EDITORIAL POLICY, INFORMATION FOR AUTHORS, AND STYLE GUIDE FOR *AMERICAN ANTIQUITY*, *LATIN AMERICAN ANTIQUITY*, AND *ADVANCES IN ARCHAEOLOGICAL PRACTICE*

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1.0 EDITORIAL POLICY

American Antiquity (AAQ) is a quarterly journal that publishes original papers on the archaeology of North America and on archaeological method, theory, and practice worldwide. Manuscripts describing research south of the continental United States will be transferred to ***Latin American Antiquity*** (LAQ). The editors of AAQ and LAQ will discuss manuscripts that straddle the border, and the editors of AAQ and ***Advances in Archaeological Practice*** (AAP) will discuss manuscripts that treat issues of practice. Authors submit manuscripts to the editor for consideration as ARTICLES, REPORTS, COMMENTS, or FORUM essays. BOOK REVIEW ESSAYS, REVIEWS, and BOOK NOTES are solicited by the journal's Book Review Editor; volunteered manuscripts for this section are rarely accepted. For further information, contributors should contact the book review editor listed in the most recent issue of the journal.

Latin American Antiquity (LAQ) is a quarterly journal that publishes original papers on the archaeology, ethnohistory, and art history of Latin America and the Caribbean. This includes all regions in the continental New World that are south of the current US-Mexico border. The journal publishes ARTICLES, REPORTS, and COMMENTS in method and theory, field research, and analysis that use a Latin American database as defined above. REVIEWS, BOOK REVIEW ESSAYS, and BOOK NOTES are solicited by the journal's Book Review Editor, and volunteered manuscripts are rarely accepted. For additional information, contributors should contact the Book Review Editor listed in the most recent issue of the journal. Except where circumstances dictate otherwise, all submissions should be in English or Spanish. The editors strongly encourage authors to publish in their native language (English or Spanish). Authors wishing to publish in Portuguese should first contact the editors. A Spanish language style guide is available at https://www.saa.org/publications/latin-american-antiquity by clicking the "Style Guide" link.

Advances in Archaeological Practice (AAP) is a quarterly digital journal that publishes original papers advancing scholarship and sharing solutions in the broad practice of archaeology. Unlike AAQ and LAQ, this journal is not geographically restricted. The journal publishes original ARTICLES that present creative solutions to the challenges archaeologists face in the ways that they approach the archaeological record to learn about the past, convey their findings in the present, and manage resources for the future. "Practice" is defined broadly, and topics can include, but are not limited to, innovations in approach, technique, method, technology, business models, collaboration, compliance, process, ethics, theory, public engagement, and training. Manuscripts are to be short, problem oriented, and illustrated. They should identify a problem or issue encountered in the practice of archaeology and go on to discuss how that problem was overcome. They should also provide clear "takeaways" that allow other practitioners in government, private practice, and academia to apply the results to their own work. AAP publishes DIGITAL REVIEWS but does not currently publish BOOK REVIEWS, BOOK NOTES, or COMMENTS. Those interested in publishing a DIGITAL REVIEW should first contact the Digital Reviews Editor, as independent submissions are not accepted.

OBITUARIES are published in ***The SAA Archaeological Record*** (https://www.saa.org/publications/the-saa-archaeological-record).

1.1 Basic Structure, Submission Limits, and Norms for All SAA Journals

In all journals, the categorization of a manuscript as an ARTICLE or a REPORT is left to the editors' discretion. ARTICLES are usually longer than REPORTS and address topics of major importance in a way that reaches out to a broad audience of professional archaeologists and the informed public. REPORTS, on the other hand, may be more technical, address a specific topic, and be of primary interest to relatively fewer readers. Authors are encouraged to contact the editor(s) of the journal to which they plan to submit if they are unsure about the status of their work as an ARTICLE or REPORT. Moreover, the editors reserve the right to determine this status.

