

# *Cambridge Archaeological Journal*

## INSTRUCTIONS FOR CONTRIBUTORS

### EDITORIAL POLICY

The *Cambridge Archaeological Journal* (ISSN 0959-7743) was founded in 1991 as one of the key initiatives of the McDonald Institute for Archaeological Research. It has come to be recognized as one of the leading journals in archaeological theory. *CAJ* is published three times a year in February, June and October with articles available online earlier. It covers significant archaeological research, both theoretical and descriptive.

We are keen to receive articles and other material that deals with broadly-defined social, symbolic and cognitive issues such as art and iconography, burial and ritual, representations and symbolism, and the evolution of human cognition. We aim to promote research into these issues, and to provoke discussion and debate.

*CAJ* has no restriction on period or place, and we are happy to receive material from any part of the world. Recently published papers have spanned the whole range of archaeology from the Lower Palaeolithic to Colonialism, and from the Pacific to Central Asia, from Maya cities to Neolithic northwest Europe.

### SUBMISSIONS

All manuscripts should be submitted via *CAJ*'s online submission system, which can be found at: <http://mc.manuscriptcentral.com/caj>.

Submission of an article is taken to imply that it has not previously been published, and has not been submitted for publication elsewhere. Upon acceptance of a paper, the author will be asked to assign copyright (on certain conditions) to the McDonald Institute for Archaeological Research.

Contributors are responsible for obtaining permission to reproduce any material in which they do not own copyright, to be used in both print and electronic media, and for ensuring that the appropriate acknowledgements are included in their manuscript.

Articles should normally be up to 12,000 words (including references), but longer articles will be considered if their length is justified. There is also provision for shorter notes of up to 5000 words. In the case of articles (though not shorter notes) an abstract of up to 180 words should be supplied. In both cases the affiliation and email address of each author should appear just before the references and a 50-word biography of each author specifying current academic position, subject interests and any relevant publications should be included after the bibliography.

All figures will be published in colour online if desired. Figures for revised versions which have been accepted for publication should be submitted as individual high-quality digital files. There is some scope for including online supplementary material.

For matters of style, prospective contributors should use the current issue of the Journal as a guide to preferred practice and the detailed guidelines below. Manuscripts may be submitted as written but, if accepted, must be converted to journal style before the article can go into production.

## MANUSCRIPT PREPARATION (upon acceptance)

### *Spelling:*

Spelling should follow English practice, e.g. 'colour' rather than 'color'.

With the exception of 'analyse', use 'z' instead of 's' in words such as 'organize', 'recognize', 'civilization', 'sympathize'.

### *Notes:*

These must be endnotes rather than footnotes. Notes are referred to in the text with a superscript number.

### *Numerals:*

- Use words for one to nine, but numbers from 10 upwards, except where this produces inconsistency within a sentence or short passage; in this case, use numbers throughout.
- Commas should be used in thousands only from 10,000 (e.g. 3500, 23,840).
- Spell out 'per cent', reserving '%' for lists and tables.
- For measurements, use metric not imperial as far as possible.
- For number-spread conventions see 'REFERENCES' section on p. 3 of this document.

### *Dates:*

- 1) 1 May 1988 (no comma)
- 2) the nineteenth century (noun); nineteenth-century (adj.)
- 3) the forties; the 1760s
- 4) AD and BC in small capitals; AD to precede and BC to follow the date separated by a space, e.g. AD 1066, 4004 BC.
- 5) radiocarbon-date format is e.g. 36,470±250 bp or 41,089–41,978 cal. BP (OxA-15164)

### *Quotations:*

- 1) Use ', ', " and ", not ' or ".
- 2) Long quotations are apart in smaller type, without quotation marks. Quotations within long quotations are indicated by single inverted commas.
- 3) Short quotations are indicated by single inverted commas, with double inverted commas only for quotations within quotations.
- 4) Punctuation follows closing inverted comma, except exclamation mark and question mark belonging to the quotation, or a full stop if the quotation is or ends with a grammatically complete sentence beginning with a capital.
- 5) Bibliographical reference to the quotation follows the final punctuation if that punctuation belongs to the quote. The reference precedes the final punctuation mark if the mark does not belong to the quotation according to the above criteria (no. 4), e.g.:  
'... Yet there is a sufficient diversity to rule out any simple, strongly deterministic causality.'  
(Trigger 1989a, 402) *but* '... there is a sufficient diversity to rule out any causality' (Trigger 1989a, 402).

