Information for Contributors

General

In general, papers are expected to be 6000–10 000 words in length (including footnotes), with 6–8 illustrations (including tables). Research notes are expected to be less than 4000 words in length (including endnotes) with 4–5 illustrations (including tables).

All submissions must also include the following:
- a 150-word abstract;
- a 50-word biographical statement including current affiliation; and
- contact information provided on a separate sheet, including address, phone, fax and email.

Three hard copies of the paper are to be provided, in the following format:
- double-spaced;
- with wide margins on either side;
- single-sided;
- with page numbers; and
- acknowledgements (if included) at the end of the paper, before references.

A computer version of all text must be provided, together with computer versions of all associated image files (e.g. illustrations, tables, etc.), if possible. Please note:
- the computer version can be disc or email (the latter at the Editor’s discretion);
- text files should be in MS Word and Rich Text Format (in case of translation problems) and illustrations in Adobe, if possible;
- tables should be supplied in MS Word and charts in Excel, if possible; and
- any discs submitted to the Editor should be labelled with author’s name as well as the filename(s).

Text

Referencing is to follow the Harvard convention of in-text referencing, for example (Smith 1997:12). No footnotes will be accepted and endnotes are to be used only where absolutely necessary.

Examples of the bibliographic format follow (note the full-stops, endnotes are to be used only where absolutely necessary.

Table 1: Artefact types at Sites 1–4.

<table>
<thead>
<tr>
<th>Site 1</th>
<th>Site 2</th>
<th>Site 3</th>
<th>Site 4</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type 1</td>
<td>1</td>
<td>25</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Type 2</td>
<td>14</td>
<td>2</td>
<td>1</td>
<td>17</td>
</tr>
<tr>
<td>Total</td>
<td>1</td>
<td>25</td>
<td>3</td>
<td>51</td>
</tr>
</tbody>
</table>

Each table or chart should be on a separate page.

Artwork should be in camera-ready form, i.e. India ink or laser print.

Photographs: The original prints (postcard-sized or larger) or slides should be provided, either colour or monochrome. Photocopies and screen-printed items are normally unsatisfactory. Photographs from digital cameras should be done at the highest resolution available and may only be satisfactory if reproduced as small illustrations.

Half-tone drawings and diagrams: For hand-drawn items the originals should be provided. For those produced on a computer, an electronic file in any common format (e.g. BMP, JPG, PCX, TIF) is best. Photocopies and items produced on a computer printer are normally unsatisfactory.

Line drawings: Originals or good quality (at least 600 dpi resolution) photocopies or laser printer output are all usually satisfactory.

Where historical artwork or photographs are used, the source should be clearly cited in the caption.

Tables and charts should be ready for black and white printing (i.e. no colour charts).

Tables should be in the format shown in the sample table above (consult back issues for variations of this style; note that the table will be stretched across the column or page).

Illustrations

Photographs: The original prints (postcard-sized or larger) or slides should be provided, either colour or monochrome. Photocopies and screen-printed items are normally unsatisfactory. Photographs from digital cameras should be done at the highest resolution available and may only be satisfactory if reproduced as small illustrations.

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Tables should be in the format shown in the sample table above (consult back issues for variations of this style; note that the table will be stretched across the column or page).

The Editing Process

Papers submitted to the Editor will be sent to at least one independent referee for review. The Editor will undertake to ensure that both author and referee remain anonymous. The referee will be asked to provide comments on the scholarly quality of the content of the paper, and on its suitability for publication in AHA. If necessary, they will be asked to recommend revisions required to make the paper acceptable for publication. The Editor will then forward these comments to the author.

Once the author has addressed these comments, they will submit an electronic and hard-copy version of the final. This will be reviewed by the Editorial Assistant for stylistic consistency before the copy is typeset.

Authors will receive page proofs of their articles to check for errors, and are asked to return the corrected proofs promptly. No substantive changes can be made at that time.

In lieu of offprints, authors will receive one free copy of the volume in which their paper appears.

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Please contact the Editor or Editorial Assistant if you require more information about the editorial process or the format and style of AHA.