COMMENTS correct major errors of fact or provide new information directly relevant to a paper published previously in either AAQ or LAQ; differences of interpretation or opinion may accompany such demonstrations but may not be the primary motivating factor for a COMMENT. Those whose work is being commented on are given the opportunity to reply to the specific points raised in the COMMENT. The COMMENT and accompanying reply are usually published together, at which time the exchange ends. Authors of COMMENTS in excess of ~1,000 words should contact the editor of the respective journal before submitting. COMMENTS may be subject to peer review at the discretion of the editors.

A FORUM contribution is an essay of opinion on current issues or topics of immediate significance to a broad audience. Exclusive to AAQ, FORUM essays are occasionally solicited by the editor. Unsolicited essays are welcome but authors are encouraged to contact the editor before submitting. Like ARTICLES, REPORTS, and COMMENTS, submissions for the FORUM category, whether solicited or not, are subject to peer review and the article word limit.

1.1.1 Word count limits

For all journals, word count is defined as including all text elements intended to appear in print. Additional items may appear as online supplements, if appropriate. For AAQ and LAQ, total word count includes the title page, abstracts (English and second language), keywords (English and second language), text, acknowledgments, statements of data availability, lists of online supplemental materials, figure and table captions, text of all tables (for Excel tables, copy and paste into a Word document to check the word count), notes, and the references cited section. For AAP, word count excludes abstracts and references cited.

- AAQ has a fixed limit of 10,000 words for ARTICLES and 3,000 words for REPORTS.
- LAQ has a fixed limit of 10,000 words for ARTICLES and 3,000 words for REPORTS.
- AAP does not have a fixed word limit but recommends 6,000 words per RESEARCH article and 3,500 words per HOW-TO article. (As noted above, these word counts exclude abstracts and references cited but include all other material.) DIGITAL REVIEWS average 1,500–2,000 words.

  Manuscripts that exceed these limits will be returned to the author by the editors.

1.1.2 Figure count limits

All journals set the maximum number of figures that may appear in a final published manuscript but allow a reasonable number of additional figures to appear as online supplements. The editors reserve the right to eliminate some figures or request that they appear online as supplemental materials.

- AAQ allows 10 figures to appear in print for ARTICLES and 5 figures for REPORTS.
- LAQ allows 10 figures to appear in print.
- AAP allows up to six figures per submission, including videos, 3D models, or other types of graphic content. Additional graphic content will be considered if the editors determine it is justified.

  Manuscripts that exceed the stated limits will be returned to the author by the editors.

1.1.3 Table limits

Tables are costly to set and can take up much page space. Additional tables beyond the limits or guidelines may be presented as online supplements.

- AAQ allows three tables per submission. These should be designed to fit on no more than three journal pages.
- LAQ allows three tables per submission. These should be designed to fit on no more than three journal pages. A single table should not exceed two journal pages.
- AAP allows two tables per submission.

Manuscripts that exceed the maximum or optimal number of tables will be returned to the authors by the editors.

1.1.4 Editors' prerogative to decline to review

The editors reserve the right to reject (with or without peer review), or return for revision, any material submitted on the grounds of unsuitable subject matter for the scope of the journals, poor quality, or inappropriate length. Manuscripts may also be returned for reformatting and revisions when they do not comply with the journals' style or ethics provisions.

1.1.5 Gender language

All three journals adhere to the 1973 American Anthropological Association statement on gender language, which discourages the employment of male third-person pronouns and the use of generic "man" in reference to non-sex-specific semantic categories. More comprehensive terms (e.g., "one," "person," "humans," "humankind," "they"), in grammatically correct constructions, are preferred as a matter of equity. When referring to individuals, authors should carefully consider their use of pronouns and be respectful of an individual's preferences. Please consider use of nonbinary language where appropriate.

1.1.6 Permission to use unpublished material

Before a manuscript can be published in any of the journals, the author must submit written permission from anyone whose unpublished works (e.g., papers presented at meetings, personal communications, or unpublished manuscripts) are cited or otherwise used in the paper in question. Written permission (e.g., an e-mail or letter) from the person whose permission is needed will be adequate proof.

