

GUIDELINES FOR AUTHORS

Archaeological Society of New Mexico
(Revised March 14, 2011)

General Information

In 1968 the Archaeological Society of New Mexico (ASNM) established the Collected Papers series to honor outstanding individuals who have contributed to the study of prehistory, history, ethnology, and crafts of the Southwest, especially of New Mexico.

Anyone wishing to submit a paper for consideration is encouraged to do so. Priority will be given to papers from individuals specifically invited by the honoree(s). All other papers will be accepted on a first-come basis as long as they meet the following criteria: topic, length, proper references, and timeliness of submission. Well-written, short papers will be given preference over longer papers.

I. Submission Information

A. April 15th: Notify editors of your intent to submit a paper no later than this date.

B. August 15th: Deadline for submission of papers. **Note: Please submit final papers only—no “working drafts” or “partial drafts.”**

C. Submissions: Please send two printed copies and one CD with the electronic version (Microsoft Word or Word Perfect) of the paper and any accompanying tables or figures to:

Emily Brown
6 Herrada Way
Santa Fe, NM 87508-8205

D. Initial Review:

We may need to ask you to respond to an initial review. The most frequent request is for additional attention to proofreading and to making certain references are accurate and the paper is in *American Antiquity* style.

1. We realize that people are sometimes too busy to respond. However, since copy editing cannot proceed when a paper is incomplete, we make the assumption that no response equals a withdrawal of the paper.

E. Late January—Early February: Authors should expect to review page proof at this time. We try to give authors a deadline of several days to respond to us with any corrections. (Unfortunately, corrections cannot be made after the deadline. Once the volume is in the hands of the printer, even the most minor correction can cost thousands of dollars.)

II. Style. For guidance on style, text citations, and references, follow *American Antiquity* style. To download a pdf or text version, go to the Society for American Archaeology home page and enter Style Guide in the search box at upper right. We expect that you will check your copy for

compliance with the Style Guide and will send us clean copy that you have proofread and checked **repeatedly** for accuracy and internal consistency.

III. Length and Font. Papers should be 25 pages or less, single sided and double-spaced. The 25-page limit **includes** figures, tables, endnotes, and references. Electronic versions should be in 12 point Times New Roman font (in Microsoft Word or Word Perfect). Margins should be 1 inch on the sides, top, and bottom.

IV. Formatting: Electronic versions of papers should have as little formatting as possible. However, **insert page numbers with your word processing program.** Otherwise, please observe the following:

A. No footers or headers; no formatted sections; no automatically numbered footnotes or endnotes (see Item VII. A., below); no special symbols unless you absolutely need to use them—in which case, make sure they print correctly on your printed version so we can be sure of your intentions.

B. Put notes to the editors or the designer in the text in square brackets [].

V. Figures

A. Submit both paper and electronic versions. Paper versions of photographs and line art should be lightly labeled in pencil with figure numbers on the back. Digital versions should have the figure or table number in the file name (see below). Captions should be listed on a separate sheet of paper (and in a separate digital file) and not on the front of the images themselves. Final published size and position will be determined by the design consultant during the design and layout process. Color images can be submitted but publication will be in black and white. **Please double-check the spelling in figures such as maps that include place names or text.**

Do not embed figures in the text—they may not print correctly and could result in the rejection of your paper. Our layout and design consultant will be responsible for the layout of the volume.

B. Photographs. Photographs will be printed as black-and-white, so select your images accordingly. All photographs must be submitted as digital files (see format requirements below) and a printed hard copy must be submitted with each copy of the manuscript. Hard copies may be printed on plain paper with a standard desktop printer. Captions should be listed on a separate sheet of paper and in a separate digital file.

C. Line Drawings.

1. Line drawings should be in black on a white background. Color is accepted but may not be as clear when converted to grayscale.

2. Drawings do not have to be originals, but copies should be sharp and clear.

3. Many forms of shadings on drawings do not print well. If you use shadings, please use commercial shadings such as Chartpak or equivalencies in Photoshop or other graphics software. Avoid shading with pencils or pens and electronic forms of very fine shading and solid gray shades.

4. All line drawings must be submitted as digital files (see below) and a hard copy print must be submitted with each copy of the manuscript.

