CAA2017 PROCEEDINGS AUTHORS' INSTRUCTIONS

If you have any questions about this document, please contact the CAA Publication Officer, Arianna Traviglia (publications@caa-international.org)

FORM OF PUBLICATION

The CAA Proceedings will be published within one year of the conference. The CAA Proceedings consist of all accepted papers. The proceedings will be available online, and through a Print-on-Demand (PoD) service (more details will follow).

A fee (to be determined) will be charged for the PoD service and shipping.

The submission process will be run through Open Journal System (OJS). Since this is a new system, further instructions detailing the upload process will be posted as soon as possible

REVIEW

Your manuscript will be reviewed by members of the CAA Review College. This will include a check for English language. At least one of the reviewers will be a native English speaker. If the quality of English means that the content of the paper cannot properly be assessed then the paper will be rejected immediately.

Reviewed papers can receive one of four possible recommendations:

- ✓ accept as is
- ✓ accept with minor revision (including English language, referencing and formatting)
- ✓ accept with major revision (including English language, referencing and formatting)
- ✓ reject

In the case of acceptance with minor or major revisions, you will receive the reviewers' comments that will help you to improve your manuscript and a brief comment on referencing and formatting. Papers **requiring major revisions** must be accompanied by a brief statement of how the comments have been addressed. This statement must be uploaded as a separate document in OJS. **A rejected manuscript cannot be resubmitted**.

The following fundamental selection criteria are used:

- ✓ the paper's academic standard
- ✓ its consistency of content
- ✓ its clarity of style
- ✓ quality and relevance of illustrations

A full description of the review process, including the membership of the Review College, is given on the CAA website.

TIMELINE FOR PUBLICATION CAA2017

Submission of papers	1 August 2017
Papers sent out for review	15 August 2017
Notification of acceptance/rejection	26 September 2017
Submission of revised papers	7 November 2017
Proof copies sent to authors	18 December 2017
Authors submission of camera ready papers	23 January 2018
Papers sent to publisher	30 January 2018
Proceedings published	16 March 2018

GUIDELINES FOR PAPER SUBMISSION

NOTE: If you **did not present** a paper, poster, or an oral presentation in an alternative format (e.g., lightning talk) at CAA2017, you are **not entitled to submit** a paper for the CAA2017 Proceedings.

There was apparently some confusion over an individual's presentation responsibilities during the conference, especially given the introduction of the alternative format sessions. Regardless of your presentation responsibilities at CAA2017, you can only submit **one paper as first author** for publication in the proceedings.

PAPER LENGTH

Your manuscript should not be longer than **5,000 words** excluding abstract, key words, figures, tables and bibliography. This applies to both papers and posters.

AUTHORS AND AFFILIATION

Provide the full names and affiliations of all authors, including e-mail addresses. Indicate the name of the corresponding author.

ABSTRACT AND KEYWORDS

Provide an abstract for your paper of 150 words maximum.
Provide 3-5 keywords describing the contents of your paper on a separate line after the abstract.

TEXT

- ✓ Follow the guidelines in the checklist in the OJS Submission (to be provided ASAP).
- ✓ Submitted manuscripts should be unformatted and use Times New Roman or Arial 12 point font.
- ✓ Spelling should conform to British practice and follow the *Oxford English Dictionary*.
- ✓ Add a **separate list** for tables, diagrams, figures, graphs, maps, etc.
- ✓ Submit tables, diagrams, figures etc. in separate files as well as in the text.
- ✓ Submit figures and diagrams in their original format and not as a Word file.
- ✓ Submit tables in any image format *only* if the quality of the image is sufficiently high; otherwise submit them in an Excel file (preferred) or in a separate Word file with an embedded table. Although not recommended, you can also create tables by using tabs (as little as possible), but *not* by using spacing.

BIBLIOGRAPHY

See below for formatting instructions. The formatting guidelines are strictly enforced and if they are not followed, the paper WILL be sent back for without further review. This could cause the authors to miss the deadline and forfeit their opportunity to publish their work in proceedings.

IMAGES

Note that the printed version of the CAA Proceedings might mainly have black and white images. The online version of the CAA Proceedings can have colour versions of the images. Make sure that all of your colour images are usable when converted to greyscale. You cannot include more than **10 images/paper**.

All images must be at least **300 dpi** and either **8-bit greyscale or RGB**. Use either **.jpg, .tiff or .eps files**. Verify that all images are the correct size: images must be **less than 16 cm wide and 24.7 cm high**.

FILE NAMING

Name your manuscript Word file as: first two meaningful words of the title (shortened, if needed) excluding articles, and number of submission in the editorial process, all separated by an underscore, e.g. 'SettlementPatterns_1' where '1' indicates the first, initial submission; when you will resubmit your amended manuscript after the review that number will have to be changed in '_2'). Make sure the surname of first author is not included in the file name.

Name your images, tables, diagrams etc: first two meaningful words of the title, file content abbreviation with file consecutive number, and number of submission in the editorial process all separated by an underscore, e.g. 'SettlementPatterns_fig1-1' or 'SettlementPatterns_tab1-1'. Make sure the surname of first author is not included in the file name.

COPYRIGHT RELEASE FORM

Upon acceptance of the manuscript, all authors must fill-in and sign the copyright release form. **This includes Co-Authors**.