1.1.7 Data Availability Statement

A Data Availability Statement is required for every article per the following SAA policy: "All publications of the Society for American Archaeology shall include a 'Data Availability Statement' (DAS) in the published manuscript. The DAS will provide information on the disposition and accessibility of the physical and digital data on which the research is based." This statement is required as a part of manuscript submission. For more information, please see Section 3.9.

1.1.8 Artifacts not obtained through professional field research

The SAA strives to balance the goal of generating and disseminating knowledge about the past and the archaeological record with the goal of not adding commercial value to archaeological, ethnographic, or historical-period objects that (1) have been obtained without systematic descriptions of their context, (2) have been recovered in such a manner as to cause unscientific destruction of sites or monuments, or (3) have been exported in violation of the national laws of their country of origin (per SAA Ethics Principle 3). Descriptions, discussions, or images of artifacts that fulfill any of the three criteria listed above will be subject to review by journal editors. Authors may be asked to remove these items as a condition of publication. Specifically, the SAA will not knowingly publish manuscripts that provide the first descriptions of such objects. In the case of LAQ, the editors are particularly wary of publishing images of looted artifacts that are in private collections or held by museums, whether or not they have been previously published.

Authors are encouraged to contact the editors of each journal before submitting a paper that contains text or images that may be in conflict with SAA Ethics Principle 3. It is the author's responsibility to provide justification for the publication of information that might be in conflict with this policy or with the Society's goals as stated above, and the editors' and reviewers' responsibility to determine the validity of the justification.

1.1.9 Photographs of human remains and funerary objects

Out of respect for diverse cultural traditions, photographs of full or explicit human remains are not accepted for publication in any SAA journal. Whenever possible, authors dealing with human remains should provide a statement in their article or report that establishes that permission to analyze and publish data was obtained from appropriate tribal and/or institutional representatives. Authors should also be mindful of the wishes of descendant communities as they relate to publishing photographs of funerary objects and belongings. Thus, requests for waivers of this policy may be submitted by the author(s) to the editor to publish fragments. Editors will submit the request to the SAA President and members of the Executive Committee for

consideration. Authors, editors, and SAA executive members, however, should be very cautious about this issue. Line drawings or other renderings of human remains *may* be an acceptable substitute for photographs. In other cases, authors may be asked to present images as online supplemental figures. Authors who wish to include such images are encouraged to contact the editors before submission.

Excavation permits: Excavation permits granted by the authority responsible for these matters in the countries of the Americas and the Caribbean should be indicated in the acknowledgments section.

1.1.10 Photographs of human subjects

Photographic images depicting recognizable, living individuals must be accompanied by written releases both from the subject(s) in the photo **AND** from the photographer who took the photo (see Section 2.6 and Subsection 3.7.3 below) that grant the SAA the right to publish the photo.

1.1.11 Respectful terminology for the discussion of human remains

The editors request that respectful language be employed when referring to the remains of people, their belongings, and manner in which they were treated after death and subsequently encountered. Conversations with Indigenous collaborators and descendant communities can also help to determine what language is acceptable, not acceptable, or preferred. The editors reserve the right to ask authors to modify terminology as such.

1.1.12 Diversity and inclusivity in language

The editors ask that authors consider the origins and implications of their language. We acknowledge that the history of archaeology is in part based on colonialism, scientific racism, and elitism. The terminology and language that we employ in our scholarship has the potential to reinforce or combat racism and structural inequality. The editors reserve the right to request authors revise or modify their language in keeping with this recognition. We ask that authors consider the following guidelines in preparing their manuscripts:

