



Archaeological Review from Cambridge

Department of Archaeology, University of Cambridge, Downing Street, Cambridge CB2 3DZ, United Kingdom

Notes for Contributors and Style Guide (Book Reviews)

Last updated: July 2022

Submission guidelines

All submissions are considered and reviewed by the book reviews editor and the volume theme editor(s). They shall comment on the quality, clarity and strength of the book reviews.

Reviews should be between 750 - 1500 words, or as may be specified in the Call out. The text must be clearly organized and include page numbers. Figures or images are discouraged, unless after prior consideration by the volume theme editors and book reviews editor. Reviews should be submitted to the book reviews editor electronically as Word documents. Authors must also inform the editor via e-mail that their review is not currently being considered for publication by any other journal and should declare any conflict of interests.

Review and publication process

Book reviews submitted to the ARC will be considered and reviewed by the book reviews editor and the volume theme editor(s). Following the first review, authors are asked to respond to the reviewers' feedback and make any recommended changes. A second review will follow to ensure all appropriate feedback has been addressed and authors will have a final opportunity to revise their manuscripts. If, at any point in the process, the authors require further clarification on comments made by reviewers, they must contact the Book editor. Authors will receive a .pdf proof of their article prior to publication, so that any minor corrections (such as typographical or factual errors) may be made.

Authors are requested to respect deadlines: delays from their side may result in the review not being published. Please note that the committee decision regarding acceptance is final, and the committee reserves the right to reject papers which are unsuitable at any point in the publication process. Following publication, while the ARC is not in a position to offer free volumes to book reviewers, they shall receive a .pdf copy of the final version of their review.

Manuscript preparation

Please follow the guidelines below when preparing your manuscript for submission. Articles should be submitted as .doc files; images, figures and tables are discouraged for book reviews. Text should be sent with 12-pt. font size and 1.5 line spacing. All reviews are published in English.

Structure:

Title



Archaeological Review from Cambridge

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Reviewed Book information

Author's name and affiliation, including corresponding email address

Text (1500 words maximum, not including References)

References

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Before publication, authors will be asked to assign copyright for their contribution to the *ARC* in accordance with publishing under a CC BY-NC license. This ensures that any requests by third parties to reprint or reproduce all or part of an article can be handled quickly and efficiently. Articles will be made available open access 6 months following publication and hosted on the Cambridge University Library online repository (www.repository.cam.ac.uk), where they will be assigned a DOI. Authors are asked not to share their articles within the 6 month embargo period and, in accordance with the CC BY-NC license, posting copies of manuscripts on commercial sites such as Academia.edu, Twitter and Facebook is prohibited. If your funding body requires any publications to be made open access immediately upon publication, please contact the book reviews officer in the first instance. Manuscripts may be linked to either through the *ARC* webpage or the University Library repository.

Style Guide

Images, Figures and Tables

Not applicable.

Footnotes/Endnotes

The *Archaeological Review from Cambridge* uses the Harvard style of referencing, not footnotes. Use of footnotes should therefore be kept to a minimum and should not be used to extend the content of the paper. Endnotes will not be accepted. Footnotes should be indicated in the text by superscript numbers *after* punctuation, (e.g. *text here*,¹ and not *text here*¹). Superscripts should go at the end of a sentence, unless it directly references a concept in the middle of a sentence.

Citations

Please ensure that all references cited within the text are included in the bibliography.

In-text citations should follow this format:

Single author e.g. (Smith 1998: 15).



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Multiple authors: two authors should be cited with 'and', e.g. (Smith and Jones 2002). However, more than three authors should be cited with 'et al.', e.g. (Smith et al. 2002).

Multiple citations at once: should be placed alphabetically and should be separated by semicolons, e.g. (Jones 2005; Smith 1998). If there are multiple citations following a direct quote, the citation with the direct quote should be first.

Multiple works by the same author should be listed with the author's name and dates in chronological order and separated by a comma, e.g. (Smith 1998, 2000)

Multiple works by different authors should be listed alphabetically with a semicolon separating authors, e.g. (Smith 1998, 2000; Zeder 2006).

Multiple works by the same author in the same year should be identified using a and b, e.g. (Smith 1998a, 1998b).

If the author is named in the sentence the year should be cited directly after the author's name, e.g. 'Smith (2000: 22) states that...'

References

Full references should be provided at the end of the manuscript and listed in alphabetical order, following the format below. Please note that only book titles and journal names require full capitalization.

Place of publication and publisher is required for all books, but not journals. Where the place of publication is in the USA, the city and not the state should be cited. The only exception is with Washington, DC. If the publisher is a university press printed with the location in its title, location does not need to be specified; e.g. 'Cambridge University Press'.

Journal issue numbers should be included where applicable, i.e. 23(4): 1–23.

Examples

Journal Articles

Bednarik, R.G. 1996a. Neolithic horse burial in Italy. *The Artefact* 19: 102–103.

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

Gummesson, S., Hallgren, F. and Kjellström, A. 2018. Keep your head high: skulls on stakes and cranial trauma in Mesolithic Sweden. *Antiquity* 361: 74–90.



