

Notes to contributors

Manuscripts should not normally exceed 5,000 words. They should be typed on good quality A4 paper (i.e. approx. 300mm x 210mm), using double spacing throughout, including the References. Two copies of the manuscript should be submitted, the authors retaining another. Unsolicited contributions and related correspondence should be addressed to the Executive Editor (see front of current issue for address).

Referencing should follow the modern scientific convention. Footnotes should be avoided. Bibliographic references within the text should list the author's last name, date of publication and number of page, e.g. (Clarke 1952: 211). Where an author's name has just been cited in the text, references need be made only to the date of publication and page, e.g. (1952: 211). Extended references should be listed alphabetically at the end of the paper, e.g.

Brumfiel, E. M. and Earle, T. K. 1987. Specialization, exchange and complex societies: an introduction. In *Specialization, Exchange, and Complex Societies* (eds E. M. Brumfiel and T. K. Earle). Cambridge: Cambridge University Press, pp. 1–9.

Casey, J. 1986. *Understanding Ancient Coins*. London: Batsford.

Mezzena, F. and Palma di Cesnola, A. 1973. Oggetti d'arte mobile di età gravettiana ed epigravettiana nella Grotta Paglicci (Foggia). *Rivista di Scienze Preistoriche*, 27: 211–24.

Schick, K. A. 1984. Processes of Paleolithic site formation: an experimental study. Doctoral dissertation. Department of Anthropology, University of California, Berkeley.

Text figures, site plans, maps, etc., should be drawn on strong paper, white card, or good quality tracing film, and be suitably lettered for printing. They should measure approximately twice the intended final size which should be indicated where possible. A published full-page illustration may not exceed 205mm x 155mm. Plates should be printed on glossy paper and mounted on thin card. Figures, maps and plates should be titled and numbered; originals should be numbered in pencil only. A list of captions to figures and plates must be provided on separate sheets. Authors must obtain approval, before submission, for reproduction of illustrations or other material if not their own.

It is important that authors submit accurate, well-prepared copy for the printer. Redrawing or lettering of maps or figures cannot be undertaken by the editors, who may return sub-standard work to contributors for re-presentation in an improved form.

Each contribution should be accompanied by an abstract of 100–150 words. In addition up to 6 keywords, suitable for abstracting and indexing services, should be listed.

A short note on individual contributors should also be supplied.

Page proofs only will be sent to authors, who are reminded that these are intended for checking, not re-writing. Failure to return proofs by the required date may lead to substitution of the editor's corrected proofs.

One copy of the journal and twenty-five offprints will be supplied free to authors on publication of a paper; these must be shared in case of joint authorship. A memorandum of agreement between author and publisher will be sent at a preliminary stage.

Please Note

It is not current editorial policy to publish book reviews as a regular feature of the journal, although review articles may be submitted covering recent publications in particular fields.

Notes on style

It would be helpful if contributors were to bear in mind the following points of style when preparing their papers for *World Archaeology*:

1. *Initial capital letters*: Use as seldom as possible.
North, south, etc. are only capitalized if used as part of a recognized place name e.g. Western Australia, South Africa; use lower case for general terms e.g. eastern France, south of Scotland.
'vol.' and 'p.' to be lower roman if used, but delete if possible.
2. *Italics*: Use mainly for book titles and foreign words and phrases.
'et al.' 'ibid.' and 'op. cit.' to be roman, *not* italicized, ('ibid.' always lower case).
3. *Full points*: No full points in HMSO, USA, NATO, plc, etc. Omit full points after contractions which end in the last letter of the word, e.g. Dr, Mr, St, edn, eds, Ltd, and after metric units, e.g. cm, m, km, kg, etc.
Abbreviations, where the end of the word is cut, do have full points e.g. p.m., ed., e.g., i.e., vol., etc., etc.
4. *Quotations*: Use single quotation marks, but double within quotations. Do not use leader dots at the beginning or end of a quotation unless the sense absolutely demands. For ellipsis within a quotation use three leader dots for a mid-sentence break, four if the break is followed by a new sentence.
Quotations of over 40 words should be extracted and indented.
5. *Numerals*: Use minimum numbers for pages and dates e.g. 25–8, 136–42, 150–1, but 12–16; 1980–1, 1487–92, 1914–18.
Use words for under a hundred, unless paired or grouped.
Insert comma for both thousands, and tens of thousands, e.g. 1,000 and 10,000.
Always have numerals on both sides of the decimal point, e.g. 0.5.
The percentage sign (%) should not be used in the text, only in tables and figures. The number always appears in numerals, e.g. 87 per cent.
Use numerals, not words, for measurement, e.g. 12km, 5m, and ages, e.g. 10 years old.
6. *Dates*: Usual order, 8 July 1980 (no comma); on 14 September, or on the 14th.
1980s, not spelt out, no apostrophes.
Nineteenth century, not 19th century, (adjective nineteenth-century).
AD usually precedes the year number (AD 30), but fifth century AD.
BC and BP follow the date (1232 BC).
There are usually no commas in dates, but BP dates do have a comma or space when they consist of five or more digits, e.g. 13,500 BP.

Dating conventions

1. In accordance with international convention, radiocarbon dates should be expressed as mean and standard deviation, together with the number of the issuing laboratory.
e.g. a date of 3600 ± 600 BP (AA-50)
or: the date was: K-3921 5540 ± 65 BP.
2. Calibrated dates should be indicated as follows: cal. AD 200; 250 cal. BC; a date in the range cal. AD 90–440.
It may be useful to insert the phrase (calibrated date) after each first occurrence in a paper, to make the meaning perfectly clear. Note that after calibration ranges will often be used, since deviations may not be symmetrical about the mean.
3. Calibrations should be made using the calibration curves of Stuiver and Pearson (1986) or Pearson and Stuiver (1986), depending on period. Both curves are published in *Radiocarbon*, 28, 2B. (Any suitable curve can be chosen for calibrating the period older than 5000BP.)
4. In order to maintain continuity with older literature, it may sometimes be necessary to present uncalibrated dates in terms of 'ad' or 'bc' (where 1950 BP = 0). We do not encourage this because dates presented in this way may not correspond closely with the calendrical AD/BC scale.
5. Dates obtained by other methods, e.g. TL, Uranium Series, or Fission Track, are best referred to in years 'before present' or 'years ago', rather than by radiocarbon conventions.
6. Old dates: Ma for 'millions of years' and ka for 'thousands of years' are advised as abbreviations recognized internationally.