- Avoid Eurocentric and other terminology that carries implicit bias, e.g., prehistoric, prehispanic, precolumbian, pre-European.
- Avoid terminology that refers to pejorative concepts rooted in outdated notions about social evolution (e.g., primitive, barbaric) or understanding of cultural practices (e.g., berdache vs. two-spirit).
- Capitalize the word Indigenous when referring to the original inhabitants of a place when writing in English.
- Consider the differences between racial, ethnic, political, and cultural identities of individuals and groups (e.g., slave vs. enslaved person).
- Utilize endonyms, Indigenous names, or political identities specified by a tribe, nation, or community for populations discussed in our journals whenever possible (e.g., Ancestral Puebloan and not Anasazi; Ponca Tribe of Indians of Oklahoma; Muscogee-Creek Nation; African American vs. Haitian American; in South America, Selk´nam and not Ona).

- Older sources may include pejorative words or concepts. Omit, paraphrase, or contextualize the use of pejorative words or concepts derived from older sources.

1.1.13 No payment for manuscripts

None of the journals pay authors for manuscripts, nor do they provide manuscript retyping, copying, preparation of illustrations, abstracting, translations, or other such services, which are the responsibility of the author.

2.0 INFORMATION FOR AUTHORS

2.1 Editors' Responsibilities

Manuscripts are evaluated by the editors in consultation with the Editorial Advisory Committee who suggests peer referees, or by the associate editors for REVIEWS and BOOK NOTES, as appropriate. Authors may suggest potential reviewers, but the editors are not bound by these suggestions. Referees' substantive evaluations are solicited with editorial guarantees of anonymity. Referees may, however, waive anonymity. Editors have responsibility for all final decisions regarding manuscripts. Reviewers are given 30 working days to review manuscripts. The goal is to notify authors of a decision to accept or reject a manuscript within 10 working days after reviews are completed. Acceptance may be offered on the condition that revisions be undertaken. Rejection may be outright or with the possibility of reconsideration after revision, which may entail a new round of evaluations.

The editors of each journal seek to craft consistency and clarity of writing across all accepted submissions. Stylistic changes will be made prior to the acceptance and transmittal of revised manuscripts to CUP production, and may include word use preference, grammar, or spelling choices.

2.2 Authors' Responsibilities

Authors, and not the SAA, are responsible for the content of their papers, for the quality of the writing, for the accuracy of quotations and their correct attribution, for the legal right to publish any material submitted and the appropriate handling of issues of coauthorship, and for submitting their manuscripts in proper form for publication. Authors bear the responsibility for securing written permission, when necessary, for figures, tabular materials, or any other material protected by US or international copyright laws. As noted above in Subsection 1.1.6, the author must submit written permission from anyone whose unpublished works are cited or used. Evidence of such permission must accompany a final submission. Attribution for figures, etc., should be given with the manuscript, preferably in the caption for each figure. A manuscript submitted to either journal must not be under consideration by any other journal or publication medium at the same time or have been published elsewhere. After a manuscript has been accepted, and before it is published, the author or each coauthor (in cases where papers are coauthored or jointly

authored) will be asked to sign a Green Open Access or Gold Open Access License to Publish, which must be received before publication takes place. Please note that Gold Open Access carries a fee of $1,000 for SAA members and $3,255 (2021 price) for nonmembers. Corresponding authors are required to proof their manuscripts on the timetable suggested by the publisher. Final submission of a manuscript grants the SAA the right to use any figure therein on the cover of the number of the journal in which it appears.

2.3 Peer Reviewer Responsibilities

Editors expect peer reviewers to adhere to high standards of professionalism in writing their reviews, which should be free of biased language. Reviewers are also expected to be as accurate as possible in their assessments and comments on the manuscripts so that both authors and editors can better define the course of action to be taken after the evaluations.

2.4 Submissions

All manuscript materials (text, references, tables, figures, and other parts) and License to Publish agreements (upon final manuscript acceptance) must be submitted electronically through Editorial Manager®. The system can be accessed at

AAQ: http://www.editorialmanager.com/aq
LAQ: http://www.editorialmanager.com/laq
AAP: http://www.editorialmanager.com/advances

Manuscripts for AAQ and AAP must be submitted in English. Manuscripts for LAQ may be submitted in English or Spanish. Authors wishing to publish in Portuguese should contact the editors prior to submitting.

