

## **ARC Notes for Contributors and Style Guide**

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### **Submission guidelines**

All submissions are considered by the volume theme editor(s) in the first instance, and suitable papers will be peer reviewed by a minimum of two experts. Peer reviewers are selected for their knowledge and, on occasion, may include members of the ARC Committee. Reviewers are asked to comment on the significance, originality, clarity and strength of papers.

Articles should not exceed 4000 words and the text must be clearly organised with appropriate subheadings and page numbers. A maximum of 10 figures per article will be accepted (max five in colour). Papers should be submitted to theme editor(s) electronically as Word documents. Authors must also inform the theme editor(s) via e-mail that their article is not currently being considered for publication by any other journal and should declare any relevant sources of funding. Book reviews should be sent directly to the book reviews editor.

### **Review and publication process**

Papers submitted to the ARC will be reviewed by two anonymous peer reviewers. The ARC operates a system of double-blind peer review, whereby only theme editor(s) are aware of the authors' and reviewers' identity. Following the first review, authors are asked to respond to the reviewers' feedback and make any recommended changes. Papers will then be reviewed 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 peer reviewers, they must contact the theme editor(s). 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 article not being published. Please note that the editors' decision regarding acceptance is final, and the editors reserve the right to reject papers which are unsuitable at any point in the publication process. Following publication, (first) authors will receive one free copy of the final version of the volume containing their article. The ARC is not in a position to offer free volumes to book reviewers, who will 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 or .docx files, with images and tables sent as separate files (see image regulations below). Text should be sent with 12pt. font size and

1.5 line spacing. All papers are published in English but should you wish to include an abstract in a different language of relevance to the paper, this can be requested.

## **Structure**

Title

Author's name and affiliation, including corresponding email address

Abstract (up to 150 words – note that this is reduced from the initial abstract submission)

Text (4000 words maximum, not including Acknowledgements and References)

Acknowledgments

References

Table and Figure Captions

Please note that the author's name, affiliation and email address will be removed from the document by the editors for the double-blind peer review process. It is the author's responsibility to ensure that they have not made themselves identifiable in the rest of their manuscript (e.g., by using first-person language when citing themselves) if they do not wish to compromise their anonymity in the peer-review.

## **Image regulations**

All images submitted for publication must either belong to the author or have written proof of copyright reproduction. Please make absolutely sure that you have obtained permission from respective institutions to use and reproduce images. Many larger museums, for example, have strict copyright regulations regarding images of objects from their collections taken during research visits. The ARC reserves the right not to publish any images submitted. Due to limits on printing space, a maximum of 10 figures per article will be accepted, and authors should plan that a maximum of 5 of these may be in colour. The editors may permit more colour images per article at their discretion, but it cannot be assumed that this will be possible.

Figures should be submitted separately as .tiff files and files should be named after author and figure number, e.g. 'Smith\_Figure 1'. Figure captions should be compiled at the end of the manuscript; captions should not be included within the .tiff image. All line diagrams and photographs should be referred to as '(fig. 1)' or 'Figure 1' in the manuscript and numbered consecutively. Figures should be submitted without borders included in the image, although exceptions may be made in the case of maps.

Photographs must be of good quality and at least 400 dpi at five inches wide (landscape format) or 3 inches wide (portrait format). Please use .tiff format and CMYK colour whenever possible. Line drawings and scans of pen-and-ink drawings must be presented in a form suitable for immediate reproduction. All maps must include an accurate scale and North arrow.

Tables should be submitted as separate .tiff or .doc files, and should have short, descriptive captions which are compiled at the end of the manuscript. Captions should not be included in the .tiff image of the table, they will be added during formatting from the caption provided at the end of the manuscript. When reproducing a table from a published source, the source needs to be cited in the caption. Graphs should be sent in the original format and the ARC reserves the right to reproduce the graph in a different format if necessary (i.e. in Illustrator) to create the correct text, print size and quality for publication. Data provided by the author(s) will remain unchanged. Should the author have a particular preference for where a figure, table etc. should be inserted in the paper, they may indicate this with a note at the preferred location, highlighted in red, bold text. Please be aware that this may not always be possible due to the layout of the volume, in which case the figures will appear at the end of the article.

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### **Style Guide**

#### **Figures and Tables**

**Citing figures in text:** (fig. 4) or 'see Figure 4' written in a sentence.

**Citing tables in text:** (table 3) or 'see Table 3' written in a sentence.

**Captions:** Fig. 1. Photo of the Department of Archaeology, University of Cambridge (reproduced with permission of Jane Doe).