5. Captions must be on a separate sheet and in a separate digital file.

D. Digital Files.

1. Photographs submitted digitally should be approximately 8x10 inches and 300 dpi or higher, and be formatted as a tif file. Line Drawings submitted digitally should be approximately 8x10 inches, be 600 dpi and be formatted as a bmp file. **If an existing digital file is too small, it is not enough to just increase the resolution in Photoshop. All hardcopies of drawings or photographs should be scanned at the specifications above. All digital photographs should be sent at their original resolution.** If images are not of sufficient quality, the editors may choose to not include them. If you are not sure whether an image is acceptable, email a copy to Emily Brown for approval at emily@aspencrmsolutions.com.

2. Name your figure files using the following convention: for single authors, use your initials, an underscore, then “Fig,” then another underscore, then the figure number—e.g., EB_Fig_1.tif. For multiple authors, use the initials of the primary author.

3. If you prefer not to convert figures to digital files yourself, you can take them to Kinkos or some other copy shop to have them scanned and converted.

VI. Tables

A. Submit both paper and electronic versions. Tables should be submitted as a separate file in Microsoft Word or Word Perfect in 12 point Times New Roman font. They should be vertical. No fold-outs, no wrap-arounds. Please include your recommendation for placement within the text, but actual placement will be determined by the design consultant. As with figures, do not embed tables in the text.

B. Name your table files using the following convention: for single authors, use your initials, an underscore, then “Tab,” then another underscore, then the table number—e.g. EB_Tab_1.doc. For multiple authors, use the initials of the primary author.

VII. Footnotes and Endnotes

A. Except for footnoted tables, please use endnotes. Do not use the automatic endnote insertion function in your word processing program as the numbers will be lost during the conversion to the layout software. Instead, enter the appropriate endnote number as 12 point font **superscript** in the text where the endnote reference number should be. At the end of the document before the acknowledgments (or the references if there are no acknowledgments), enter the endnotes in 12 point font in order with their end note reference numbers.

VIII. Acknowledgments. Acknowledgments constitute a separate section and are placed after the endnotes but prior to the references.

IX. References

A. The author or authors are responsible for the completeness and correctness of references. **You may need to go back to the original publication to make certain the facts of publication are accurate. Papers with incomplete citations or missing references will be returned to the author for correction before being considered for publication.** Please check citations in the text against the list of references for agreement in dates, spellings of authors’ names, and the order of names in the case of two or more authors.

B. In order to facilitate layout by our graphic designer, please enter references in the following way: Type the author's name(s), and go to the next line. Type the date, then create a space by pushing the Tab key once (**do not use the space bar**). Enter the rest of the reference using italics for titles as appropriate (please refer to the SAA style guide). The result should appear like the following:

Ellis, Florence H.

1953 Authoritative Control and the Society System in Jemez Pueblo. *Southwestern Journal of Anthropology* 9:385-394.

C. Do not allow your word processing software to treat references as a numbered list, as this can cause the date of publication to disappear in the final layout. One way to know whether this has happened is if the computer has automatically indented the date and reference information. If this happens, make sure the numbered list button is not highlighted or otherwise take your word processing program out of numbered list mode.

X. Ceramic Wares and Types

A. Named wares and types are capitalized (e.g., Cibola White Ware, Puaray Glaze Polychrome), but "southwestern New Mexico brown wares." Spell out ceramic type names the first time they are used in the text, but indicate the abbreviation to be used thereafter--e.g., Galisteo Black-on-white (Galisteo B/W).

B. Add footnotes to tables indicating the full names of all types included.

Questions?

For specific questions about computer formats, figures, tables, or related issues, contact Emily Brown at 505-466-3162, or email emily@spencrmsolutions.com.

For questions on style email or call Helen Crotty at jhcrotty947@gmail.com or (505) 281-2136 or Carol Condie at carolcondie@comcast.net or (505) 255-9264.

Tear Sheets of Papers and Copies of Published Volume

Tear sheets of papers are provided to authors at no charge. If an author desires a copy of the entire volume in which his/her paper appears, one can be obtained for the price of membership in the Archaeological Society of New Mexico. For information about joining the society, obtaining copies of the annual volume (or past annual volumes), and other inquiries, see the ASNM web site www.newmexico-archaeology.org or contact:

Executive Secretary
Archaeological Society of New Mexico
P.O. Box 3485
Albuquerque, NM 87190

The current Executive Secretary is Dolores Sundt at (505) 881-1675 or dfsundt@msn.com.