**_Cambridge Archaeological Journal_: Style sheet**

**(instructions for formatting final accepted manuscripts)**

Cambridge core address: https://www.cambridge.org/core/journals/cambridge-archaeological-journal/information/instructions-contributors

Also as pdf: https://www.cambridge.org/core/services/aop-file-manager/file/5f9835496aa1bd2ffca0ce39/CAJ-IFC-Oct-2020.pdf

This document tells you how to prepare your final manuscript for publication, once it has been accepted. (For instructions how to prepare manuscripts for first submission, see here). You should make these changes when you preparing the revised, final version for submission, if you have not done so before. Many authors prefer to put their manuscript into *CAJ* style from the start of the submission and review process; others prefer to work in other styles and format their work in house style only once it has been accepted for publication. Either way is fine.

### *Process and timing*

Generally, once a manuscript is revised and the final text is accepted by the editor, it passes to the production team, who copy edit it, typeset it, send page proofs to the author, and process final paperwork such as the legal warranty form and the Open Access preferences. This usually takes 1–2 months. Articles are then published in the next print issue with open space; this is usually six months to a year following acceptance. However, they can be published online with the Online First option; this makes the article available online like all other *CAJ* content, assigns it a DOI number, and is acknowledged as full, official publication by all granting bodies, hiring bodies, and research reviews. You should let the editor and production manager know if you need particularly fast-tracked treatment for your article.

### *Figures*

The final figures should be submitted as individual, high-quality digital files. Tif format files are preferred, though we can also work with others such as jpg, eps, png, etc. if needed. They should be submitted at a minimum resolution of 600 dpi. Please don't submit files over 1200 dpi as higher resolution above that does not serve a useful purpose and the files can be cumbersome to transfer and work with.

(To calculate image size, start by estimating the approximate size at which the final image might be printed; full-page width in CAJ is 171 mm or about 7 inches, half-page width is 110 mm or about 4 inches, single-column width is 82 mm or about 3.5 inches. Then multiply this by the resolution needed to obtain the number of dots or pixels the image needs. For example, a square half-page image will be about 4 inches wide and 4 inches high; at 600 dots per inch, the image should be a minimum of 2400 pixels wide by 2400 pixels high. If you look at the "file properties" information, it can tell you how many pixels the image is and this will tell you if it has enough detail to be printed at that size).

Colour images may be printed in colour or black and white; please let us know if there are images you feel must be printed in colour. However, all images will be published online in their original colour; therefore, please submit colour images. We will convert them to black and white as needed during production.

In preparing charts and diagrams, please remember that all text must be legible at the size at which the picture is likely to be printed, and adjust the print sizes according. Since these images may be printed in black and white, when possible please prepare them so that they can be understood in black and white (e.g. differentiating lines on a chart by solid and dashed lines rather than by colour).

***Text***

- Gender-neutral language: *CAJ* follows a policy of gender-neutral language. Use "humans" instead of "mankind"; where a person of any gender is meant, use "he/she", "they" or another form of wording instead of "he"; and so on.
- Spelling should follow British practice, e.g. 'colour' rather than 'color'. With the exception of 'analyse', use 'z' instead of 's' in words such as 'organize', 'recognize', 'civilization', etc.
- Notes: These must be endnotes rather than footnotes, and should be kept to a minimum; basic referencing is done using in-text citations. Notes are referred to in the text with a superscript number.
- Numerals:
    - Use words for one to nine, but numbers from 10 upwards, except where this produces inconsistency within a sentence or short passage; in this case, use numbers throughout. Use numbers for measurements and with 'per cent'.
    - Commas should be used in thousands only from 10,000 (e.g. 3500, but 23,840).
    - Spell out 'per cent', reserving '%' for lists and tables.
    - All measurements should be metric.
- Dates:
    - For giving date ranges generally, CAJ uses religiously-neutral dates, e.g. CE (Common Era) and BCE (Before Common Era) rather than AD and BC.
    - The exception is in reporting radiocarbon dates, for which no religiously neutral convention has yet been developed. For these, use a lower-case "bp" (before present) or "bc" to report uncalibrated dates, and an upper-case "BP" or "BC" to report calibrated dates.
    - Formats for reporting dates in other ways: 1 May 1988 (no comma), the nineteenth century (noun); nineteenth-century (adj.), the forties; the 1760s
- Quotations*:* block-indent long quotations, without quotation marks. Shorter quotations (less than 50 words) should be included in the text, enclosed within single quotation marks.
- Figure references: for each figure there should be at least one call-out reference in the text, written out as "(Fig. 1)"; in full in a sentence, "for more information, see Figure 2", etc. When referring to figures in another work, do the same, but use a lower case "f": e.g. "Smith & Jones 2020, fig. 10".
- If dividing your text with a hierarchy of headings, be clear which is which, e.g. **heading 1 = bold**, *heading 2 = italic*, and so forth.

***References***

- For in-text references, *CAJ* uses the Harvard referencing system. For example: "the theory of evolution (Darwin 1859)". Works with the same authorship published in the same year should be indicated by 'a', 'b', etc. and should follow the date without intervening space, e.g. Edwards 1982a; Jones & Smith 1987a,b,c. Do not use *Ibid*., *op. cit*. or similar expressions.
- For the bibliography at the end of the article:
    - References are grouped in author-alphabetical order at the end of the article.
    - Upper and lower case: article titles should be in lower case, plain text; book and journal titles should have main words capitalized and be in italics. Foreign titles

should retain the capitalization of the original language and be followed by an English translation in square brackets.
    - Page numbers are elided as far as possible, e.g. 223–71 rather than 223–271; except for numbers from 11 to 19, e.g. 312–17 not 312–7.
    - Page numbers are required within the reference for articles in journals and separate articles/chapters in books (see examples below).
    - States within publication location information should be in standard abbreviated form in round brackets, e.g. Albuquerque (NM): University of New Mexico Press
    - Journals do not need the place or publisher to be specified.
    - Author names: please give initials only, not full first names. Authors should be separated by commas; the first author should be listed last name first, and other authors should be listed initials first; authors should be separated by commas until the last one, when an ampersand (&) rather than "and" should be used. E.g. "J.A. Barlow, D. Bolger & B. Kling".
- Reference formats:
    - Journal Articles: Bednarik, R.G., 1996b. Only time will tell: a review of the methodology of direct rock art dating. *Archaeometry* 38(1), 1–13.
    - Book: Seidler, V.J., 1994. *Recovering the Self: Morality and social theory.* London: Routledge.
    - Book (multiple authors/eds.): Schortman, E.M. & P.A. Urban (eds), 1992. *Resources, Power and Interregional Interaction*. New York (NY): Plenum Press.
    - Chapter in Book: Frankel, D., 1991. Ceramic variability: measurement and meaning, in *Cypriot Ceramics: Reading the prehistoric record*, eds. J.A. Barlow, D. Bolger & B. Kling. (University Museum Monograph 74.) Philadelphia (PA): University of Pennsylvania, University Museum, 241–52.

For other, innumerable stylistic issues about references you may encounter, the most direct way is to look at published *CAJ* articles to see how the issue should be handled.