**Figures that belong to the author** should be cited as '(photograph by Tom Smith).'

**If figures do not belong to the author and are reproduced**, permissions must be sought and obtained in writing in accordance with the Image Regulations and Copyright and Open Access information above. The caption should include '(reproduced with permission of Tom Smith).'

**If figures do not belong to the author but have been reasonably modified**, permissions do not have to be sought. However, the original author must be cited, e.g. 'After Smith (2007) *Plate III*'.

### **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],<sup>1</sup> and not [text here]<sup>1</sup>,). The superscript number 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 works cited within the text are included in the references section at the end. **All citations must include page numbers** unless they are referring to a work in its entirety. Please note that ranges of pages should be indicated with an n-dash (pp. #-#), not a hyphen (pp.#-#).

**In-text citations** should follow this format:

**Single author:** e.g. (Smith, 1998, p. 15).

**Multiple authors:** two or three authors should be cited with 'and', e.g. (Smith, King and Jones, 2002, pp. 1–10). However, four or more authors should be cited with '*et al.*', e.g. (Smith *et al.*, 2002, pp. 1–10).

**Multiple citations at once:** should be placed alphabetically and should be separated by semicolons, e.g. (Jones, 2005, p. 58; Smith, 1998, pp. 2). 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, p. 30, 2000, p. 12)

**Multiple works by different authors** should be listed alphabetically with a semicolon separating authors, e.g. (Smith, 1998, p. 30, 2000, p. 12; Zeder, 2006, p. 94).

**Multiple works by the same author in the same year** should be identified using a and b, e.g. (Smith, 1998a, p. 30, 1998b, pp. 86–91). If the author is named in the sentence

the year should be cited directly after the author's name, e.g. 'Smith (2000, p. 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 capitalisation. 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), pp. 1–23.

### **Examples:**

#### ***Journal Articles***

Bednarik, R.G. (1996a) 'Neolithic horse burial in Italy', *The Artefact*, 19, pp. 102–103.

Bednarik, R.G. (1996b) 'Only time will tell: A review of the methodology of direct rock art dating', *Archaeometry*, 38(1), pp. 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, pp. 74–90.

#### ***Chapter in Book***

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

Harris, O.J.T., Rebay-Salisbury, K., Robb, J. and Sørensen, M.L.S. (2013) 'The body in its social context', in O.J.T. Harris and J. Robb (eds) *The Body in History: Europe from the Palaeolithic to the Future*. Cambridge: Cambridge University Press, pp. 64–97.

#### ***Authored Book***

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*. Translated from the French by A.M. Sheridan Smith. New York: Pantheon.

\*If the text is in a foreign language, reference the text in the same style as English language material. If the text is in non-Latin characters, e.g. Arabic, Greek, Cyrillic, the entry should be transliterated. If the text is in Chinese, Japanese, Korean, or Thai, the entry should be transliterated before the name and title of source in original language.

### ***Unpublished Theses***

Smith, T. (2008) *An Investigation into the Burial Treatment of Lepers in Mediaeval Croatia*. Unpublished MPhil dissertation. 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. Unpublished.

### ***Book Reviews***

Stoczkowski, W. (2007) Review of *Archaeological Fantasies*, edited by G.G. Fagan. *Antiquity*, 81, pp. 472–473.

Marshall, M. (2023) 'Where are we now?'. Review of *The world transformed: an untold story*, by P. Frankopan. *New Scientist*, 257(3428), p. 36.

### ***Webpages with Authors***

Osmanagic, S. (2006) *The formula to understand the Bosnian pyramids. Bosnian Pyramid!?* Available at: <http://www.bosnian-pyramid.net/Pyramid-news/Bosnian-pyramid-latest-news/-The-Formula-to-understand-The-Bosnian-Pyramids-%11-by-Semir-Osmanagic/> (Accessed: 5 July 2007).

### ***Webpages without Authors***

BBC News Online (2006) *Bronze age rubbish tip unearthed*. Available at: [http://news.bbc.co.uk/1/hi/scotland/glasgow\\_and\\_west/8000233.stm](http://news.bbc.co.uk/1/hi/scotland/glasgow_and_west/8000233.stm) (Accessed: 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

### **Capitalisations**

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

**Archaeological periods:** should be capitalised, 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, pp. 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 quote 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, like so:

Both examples...naturalised (Orser, 2007, p. 181).

Note that there is a line space before and after the quote and that no quote marks are used. 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, p. 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. is correct 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 10 and over 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).