BIBLIOGRAPHY

IN-TEXT CITATIONS

Every use of information from other sources must be cited in the text so that it is clear that external material has been used.

If the author is already mentioned in the main text then the year should follow the name within parenthesis.

- Both Kvamme (2003) and Ashmore (2002) showed that …

If the author name is not mentioned in the main text then the surname and year should be inserted, in parenthesis, after the relevant text. Multiple citations should be separated by semi-colon and follow alphabetical order.

- Landscapes are critical for archaeological inquiry… (Ashmore 2002; Kvamme 2003).

If three or fewer authors are cited from the same citation then all should be listed. If four or more authors are part of the citation then 'et al.' should follow the first author name.

- (Stead, Oldman & Cloud 2015)
- (Meyer et al. 2016)

If citations are used from the same author and the same year, then a lowercase letter, starting from 'a', should be placed after the year.

- (Lock 2013a; Lock 2013b)

If specific pages are being cited then the page number should follow the year, after a colon.

- (Ashmore 2002: 1172; Kvamme 2003: 435)

For publications authored and published by organisations, use the short form of the organisation's name or its acronym in lieu of the full name.

- (NOAA 2008) *NOT* (National Oceanic and Atmospheric Administration 2008)

Please do not include URLs in parenthetical citations, but rather cite the author or page title and include all details, including the URL, in the reference list.

REFERENCE LIST

All citations must be listed at the end of the text file, in alphabetical order of authors' surnames.

All reading materials should be included in 'References' – works which have not been cited within the main text, but which the author wishes to share with the reader, must be cited as additional information in endnotes explaining the relevance of the work. This will ensure that all works within the reference list are cited within the text.

NOTE: If multiple works by the same author are being listed, please re-type the author's name out for each entry, rather than using a long dash.

NOTE: DOIs should be included for all reference entries, where possible.

REFERENCE FORMAT

This journal uses a **particular style** of the Harvard system. If you use Endnote or Zotero, the JCAA has a style that can be used (please follow Zotero link). See below for examples of how to format:

- ***Books:***

Author, A A Year *Title*. Place of publication: Publisher.

Lock, G R 2003 *Using computers in archaeology: Towards virtual pasts*. London: Routledge.

Atkin, T and **Rykwert, J** (eds) 2005 *Structure and meaning in human settlement*. Philadelphia, PA: University of Pennsylvania Museum of Archaeology and Anthropology.

Watrall, E 2011 iAKS: A web 2.0 archaeological knowledge management system. In: Kansa, E C et al. *Archaeology 2.0: New approaches to communication and collaboration*. Los Angeles: Cotsen Institute of Archaeology of Press. pp. 171–184.

NOTE: If multiple works by the same author are being listed, please re-type the author's name out for each entry, rather than using a long dash.

- *Journal articles:*

Author, A Year Title. *Journal name*, vol(issue): page. DOI

Kvamme, K 2003 Geophysical surveys as landscape archaeology. *American Antiquity,* 68(3): 435-467. DOI: 10.2307/3557103

NOTE: Please include DOIs for all journal articles where possible.

- *Newspaper articles [print]:*

Author, A Year Title. *Newspaper*, date of publication, page.

Alexander, A 2017 Connect with state's past at these historic places. *The Atlanta Journal-Constitution,* 17 February, p. D1.

- *Newspaper articles [online]:*

Author, A Year Title. *Newspaper*, date of publication, [URL and last accessed date].

Wallace, J 2016 Laser scans unveil a network of ancient cities in Cambodia. The New York Times, 19 September [online access at https://www.nytimes.com/2016/09/20/science/angkor-wat-cambodia-archaeology.html last accessed 20 April 2017].

- *Conference papers:*

Author, A Year Title of chapter. In: Editor, B (ed.). *Title of conference proceedings*. Place of publication: Publisher, pp. page.

Martín-Rodilla, P 2015 An Empirical Approach to the Analysis of Archaeological Discourse. In: Traviglia, A (ed.) *Across Space and Time Papers from the 41st Conference on Computer Applications and Quantitative Methods in Archaeology Perth, 25-28 March 2013.* Amsterdam: Amsterdam University Press, pp. 319-325.

- *Organisational publications/Grey literature:*

Author group Year *Title*. Place of publication: Publisher.

National Oceanic and Atmospheric Administration 2008 *NOAA's Regulation of Fishing in National Marine Sanctuaries.* Washington D.C., USA: NOAA.

- *Theses and dissertations:*

Author, A Year Title. Unpublished thesis (PhD), institution.

Glover, J 2006 The Yalahau settlement pattern survey: A study of socio-political organization in the northern Maya lowlands. Unpublished thesis (PhD), University of California, Riverside.

- *Webpages / PDFs:*

Author, A Year Title, date of publication. Available at URL [Last accessed date month year].

Petrykowski, S 2006 Amid regional instability and rising demand, a historic agreement could protect priceless cultural artifacts, 6 December 2015. Available at https://theantiquitiescoalition.org/ac-news/amid-regional-instability-and-rising-demand-a-historic-agreement-could-protect-priceless-cultural-artifacts%E2%80%8B/ [Last accessed 20 April 2017].

CONTACT DETAILS

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