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Chapter in Book

Frankel, D. 1991. Ceramic variability: Measurement and meaning. In Barlow, J.A., Bolger, D. and Kling B. (eds). *Cypriot Ceramics: Reading the Prehistoric Record* (University Museum Monograph 74). Philadelphia: University of Pennsylvania, University Museum, 241–252.

Harris, O.J.T., Rebay-Salisbury, K., Robb, J. and Sørensen, M.L.S. 2013. The body in its social context. In Harris, O.J.T. and Robb, J. (eds). *The Body in History: Europe from the Palaeolithic to the Future*. Cambridge: Cambridge University Press, 64–97.

Authored Books

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

Edited Book

Goodenough, W.H. (ed.). 1996. *Prehistoric Settlement of the Pacific*. Philadelphia: American Philosophical Society.

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

Translated Text

Foucault, M. 1982. *The Archaeology of Knowledge*. Trans. Sheridan Smith, A.M. New York: Pantheon.

Unpublished Theses

Smith, T. 2008. *An Investigation into the Burial Treatment of Lepers in Mediaeval Croatia*. Unpublished MPhil dissertation submitted to the University of Cambridge.

Unpublished Conference Paper

Schulting, R. 2008. *War without warriors? The nature of interpersonal conflict before the emergence of formalized elites*. Paper presented at the Sixth World Archaeological Congress, Dublin.

Book Reviews

Stoczkowski, W. 2007. Review of Garrett Fagan (ed.). *Archaeological Fantasies*. *Antiquity* 81: 472–473.

Webpages with Authors

Osmanagid, S. 2006. The formula to understand the Bosnian pyramids. *Bosnian Pyramid!?* Website:

<http://www.bosnian-pyramid.net/Pyramid-news/Bosnian-pyramid-latest-news/-The-Formula-to-understand-The-Bosnian-Pyramids-%11-by-Semir-Osmanagid/>, accessed on 5 July 2007.



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Webpages without Authors

BBC. 2006. Bronze age rubbish tip unearthed. *BBC News* online. Website: http://news.bbc.co.uk/1/hi/scotland/glasgow_and_west/8000233.stm, accessed on 21 April 2009.

Spelling

Please use **British English**. Note: the *Oxford English Dictionary* often favours ‘-ize’ spellings (e.g. colonize, civilization). When in doubt, consult the *Oxford Dictionary for Writers and Editors* or the online *Oxford English Dictionary* (<http://www.oed.com>).

Some commonly misspelt words:

archaeology
artefact focused
modelled
practice (noun)/practise (verb)
programme

Capitalizations

Archaeological features: should not be capitalized, e.g. ‘pit B’ and not ‘Pit B’.

Archaeological periods: should be capitalized, e.g. Neolithic, Medieval, Palaeolithic.

Punctuation

Titles of books, journals and films should be in italics.

Serial commas should not be used. Oxford commas are acceptable only where necessary to avoid confusion, or to separate lists of items which are not single words. **n-dashes** should be used to indicate spreads of page numbers or years, e.g. (Smith 2000: 10–50) and CE 1000–1500.

m-dashes should be used to indicate a clause set off from the rest of the sentence, do not use ‘space hyphen space’ or ‘space n-dash space’, e.g. “He was a good person—although not in that particular instance” and not “He was a good person – although not in that particular instance”.

Quotations

Double quotation marks are used only for direct quotes or spoken speech.

Single quotes marks indicate concepts, e.g. ‘complex’ societies.

If the quote starts with a capital letter in the original version, it should do so in the quotation.

Indented Quotes: quotes longer than one line (or multiple sentences. Basically, anything over 50 words) should be inset, as such:

Both examples...naturalised (Orser 2007: 181).

Note that there is a line space before and after the quote and that no quote marks are used.



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Where the author has been named in the sentence preceding the quote, the full reference should be in the sentence as opposed to the quote, e.g.

As noted by Salzman (2002: 245):

By means...empirically.

Abbreviations

Titles: a full stop is never used if the abbreviation ends with the letter of the actual word, e.g. Dr not Dr., Mr not Mr., but Prof. for Professor. The only exception is Fr., when referring to a religious person (e.g. Fr. Brown), as Fr minus the full stop refers to a chemical element.

Dates: abbreviations such as kyr, kya and ka should not be used (40,000 BP instead).

Please write out **&**, **>** and **<**, **%** in-text.

Ibid., **op. cit.** and similar are not allowed.

Numbers and Measurements

Numbers: under 10 should be written out in full, numbers over 10 should be listed in digits.

Measurements: should be metric wherever possible.

Units: should not be preceded by a space, e.g. 700km.

Dates

Commas: no commas in thousands of years old, but there are commas in tens of thousands of years old, e.g. 4500 BCE and 12,000 BP.

Uncalibrated dates: are denoted bce or bp (e.g. 4000 bce), while calibrated dates are noted thusly: 3500 cal BCE. Ideally, radiocarbon dates will include cal or uncal.

Decades: 1960s, i.e. without an apostrophe.

Abbreviated decades: spelled out, e.g. 'the Sixties' and not 'the 60s'. The decade is always capitalised.

Centuries or millennia: must be spelled out, e.g. fourth century CE or third millennium BCE, but CE 400 and 600 BCE.

Millions of years: may be abbreviated (to Ma).