Publications for review should be sent—normally by the publisher—to the associate editor for REVIEWS and BOOK NOTES (for either AAQ or LAQ). Addresses for the associate editors for REVIEWS, DIGITAL REVIEWS, and BOOK NOTES appear on the inside front cover of the most recent issue of each journal.

2.5 Page Proofs

Page proofs for ARTICLES, REPORTS, COMMENTS, and FORUM contributions are sent to the corresponding author of a manuscript, who checks them for typographical errors. Proofs are typically sent several weeks prior to the targeted publication date. No text may be rewritten at this stage, but editorial errors may be corrected, and significant new data or an absolutely essential correction sometimes may be added. All changes and additions by authors are suggestions only. Proof corrections and responses to queries should be submitted to CUP via the online correction tool EditGenie within 48 hours of receipt. Authors of articles, reports, and forum contributions will typically see revised proofs of their articles; book review authors will only review the proof once.

2.6 Final Digital Copy

Upon publication of an article on Cambridge Core, an e-mail will be sent to the authors containing a code to access the article and instructions for sharing the article. The terms for sharing publication and prepublication versions of the contribution are specified in the License to Publish agreements signed by the author(s). Most articles will be published on Cambridge Core (on FirstView) ahead of their assignment into an issue but may be published first in the issue depending on timing. Publication on FirstView is final and no changes may be made to this version of record except in cases of errors in key metadata (author names, titles) and accompanied by a correction notice.

2.7 Permissions

The SAA requires that authors seek permission to use personal communications, cite unpublished manuscripts by other authors, and from recognizable human subjects in images. This process should be started early so that it does not hold up publication of your manuscript. These permissions can be obtained by e-mail and should be transmitted to the journal editor. Obtaining permissions to reuse copyrighted material is a more formal process as described in Subsection 3.7.3.

- Text of permission may be "I [person cited/ms. author/subject of image] give permission to the Society for American Archaeology to publish my [quote/citation/image] in [article title] by [author] in [journal]."
- Transmittal to the editor should include a signature or digital signature or e-mail headers that include contact information for the person giving permission.

3.0 STYLE GUIDE

The specifications given here codify current style guidelines for AAQ, LAQ, and AAP and supersede all previous style guides. Authors are, therefore, urged to review this guide carefully. In cases of conflict between this style guide and other sources, the instructions given here are to be followed. For any style item not explicitly addressed here, the SAA defers to the most recent version of *The Chicago Manual of Style*.

A Spanish-language version of this guide (https://www.saa.org/publications/latin-american-antiquity) is available for those writing in that language. However, minimal information on Spanish stylistic conventions is included here to assist authors referencing Spanish-language materials.

3.1 Preparing the Manuscript

Upload all files, including text, tables, figures, and captions, at the following URLs (file name protocols are provided in Section 4.0):

AAQ: http://www.editorialmanager.com/aq
LAQ: http://www.editorialmanager.com/laq
AAP: http://www.editorialmanager.com/advances

Editorial Manager® (EM), the online program for submitting manuscripts, prompts the author through a series of steps to select the type of submission; enter a title, abstracts, and keywords; add authors; and then upload components of the manuscript. The submission, peer review, decision, and revision (if necessary) processes are conducted entirely within EM. The process for all three journals is roughly the same, though submissions to AAP do not require a title page with author name(s) and address(es) for the initial submission (see below).

To alleviate software incompatibilities and related digital problems, authors using automated utilities such as linked footnotes and endnotes in MS Word or a bibliographic compiler (e.g., EndNote) must convert the output to plain text before uploading. Note that authors may also upload LaTeX source files to EM for peer review.

The maximum size of any individual file is 15 MB. This file size is often sufficient for first drafts of articles, but please contact the editor if you would like to submit larger files at the draft stage or during revisions.

