

NORTHEAST HISTORICAL ARCHAEOLOGY

JOURNAL OF THE COUNCIL FOR NORTHEAST HISTORICAL ARCHAEOLOGY

GUIDELINES FOR CONTRIBUTORS

Editorial Policy

Northeast Historical Archaeology is published annually by the Council for Northeast Historical Archaeology. It is intended to further the Council's aims to stimulate and encourage the collection, preservation, and dissemination of knowledge and information concerning the practice of historical archaeology in the American Northeast. The journal publishes materials dealing with the archaeology of the entire historical period, from initial contact of Old and New World peoples during the age of European expansion and through the Industrial Revolution in the following U.S. states and Canadian provinces: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, Newfoundland and Labrador, New Brunswick, New Hampshire, New Jersey, New York, Nova Scotia, Ontario, Pennsylvania, Prince Edward Island, Québec, Rhode Island, Vermont, Virginia, and West Virginia.

Northeast Historical Archaeology is intended for professional and avocational archaeologists as well as for non-archaeologists (e.g., preservationists, museum specialists, etc.) with an interest in the material history and archaeology of the Northeast region. Because its readership is varied, the journal's policy is to encourage authors to avoid jargon and to aim for clarity of expression. *Northeast Historical Archaeology* publishes field reports, technical and methodological studies, and interpretive analyses.

All manuscripts submitted to *Northeast Historical Archaeology* will be sent to at least two scholars for peer review. Their recommendations will be considered by the Editor who makes final publication decisions. Authors will receive galley proofs of their articles to check for errors, although no substantive changes may be made at this time. Orders may be placed for offprints at rates set by the printer. Copyright to all articles published in *Northeast Historical Archaeology* is retained by the Council for Northeast Historical Archaeology.

Format

1. Original manuscripts should be **submitted electronically** as Microsoft Word (.doc or .docx) or Rich Text Format (.rtf) documents. Images should be submitted as separate electronic files, preferably in .tiff format in grayscale. Photographs should be at least 300 dpi and graphs and charts should be 600 dpi. All original art becomes the property of the Council for Northeast Historical Archaeology. Please contact the editor for consideration of paper, or hard-copy, submissions to the journal.
2. The following elements should be included in all manuscripts:
 1. title
 2. abstract
 3. text (with section headings),
 4. acknowledgements
 5. bibliography
 6. author's address and short biography
 7. figures (if any) with full-sentence captions on a separate page
 8. tables (if any) with titles
3. Tables should not contain excessive text. Tables may be included in the Microsoft Word or RTF file but should appear at the end of the manuscript rather than in the middle of the article. Footnotes in tables should use the following superscripts in this order: *(asterisk), †(dagger), ‡(double dagger), §(section mark), **(two asterisks), ††(two daggers), etc.
4. Cite every table and figure in the text. (Ex. (Tab. 1) or The data presented in Table 1 clearly indicate...). Figures should be cited in the text as (Fig. 1) or (Figs. 9-10)
5. Measurements may be in metric or US customary units (foot, pound, second). Neither metric nor non-metric terms are followed by a period (ex. 5 cm, 25 mm) (ex. 5 ft 7 in).

6. Numbers from one through ten should be spelled out in the text. Numbers 11 and higher should be written as Arabic numerals. Spell out any number that begins a sentence. Use Arabic numerals to indicate the centuries (19th century) but spell out the centuries for titles or to begin a sentence (ex. Farming Practices in the Nineteenth Century).
7. Percentages should be expressed with Arabic numerals followed by the % sign. (ex. 10%, 20%).
8. Colons are followed by one space (including in in-text citations (Smith 1994: 21)).
8. Bibliographic citations must be made in the scientific format. Parenthetical citations within the text must include the author(s) last name(s), date of publication, and page number(s) where appropriate (e.g. Deetz 1977: 59). The use of et al. is limited to publications with more than three authors. All citations must be listed in alphabetical order as full bibliographic references at the end of the article. Please note that in the bibliography, full names are to be used whenever they are available, all authors are to be listed even when there are more than three, and complete subtitles are to be included. The correct format for bibliographic entries is as follows:

- *Monograph*

Deetz, James
1977 *In Small Things Forgotten: The Archaeology of Early American Life*. Anchor Books, New York.

- *Journal Article*

Abler, Thomas S.
1980 Iroquois Cannibalism: Fact not Fiction. *Ethnohistory* 27(4): 309-316.

- *Article/Chapter in Edited Volume*

Garrow, Patrick H.
1978 The Use of Converging Lines of Evidence for Determining Socioeconomic Status. In *Consumer Choice in Historical Archaeology*, ed. by Suzanne Spencer-Wood, 217-231. Plenum Press, New York.

- *Article/Chapter in Edited Volume that is part of a Multi-Volume Work*

Abler, Thomas S., and Elisabeth Tooker
1978 Seneca. In *Northeast*, ed. by Bruce G. Trigger, 505-517. Vol. 15 of *Handbook of North American Indians*, ed. by William G. Sturtevant. Smithsonian Institution, Washington, D.C.

- *Monograph in a Series*

Alexander, L.T.
1978 *Clay Tobacco Smoking Pipes from the Caleb Pusey House*. The Archaeological Society of Delaware, Paper 9. Wilmington.

- *Unpublished Work (i.e., Thesis, Dissertation)*

Babits, Lawrence E.
1978 Military Documents and Archaeological Sites: The Methodological Contributions to Historical Archaeology. Ph.D. diss., Brown University, Providence.

- *Published Thesis or Dissertation*

Reitz, Elizabeth Jean
1979 *Spanish and British Subsistence Strategies at St. Augustine, Florida, and Frederica, Georgia, between 1563-1783*. Ph.D. diss., University of Florida. University Microfilms, Ann Arbor.

7. Please refer to the 16th edition of *The Chicago Manual of Style* (University of Chicago Press, 2010) for answers to any stylistic questions not addressed here.

Bibliographic Conventions

1. A period should not follow the author's name unless it ends with an initial.

2. "Jr." is to be separated from the author's name by a comma, but "II," "III," etc. require no comma.
3. When there is more than one author the senior author is listed last name first and the rest are listed first name first. Each name is separated from the next by a comma, the last author to be preceded by "and."
4. Multiple titles by one author should be listed in chronological order, oldest to most recent.
5. Undated publications should come first under an author, with "n.d." in place of the date.
6. The first letter of principal words is to be capitalized in titles, subtitles, and series notes.
7. The first letter of the word following a colon in titles is always capitalized even if it is an article.
8. Journal and monograph titles are to be italicized.
9. Series titles are not to be italicized
10. Journal article titles are not to be enclosed in quotes.
11. "Edited by" is to be abbreviated "ed. by".
12. The edition statement is to be abbreviated (e.g., "2nd ed.," "Rev. ed.," etc.), and follows the monograph title after a period.
13. The word "unpublished" is unnecessary for unpublished works such as theses and dissertations.
14. Publication information format: Publisher, Place of Publication.
15. The state need only be included in the place of publication if the city is not well known. If the state is part of the publisher's name, the state need not be repeated (e.g., University of California Press, Irvine).
16. The publisher and place of publication may be included for journals if it is ambiguous which journal it is or if the journal is unknown to readers. When included, this information is put in parentheses after the journal title and before the volume pagination.
17. The publisher of a series is part of the series title, then the publisher need not be repeated in the publication information. Place of publication, however, should always be included.
18. All roman numerals for the journal volumes should be changed to Arabic numerals.
19. Always put a space between the colon and the page numbers for journal articles.

Submit manuscripts for consideration via electronic mail to:

neha@buffalostate.edu

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