables, use the Microsoft Word “Table” function. Microsoft Excel should not be used except for very long or wide and complicated tables. Do not use bold or italics for column or row heads. The font used in the table should be the same as for the text (Times New Roman 12-point). The table heading or title should not be part of the table; it will be added separately by the editor, and thus should be included in a separate file (#15 above). Do not use shading in the cells, and please leave all cell borders showing. The printed format is to not have borders, but this will be part of what the editor does to prepare a table to be inserted into the text. You may want to print a copy of a table without the borders to get an idea of how it may look on the page. If it is hard to read, adjust the column justification to create better spacing between columns. The editors will do the final fine-tuning.

### **Permissions:**

If figures (photographs or maps) or text are used that are copyrighted or owned by other individuals, institutions, or publications, the author must obtain formal permission to include them in the ASM Archaeological Series volume. A permission form to be filled out and signed by the owner of the material is available on the ASM website (<http://www.statemuseum.arizona.edu/research/pubs/>) or can be requested from the Editor.

### **Arizona State Museum Policy on Depictions of Human Remains:**

With regard to the portrayal of human remains and funerary objects, the Arizona State Museum recognizes the need to balance cultural sensitivity, ethical considerations, and the role of such illustrations in archaeological scholarship. Publication of depictions of human remains, individual elements with specific pathologies or other points of interest, and associated grave goods in Arizona State Museum publications will be handled on a case-by-case basis based on several important considerations: 1) land ownership and jurisdiction (including international policies governing archaeological sites); 2) the ethnic identity of the remains involved and the policies of known descendent communities regarding the depiction of human remains; 3) the expected readership; and 4) the context in which the photographs would be used (that is, are such photographs critical to illustrating points in the text or supporting a particular discussion or argument?). It is the

author's responsibility to 1) obtain permissions for the publication of photographs of human remains and funerary objects from descendent communities, when at all possible , and 2) discuss with the Editor the need for using the photographs in the publication. For human remains associated with American Indian tribes, this permission must be confirmed in the form of a letter on tribal letterhead from each tribe claiming affinity, and must be copied to the Director of the Arizona State Museum.

**Subventions:**

While not required for publication in the Series, subvention fees are strongly requested from authors to support the publication of their volumes. Suggested levels of subvention are \$2000 for up to 250 pages of manuscript (final publication pages), \$2200 for over 250 pages, and \$2500 for over 300 pages. If a CD or DVD is involved in the publication, an additional \$1000 is requested.

Any questions, please contact the editor by email or phone:

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