## FIGURES

Upon acceptance of the paper, illustrations should be submitted in publishable form with clear labelling in English. We do not distinguish between Figures and Plates. All illustrations are Figures and should be numbered consecutively. Original illustrations which you require us to scan must be high-quality printouts no larger than A4.

### *Line drawings*

All line drawings must be submitted in black and white for print unless permission for printing in colour has been given. If desired, colour versions may also be submitted for the online publication. If submitted as scans, line drawings must be scanned at at least 600 dpi at the size they are to be published (although 1200 dpi is preferable). Full-page width is 171 mm, half-page width is 110 mm, single-column width is 82 mm.

If line drawings are originally drawn electronically they should be submitted in vector (i.e. eps or ai format) on CD. When submitting a disc please specify file name(s), software and type of computer. Our preferred format for line drawings is Adobe Illustrator CS4 compatible files although eps and pdf files from other programmes may be submitted.

### *Photographs*

All half-tones will be printed in black and white unless special permission for colour has been given. If desired, colour versions may also be submitted for the online publication. If the original photograph is in colour, and requires scanning by CAJ, colour slides are preferable to colour prints. Scans of photographs should be in tiff format at 600 dpi at the size they are to be reproduced. Full-page width is 171 mm, half-page width is 110 mm, single-column width is 82 mm.

### *Figure captions and references within text*

- 1) When referring to illustrations in the text the format is 'Figure' when it appears within a sentence and 'Fig.' when it is in round brackets: e.g. The Ebble-Nadder ridge as seen in Figure 1, forms the northern edge of Cranborne Chase (Fig. 2).
- 2) When referring to illustrations in another work use the same method as above except use a lower case 'f': e.g. The Ebble-Nadder ridge as seen in Daniel's figure 1, forms the northern edge of Cranborne Chase (Daniel 1967, figs. 1&2).
- 3) Caption format is as follows: **Figure 1.** *Map of site.*

## REFERENCES

### *In text:*

- 1) CAJ uses the Harvard referencing system.
- 2) Works with the same authorship published in the same year should be indicated by 'a', 'b', etc. and should follow the date without intervening space, e.g. Edwards 1982a; Jones & Smith 1987a,b,c.
- 3) Do not use *Ibid.*, *op. cit.* or similar expressions.

### *At end:*

- 1) References are grouped in author-alphabetical order at the end of the article.
- 2) Upper and lower case: article titles should be in lower case, plain text; book and journal titles should have main words capitalized and be in italics. Foreign titles should retain the capitalization of the original language.
- 3) Page numbers are elided as far as possible, e.g. 223–71 rather than 223–271; 453–9 rather than 453–459, except for numbers from 11 to 19, e.g. 312–17 not 312–7.
- 4) Page numbers are required within the reference for articles in journals and separate articles in books (see examples below).

- 5) States within publication location information should be in standard abbreviated form in round brackets, e.g. Albuquerque (NM): University of New Mexico Press; New York (NY): Academic Press, etc.
- 6) Journals do not need the place or publisher to be specified.
- 7) Punctuation: see examples below.

*Examples:*

#### **Journal Articles**

Bednarik, R.G., 1996a. Eneolithic horse burial in Italy. *The Artefact* 19, 102–3.

Bednarik, R.G., 1996b. Only time will tell: a review of the methodology of direct rock art dating. *Archaeometry* 38(1), 1–13.

#### **Chapter in Book**

Frankel, D., 1991. Ceramic variability: measurement and meaning, in *Cypriot Ceramics: Reading the Prehistoric Record*, eds. J.A. Barlow, D. Bolger & B. Kling. (University Museum Monograph 74.) Philadelphia (PA): University of Pennsylvania, University Museum, 241–52.

#### **Book**

Seidler, V.J., 1994. *Recovering the Self: Morality and Social Theory*. London: Routledge.

#### **Book (multiple authors/eds.)**

Schortman, E.M. & P.A. Urban (eds.), 1992. *Resources, Power and Interregional Interaction*. New York (NY): Plenum Press.

### **PROOFS**

Typographical or factual errors only may be changed at proof stage. The publisher reserves the right to charge authors for correction of non-typographical errors.

### **OFFPRINTS**

Contributors will receive an electronic copy of their paper for their personal use. For conditions please see the reverse of the copyright form which will be sent during the proofing stage. Paper offprints may be purchased from the publisher if ordered at proof stage.

Please contact the **Production Manager** if you have any other queries regarding these detailed guidelines. (Dora Kemp, McDonald Institute for Archaeological Research, Downing Street, Cambridge, CB2 3ER, UK; +44-(0)1223-339336; dak12@cam.ac.uk).

Last Updated 24 April 2013