

# AHA Information for Contributors

Revised October 2020

## General

*Australasian Historical Archaeology* is published annually in December and accepts original articles relevant to the research and practice of Historical Archaeology in Australasia and the wider region. Contributions from other regions will also be considered by the Editor/s.

Papers are accepted in the following categories: Articles: 5,000–6,000 words (excluding references) and 6–8 figures/tables. Research Reports: 1,500–3,000 words (excluding references) and 4–5 figures/tables. Thesis Abstracts: 300–350 words for PhD and 150–200 words for Masters and Honours. Longer submissions, and additional figures, may be accepted at the discretion of the Editor/s.

## Submission

Contributions should be submitted via email to [editor@asha.org.au](mailto:editor@asha.org.au) as a Word file (.doc or .docx).

Manuscripts must be typed in 12-point font, double-line spaced with wide margins and page numbers. Authors are encouraged to use the template available on [www.asha.org.au](http://www.asha.org.au).

The manuscript should include: 1) a cover page with the author/s contact information (including address, phone and email), current affiliation and a 50-word biographical statement; 2) an Abstract (no more than 150 words); 3) 3–5 Keywords; 4) a list of References (see below for specifications); and 5) a list of captions for illustrations.

Acknowledgements (if included) should precede References. Do not use more than three levels of headings and **do not** use footnotes. Remove codes created by referencing software e.g. EndNote, RefWorks.

Illustrations should be provided as **separate files** (see below for specifications). Historical artwork or photographs should be appropriately cited.

Submissions that do not follow these requirements will be returned to the authors.

## Editorial Process

Papers submitted to the Editor/s will be sent to two independent and anonymous referees for review. Research reports will be sent to at least one, and usually two, referees. The author's name and affiliation will be revealed to the referee unless the author requests anonymity. Each 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/s will then forward these comments to the author.

Once the author has addressed these comments, they will submit an electronic version of the final. This will be reviewed by the Editor/s for stylistic consistency before the copy is type-set.

Authors will receive page proofs of their articles as a PDF 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 (limit one per article) and a final PDF copy of the published work.

## Style Guide

*AHA* follows the Australian government *Style Manual* (<https://www.stylemanual.gov.au/>) with some exceptions. Please note the following:

- British spelling is to be used throughout: 'colonisation' not 'colonization'
- Hyphenate compound adjectives 'gold-mining settlement' and '19th-century ceramics'
- Use numerals (no superscript) for century: '19th century' not 'nineteenth century'
- Numbers over 10,000 with commas
- Numbers up to ten spelt out e.g. 'two'; 11 and above given as numerals

- Numbers with decimal places given as numerals to one decimal place
- Per cent spelt in-text; % used in tables
- Date ranges: ‘1865–1866’ not ‘1865–66’ or ‘1865–6’
- Circa: ‘c. 1860’ not ‘c.1860’ or ‘c 1860’
- Measurements should be given in metric unless from primary source where the metric conversion should follow in brackets e.g. ‘three feet (0.9 m)’.
- Metric units abbreviated without full stop e.g. ‘0.9 m’ not ‘0.9 m.’ or ‘nine metres’. Imperial measurements can follow in brackets e.g. ‘0.9 m (three feet)’.
- Indent quotations of three or more lines and precede with colon.
- Use single quotation marks for quotes and double quotation marks within e.g. ‘Smith’s recollection of the “coup” was tainted with hindsight’.
- Use unspaced em dashes for non-essential information e.g. ‘the park—once a site of rebellion—hosted public events’, not ‘the park - once a site of rebellion - hosted public events’.

## **In-text Citations**

Referencing is to follow the Harvard style. Author’s surname, publication year and page(s) (e.g. Arnold 1992: 159–161). For three or more authors *et al.* should be used after the first surname (e.g. Lovejoy *et al.* 1985: 16). Multiple references should be separated by semicolon, or in the case of multiple references to the same author(s), by a comma (e.g. Casey 1999, 2010; Casey and Winnett 2010: 344; Fahy 1967: 42; Kelloway *et al.* 2010: 88). For newspapers, if the author is unknown, include name of paper, date and page (e.g. *Moreton Bay Courier* 24 Jan. 1862: 4). For personal communication, include the name and date (e.g. D. Smith pers. comm. 1 Jan. 2000).

