

ArchAtlas: Submission Guidelines for Authors

1. Slide Images

Visual essays in the ArchAtlas journal are primarily visual, hence slides should be of a high quality and scholarly nature. Any relevant images may be used (with due attribution and permissions - see Copyright below). In addition to other image types, ArchAtlas encourages contributors to make use of remotely sensed imagery and textured GIS mapping data in their slides to frame the spatial relationships and explanations in a more textured, informative and engaging way. While the text of the visual essays frames the particular arguments of your essay, the careful use of satellite imagery enables multiple readings of the slides as readers can both take account of the labelled features and make their own interpretations from the surrounding backdrop of the imagery.

FORMAT

- *Powerpoint format: .PPT slide images. Images will appear on the page in the slide's format.*
- or*
- *Sequence of numbered JPEGs or TIFFs: not to exceed 1000 pixels in width.*

LIST OF CAPTIONS

A list of short captions may be included for figures and Powerpoint slides, numbered and related to filenames/PPT files. These should correspond to the figure numbers in the text. Captions should be kept short, approximately 1-2 sentences in length, and contain relevant copyright information if necessary (see Copyright below). These captions are separate from the main text (below). Optionally, captions may also be incorporated into the slides themselves.

2. Main Text

The main text is the framework script for the visual essay showing the order of the slides and framing the arguments text that surrounds.

- *Submitted as a Word document (.doc or .docx); or Rich Text Format (.rtf)*
- *The document should include:*
 - *a full title (including subtitles)*
 - *a shortened title (no more than 6 words)*
 - *your name as you wish it to appear*
 - *your institutional affiliation*
- *Subheadings should be clearly marked.*
- *Abbreviations should be kept to a minimum.*
- *Foreign or unusual characters highlighted.*
- *Single quotation marks (double inverted commas should be reserved for a quotation within a quotation).*
- *Spellings should follow the Concise Oxford Dictionary.*
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MARKING SLIDE IMAGES WITHIN TEXT

Within square brackets, the sequence of slide images should be marked with corresponding numbers to the list of figures (eg. [Fig. 1] or [Slide 1]). Also note that a list of short captions may accompany the list of figures (see above).

CITATION WITHIN TEXT (also see Bibliography below)

(Sherratt et al. 2002) for

Sherratt, A., C. Roughley and C. Shell 2002, 'Past records, new views: Carnac 1830-2000', *Antiquity* 76:218-23.

(Sherratt 2006, 66) for page 66 in

Sherratt, A. 2004. 'Fractal Farmers: patterns of Neolithic origins and dispersal' pp. 53-63 in J. Cherry, C. Scarre and S. Shennan (eds) *Explaining Social Change: studies in honour of Colin Renfrew*, Cambridge: McDonald Institute for Archaeological Research.

LINKS WITHIN TEXT

All links should be tagged with:

- [Ex LINK] Hyperlinks to external sites within the text should include the complete URL and the name of linking site.
- [A LINK] Links within your own text should indicate [A LINK anchor 1] for the home of the link and [A Link 1] for the link to 'anchor 1'.
- [Rel LINK] Relative links to other pages within the ArchAtlas site should refer to the name and URL of the page.
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3. Bibliography

The bibliography should be included within the document containing the main text. The following are guidelines:

SINGLE AUTHOR

Book:

Sherratt, A. 1996. *Economy and Society in Prehistoric Europe: changing perspectives*, Edinburgh:Princeton University Press.

Journal Article:

Sherratt, A. 2002, 'Darwin among the archaeologists: the John Evans nexus and the Borneo caves', *Antiquity* 76: 151-7.

Dissertation:

Sumner, W. M. 1972, *Cultural Development in the Kur River Basin, Iran: an archaeological analysis of settlement patterns*, PhD Dissertation: University of Pennsylvania.

TWO OR MORE AUTHORS

Sherratt, A., C. Roughley and C. Shell 2002, 'Past records, new views: Carnac 1830-2000', *Antiquity* 76:218-23.

CONTRIBUTION IN AN EDITED BOOK

Sherratt, A. 2004. 'Fractal Farmers: patterns of Neolithic origins and dispersal' pp. 53-63 in J. Cherry, C. Scarre and S. Shennan (eds) *Explaining Social Change: studies in honour of Colin Renfrew*, Cambridge: McDonald Institute for Archaeological Research.

BOOK IN MORE THAN ONE VOLUME (CITING A PARTICULAR VOLUME)

Delougaz, P. and H.J. Kantor (eds) 1996, *Chogha Mish Volume 1: The First Five Seasons of Excavations 1961-1971*, Chicago: Oriental Institute Publications 101, Oriental Institute.

BOOK IN PREPARATION FOR PUBLICATION

Sherratt, A. Forthcoming. 'Diverse origins: regional contributions to the genesis of farming' in S. Colledge, J. Conolly and S.J. Shennan (eds) *Origins and Spread of Agriculture in SW Asia and Europe: Archaeobotanical Investigations of Neolithic Plant Economies*

ELECTRONIC CITATION

(see: <http://www.archatlas.dept.shef.ac.uk/project/copyright.php> for citation information.)

Individual work:

Author/editor(s), Title of Work, Date of publication, Edition statement (if given), Medium (if not online), Publication information (Place of publication: publisher, date if given), URL, Access date.

ArchAtlas, July 2006, 2nd edition, <http://www.archatlas.org/>, Accessed: 12 July 2006.

Parts of work:

Author/editor(s), Article title between single inverted commas, Title of Main Work, Edition statement (if given), Publication information (Place of publication: publisher, date if given but not required for well-known resources), URL, Access date.

Sherratt, Andrew, 'The Origins of Farming in South-West Asia', ArchAtlas, 2nd edition, <http://www.archatlas.org/OriginsFarming/Farming.php>, Accessed: 12 July 2006.

4. Abstract

This should be submitted with the main text, or separately, as a Word document, approximately 150 words.

5. Keywords

Theme Keywords

In order to link with the ArchAtlas Themes please indicate if your article covers one or more of the following 'Themes':

- Agriculture
- Routes, Trade & Exchange
- Urbanism
- Visualisation & Technology

Article Keywords or Phrases

Please provide a list of keywords and phrases separated by commas to help us with the search feature of the ArchAtlas Journal. Please include geographical places and chronological terms as appropriate.

6. Sites and Co-ordinates

OpenAtlas

In order to link with ArchAtlas' OpenAtlas please provide a list of sites mentioned in your paper and any relevant co-ordinate data.

7. Copyright

The author retains copyright of his/her work.

The author ensures that permission for the use of images and text from copyright holders has been obtained and that the appropriate citations occur with the image captions or in the text.

The author acknowledges that the use of images published on ArchAtlas in pedagogical/educational presentations and contexts is encouraged.