

IKUWA6 PROCEEDINGS: INSTRUCTIONS FOR AUTHOR



Articles should be around 5000 words (excluding References, Acknowledgments and Figure captions). Up to six (6) figures and tables in total may be included.

Submissions should generally include: a main title, an abstract of c. 200 words, and a list of 'key words' (up to 5).

Do not include name of authors, contact address/email or institution in the manuscripts, which will be subjected to blind peer-review. Contact details to be added separately in the submissions system.

Submitted texts must be thoroughly spell-checked and consistent in terms of capitalisation, spelling, punctuation, abbreviations, references, headings, etc., as detailed below.

Text

Text files should be submitted in plain, single-column, single-spaced format, A4, left aligned. Word/RTF are the preferred programs for the text. Texts, which use particular fonts such as Ancient Greek or Cyrillic, should additionally be submitted as .pdf files to enable cross checking.

Keep the document as clean as possible from formatting features (e.g. do not include/insert text boxes, horizontal lines).

Fonts

Avoid long quotations in different alphabets, and transliterate where possible.

Headings and sub-headings

Clearly distinguish different heading levels (e.g. major heading and sub-heading). Avoid numbering.

Referencing

Use in-text Harvard style referencing (see below).

Avoid footnotes if not absolutely necessary (and never use them for referencing). If using footnotes, reference numbers should be placed after punctuation and not before (i.e. word.¹ and not word¹). Where footnotes are used, they should be numbered sequentially in Arabic superscript numerals, single-spaced.

Do not use endnotes.

Add Acknowledgements after final References.

Do not include name and any direct reference to yourself/selves as author/s in the manuscript as manuscripts will be subjected to blind peer-review. If you need to refer to previous literature of which you are author, treat it as you do with reference to author other than yourself/selves, e.g.: "... according to (Smith 2009: 11), the wreck ..." rather than "... as I wrote in my previous article (Smith 2009: 11), the wreck ...".

Figures, tables and captions

Standard publication size is just smaller than A4—205mm x 290mm. Prepare figures accordingly and provide them in the correct size that you want (i.e. images for single column to be 82.5mm wide; across double column to be 165mm wide).

Figures, tables and photos may take up the full print area of 165mm x 250mm.

Number illustrations / figures / photos sequentially starting from 1, and refer to them all as Figures. Tables to have their own sequence. Capitalise and do not abbreviate 'Figure' or 'Table' in the text. Ensure that there is a numbered reference to each figure and table in the text. List all captions at the end of the text after the References.

The captions should include any necessary copyright information, and due acknowledgements. All images that do not belong to the author must have copyright clearance on them for both print and electronic publication – this is the responsibility of individual authors.

Images / figures will normally be printed in colour.

The following file types are acceptable:

TIFF, EPS, PDF, JPG (JPEGs must be saved at maximum quality).

Tiff is the preferred formats for scanned images.

Scan photographic prints at 600 dpi, slides at 1200 dpi. Scan black and white line artwork at 600 dpi. Scan mixed line and tone illustrations at 600 dpi.

Number all the files in Arabic numbers (same as figures as indicated in text).

Images are not to be embedded in the text manuscripts.

Style guide

Spelling and abbreviations, etc.

- Insert only one space after full stops, not two.

- Avoid superscripts '6th' in 6th, 8th, etc. If your program does this automatically please switch it off (in Word go to Tools, Autocorrect, Autoformat as you type).
- Only UK spelling to be used.
- BC and AD (no punctuation)—also for upper case abbreviations / acronyms (UK, USA etc.).
- e.g., i.e., cf., etc. (full stops but no italics).
- *et al.* and *c.* (italics and full stops).
- No full stops after abbreviations such as m (metre), cm (centimetre), cms (centimetres) and other abbreviations of measurements.
- No space between a number and its unit of measurement (e.g. 98cm).
- Leading zero before measurements and numbers that are less than 1, thus 0.56 rather than .56, and so on.

Numerals

Numbers from one to ten should be spelled out; higher numbers should be given in numerals (e.g., 11, 235). No comma should be used for numbers with fewer than five digits (e.g., 5000, not 5,000; but 10,000).

Contractions

Contractions, which end with the same letter as the original word, do not take a full stop as in for example Dr (not Dr.), Mr (not Mr.), eds (not eds.), etc. Contractions, which do not finish with the same letter as the full word, do take a full stop: e.g., ed., no. 2.

Dates

Present centuries and millennia as: 5th century BC, 2nd century AD, etc. For specific years, the letters BC should follow the date, preceded by a space (e.g. 490 BC); the letters AD should precede the date, also with a space between (e.g. AD 499). If the date is approximate, indicate this with 'c.' followed by a space and the date; in this case both BC and AD follow the date (e.g., c. 733 BC; c. 353 AD).