## **References**

References should be on a separate page and include all and only those references cited in the manuscript.

### **Journal articles**

BROWN, K. and D. COOPER 1990, ‘Structural Continuity in an African-American Slave and Tenant Community’, *Historical Archaeology* 24(4): 7–19.

### **Books**

LAWRENCE, S. and P. DAVIES 2011, *An Archaeology of Australia Since 1788*, Springer, New York.

BROOKS, A. 2005, *An Archaeological Guide to British Ceramics in Australia 1788–1901*, The Australasian Society for Historical Archaeology, Sydney, and the La Trobe University Archaeology Program, Melbourne.

### **Edited books**

BIRMINGHAM, J., I. JACK and D. JEANS (eds) 1983, *Industrial Archaeology in Australia: Rural Industry*, Heinemann Publishers Australia, Melbourne.

### **Book chapters**

JOHNSON, M. 1999, ‘Rethinking Historical Archaeology’ in P. Funari, M. Hall and S. Jones (eds), *Historical Archaeology: Back from the Edge*, Routledge, London, pp. 23–36.

### **Translated books**

Foucault, M. 1991, *Discipline and Punish: The Birth of the Prison*, Alan Sheridan (translator), Penguin, Harmondsworth, England.

### **Theses**

GIBBS, M. 1996, *The Historical Archaeology of Shore-Based Whaling in Western Australia 1836–1879*, PhD thesis, University of Western Australia.

### **Unpublished reports**

GODDEN MACKAY LOGAN 2000, Parramatta Historical Archaeological Landscape Management Study, unpublished report to NSW Heritage Office, Sydney.

### **Government reports**

BRADY, A. and G. PERHAM 1993, *Historic Places in the East Gippsland Forest Management Area*, Department of Conservation and Natural Resources, Melbourne.

### Parliamentary publications

GOLD FIELDS ROYAL COMMISSION OF ENQUIRY 1862–1863, Report of the Royal Mining Commission Appointed to Enquire into the Conditions and Prospects of the Gold Fields of Victoria, Parliament of Victoria, Melbourne.

### Pamphlets and ephemera

HISTORIC HOUSES TRUST OF NSW n.d., Hyde Park Barracks Museum Plan, Sydney.

### Newspapers

*SYDNEY MORNING HERALD*

### Archival material

CANDY, P.C. 1969, 'The Victorian Cadet Movement. An outline history from 1867 to 1969', typescript held by the Baillieu Library, University of Melbourne.

EDUCATION DEPARTMENT 1864–1984, Classified Subject Index to Inward Registered Correspondence, VPRS 893, Public Record Office Victoria, Melbourne.

### Internet resources

BUREAU OF METEOROLOGY 2013, Climate Data Online, <http://www.bom.gov.au/climate/data>, retrieved 19 Nov. 2012.

## Illustrations

All illustrations should be submitted in electronic form only. A list of captions for figures and tables must be provided at the end of the manuscript. Each caption must indicate the creator, date, copyright holder and/or source reference in brackets, e.g. '(Photography by T. Smith, 1 June 2015)' or '(Courtesy of the National Library of Australia, NLA267X)'. Maps must identify the creator or copyright holder of the base map, e.g. (Prepared by S. Jones after © Historical Maps Online, Plan 621).

It is the author's responsibility to obtain permission to reproduce images.

### Photographs

Photographs can be reproduced in *AHA* in either colour or greyscale. Images should be submitted in .jpg or .tif format with a minimum resolution of 300 dpi. Other common formats may be accepted at the discretion of the Editor/s.

### Line drawings

All line drawings, maps and diagrams must be prepared with a resolution of at least 600 dpi or in an appropriate vector format (e.g. .ai or .eps).

Ensure maps include a linear scale and north arrow.

### Charts

Charts can be reproduced in *AHA* in either colour or greyscale. They may be supplied as per guidance for Line drawings, or a spreadsheet with embedded data.

## Tables

Tables should be in the format shown in the sample below. Use black and white formatting, not colour. Note that the table will be stretched across the column or page.

Each table should be on a separate page.

**Table 1: Artefact types at Site 1–4.**

	Site 1	Site 2	Site 3	Site 4	Total
Type 1	1	25	2	6	34
Type 2		14	2	1	17
Total	1	39	4	7	51

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