3.2 Sections of the Manuscript

Each of the following sections of the manuscript should be on a separate page or should start a new page. All sections of the manuscript should be double-spaced. Pages are numbered consecutively through notes only. Arrange the parts of the manuscript in the following order (see below for more information on each section), unless otherwise indicated by the software, as this varies by journal:

- Title page (For AAQ and LAQ separate page, number as page 1; for AAP the title page only required after initial peer review)
- English abstract and keywords (For AAQ and LAQ separate page; for AAP, abstract is uploaded directly into the software and is not attached separately)
- Spanish abstract and keywords (separate page; in reverse order if paper is written in Spanish; see below)
  Note: Spanish abstracts and keywords for manuscripts written in English are not required at the time of submission but will be required if the manuscript is accepted for publication; be aware, however, that for AAQ and LAQ, length of abstract factors into the word count. Abstracts and keywords can also be accepted in Portuguese and French, when regionally appropriate. Authors are responsible for ensuring that their abstracts and keywords are written by someone proficient in the language, and that both texts are similar.
- Text (begin new page)
- Acknowledgments (should immediately follow end of text)
- Data Availability Statement (uploaded separately for AAP)
- Notes (begin new page)
- References Cited (begin new page for AAQ and LAQ; uploaded separately for AAP)

- Supplemental Materials (uploaded separately)
- Figure Captions (new page, captions listed sequentially, not paginated)
- Figures (each uploaded separately)
- List of Tables
- Tables (each uploaded separately)

All SAA journals accept supplemental material (text, figures, tables, color images, appendixes, videos, etc.) that can be posted as online companion files at the time of publication. See Section 3.13 below for details on preparing and submitting supplemental material. SAA journals no longer publish appendixes; this information is now always posted as supplemental material.

3.2.1 Title page

Prepare as in the following example:

Animals as Raw Material in Beringia: Insights from the Site of Swan Point CZ4B, Alaska
(center)

François B. Lanoë and Charles E. Holmes
(center halfway down page, initial caps only)

DO NOT CITE IN ANY CONTEXT WITHOUT PERMISSION OF THE AUTHOR(S)
(center, several spaces above author's or authors affiliation)

François B. Lanoë School of Anthropology, University of Arizona, 1009 E. S. Campus Dr., Tucson, AZ 85721, USA ([e-mail address], corresponding author)
Charles E. Holmes Department of Anthropology, University of Alaska Fairbanks, 303 Tanana Loop, Fairbanks, AK 99775-7720, USA

Note: The complete mailing addresses for each author should be on separate lines, except authors at the same institution should combine their address; boldface authors' names, no comma following the name, only a space between the name and the address. An e-mail address for the corresponding author (usually the lead author) follows in parentheses after the zip code; e-mail addresses for other authors are optional. The corresponding author should be indicated, following the e-mail address, even if the lead author is considered the corresponding author. Limit author affiliations to two; others can be listed in the acknowledgments. Other address examples include: **Gary Coupland** and **David Bilton** Department of Anthropology, University of Toronto, 19 Russell Street, Toronto, Ontario, M5S 2S2, Canada, (coupland@chass.utoronto.ca, corresponding author; **Anthony M. Krus** Scottish Universities Environmental Research Centre, Scottish Enterprise Technology Park, East Kilbride G75 0QF, UK (tony.krus@glasgow.ac.uk, corresponding author); **Juanita Sáenz** Banco de la República, Museo del Oro, Bogotá, Colombia (jsaenza@banrep.gov.co).

3.2.2 Abstracts and Keywords

Two abstracts and sets of keywords, usually in English and in Spanish, must accompany all ARTICLES (including historical pieces such as autobiographies and biographies), REPORTS, COMMENTS, and FORUM contributions. While the two abstracts and sets of keywords are generally expected to be in English and Spanish, another language may be substituted if appropriate by permission of the editor(s).