Use hyphenation only adjectivally (for example, 'in the 6th century' but 'a sixth-century temple'). Please note also the following forms:

- Thursday, 12 November 1966
- 1960s (not 1960's)
- 1547–1549; 1382–1420

Italics

Italics should be used for foreign (i.e. non-English) words or transliterations. Please note that the surrounding punctuation should not be italicised.

Exceptions to the use of italics are:

- when the word is part of a foreign language quotation
- when the word has already been sufficiently assimilated into the English language

Quotation marks

Use single quotation marks throughout, with double marks for a quotation within a quotation (e.g., 'text text "text" text text'). Displayed quotations have no quotation marks. Any quotations within a displayed quotation should carry single marks.

Referencing

In-text

Use in-text Harvard style referencing.

For Harvard style (author and date: page number) followed by end-of-chapter bibliographies, see the following: 'according to Bloggs (1966: 31) it seems ...' or 'it has been stated (Bloggs 1966: 31) that ...'. Note the use of a colon between the date and page number/s. Where applicable, all in-text citations must include page numbers.

Multiple citations should be in alphabetical order and separated by a semi-colon, e.g., (Affleck *et al.* 1988; Bahn and Pettitt 2003; Wymer 1982).

Where an author has several publications from the same year, distinguish them as a, b, etc. (e.g. 1998a, 1998b). Do not use 'ibid'. These must be reflected in the 'References' accordingly.

Final references (please call the final reference list 'References' and not 'Bibliography')

Examples of the required reference format are given below. Please ensure that all references are complete. Use a colon between volume and page numbers. Do not use bold for volume numbers. For all citations and bibliographic references, spell out 'and' between multiple authors and editors, do not use '&' (or *et al.*). Do not use a comma before 'and'.

Use full stops after initials in authors' names (e.g. M.S.F. Hood and not MSF Hood).

For the sake of an international audience, all journal and series titles must be written out in full, e.g., 'International Journal of Osteoarchaeology', not 'Int. J Osteo.', and 'British Archaeological Reports', not 'BAR'.

Below are examples of the style to use:

Journal article

Cruise, G.M. 1990. Pollen stratigraphy of two Holocene peat sites. *Review of Paleobotany and Palynology* 63: 299–313.

Article/section in book with single editor

Bintliff, J.L. 2010. The Annales, events, and the fate of cities, in D.J. Bolender (ed.) *Eventful Archaeologies: New Approaches to Social Transformation in the Archaeological Record*: 117–131. Albany (NY): Suny Press.

Article/section in book with multiple editors

Fraye, D.W. 1997. Ofnet: evidence for a Mesolithic massacre, in D.L. Martin and D.W. Frayer (eds) *Troubled Times: Violence and Warfare in the Past*: 181–216. Amsterdam: Gordon and Breach.

Article/section in book if editor unknown

Serre-Bachet, F., J. Guiot and L. Tessier 1992a. La dendroclimatologie: pour une histoire du climat, in *Les veines du temps*. Catalogue d'exposition: 93–119. Paris: Musée du Monde.

Article/section in a numbered monograph

Burdukiewicz, J.M. 2000. The backed biface assemblages of east central Europe, in A. Ronen and M. Weinstein-Evron (eds) *Toward Modern Humans. The Yabrudian and Micoquian 400–50 k-years ago* (British Archaeological Reports International Series 850): 155–166. Oxford: Archaeopress.

Book

Lamb, H.H. and L. Tessier 1987. *Weather, Climate and Human Affairs*. London: Routledge.

Edited book

Bintliff, J.L. (ed.) 2015. *Recent Developments in the Archaeology of Greece* (Pharos Supplement). Leuven: Peeters.

Thesis

Bottema, S. 1974. Late Quaternary Vegetation History of North-Western Greece. Unpublished PhD dissertation, University of Groningen.

NOTE: No italics because the work is unpublished; not thesis but dissertation.

Website

Department of Parks and Wildlife, 2001. Department of Parks and Wildlife, Canberra, Shipwreck inspection, viewed 10 August 2012, <<http://www.dpaw.org>>.

NOTE: Include the date accessed due to the ephemeral nature of websites. List author/organisation, site date, short title, date accessed, and full URL.

NOTE:

Once you are ready, submit your article and images (if any) for blind, peer review via the OJS (Open Journal System) at: <http://archaeopresspublishing.com/ojs/index.php/ikuwa6>

If you have any doubts or questions, contact: ikuwa6proceedings@nauticalarchaeologysociety.org