- The abstract should not exceed 200 words in length.
- It is usually preferable that the "second" abstract (i.e., the one written in the language in which the paper is not written) be a somewhat expanded version.
- For AAP, the abstract is only submitted through the software and is not uploaded as a separate file.

Given the many places that journal contributions are indexed and abstracted, as well as the fact that most readers judge whether to read an article from the abstract, the abstract may well be the most important part of the paper.

- It should be *a factual summary of the contents and conclusions of the paper*, refer to new information that is being presented, and indicate its relevance.
- The abstract should *not* be an introduction to the paper or an outline of it with each section being reduced into a sentence.
- Avoid the passive voice.
- Do *not* merely entice the reader by saying "Implications for the origins of agriculture will be discussed." Instead, state the conclusions: "This research suggests that agricultural economies are not simply a result of a human foraging population reaching an environment's carrying capacity."

3.3 Textual Elements

3.3.1 Headings

- Primary heads should be centered, in bold, with headline-style capitalization (principal words capitalized excluding articles, prepositions, and conjunctions), and two lines of space above and below.
- Do *not* use "INTRODUCTION" or "ABSTRACT" as headings.
- Secondary heads should be typed flush left and set in italics, using headline-style capitalization, with a single line of space above and below.
- Tertiary heads should be typed as part of the paragraph, with a paragraph indentation, the head italicized, with headline-style capitalization, followed by a period, and followed by the beginning of the text of the paragraph.

  Example: Pithouse Villages. The survey uncovered 13 pithouse village sites, all located along the Rio Grande . . .
- Acknowledgments, Data Availability Statement, and Supplemental Materials should be treated as tertiary-level headings, *but* are placed flush left, not indented.
- **Notes** and **References Cited** are primary-level headings.

3.3.2 Numbers and dates

- When cardinal numbers are used, *all* numbers above nine should be expressed in Arabic numerals (except as noted below); spell out numbers zero through nine. Note, however, that on a paragraph-by-paragraph basis, when the majority of numbers is above nine, the numbers zero through nine can be expressed numerically as well for better readability.
- Use commas to indicate places in Arabic numerals, e.g., 5,000; 10,000; 240,000; 1,000,000.
- Spell out any number that begins a sentence.

  Examples: "Twelve of the vessels" (or can be rephrased as "A total of 12 vessels was analyzed") *or* "Five hundred years ago"
- Spell out numbers that are used in a general sense in the text.

  Example: "We recovered several hundred sherds"
- *Ordinal numbers* are always spelled out in text.

  Examples: "During the seventh cycle," "In the eighteenth century," "In the fiftieth percentile"
- In the References Cited section, use ordinal numbers to indicate at which annual meeting a paper was presented.

  Example: "Paper presented at the 54th Annual Meeting of the Society for American Archaeology"
- Leading zeros are to be used in the text and tables, where appropriate, e.g., "$p = 0.05$"
- Pay particular attention to significant figures. Numerical data derived from measurements or calculations should be reported to all certain or known places and one more uncertain place. Thus, "10.7 g" has three significant figures and means "between 10.6 g and 10.8 g." Similarly, "13.0 g" means "12.9–13.1 g" but "13 g" means "12–14 g" and has just two significant figures. When mathematical operations are conducted on measured quantities, the lowest significant figure is displayed in the result. Thus, 10.6 m × 3.10 m = 32.9 m^2, 10.6 m × 3.1 m = 33 m^2, and 10.6 m × 3 m =30 m^2 (in the last case, the final 0 is a placeholder, not a significant figure). Errors of significant figures are particularly common in estimates and calculations of population.
- Scientific notation is often preferable to avoid ambiguity of significant figures and should always be used when more than three zeros are needed as placeholders to the right of the decimal point. Thus "3.1×10^{-4}" should be used instead of "0.00031." For zeros to the left of the decimal point, the use of scientific notation is optional but encouraged to avoid problems of significant figures.
- The journals use AD and BC (the journals do not use CE or BCE)
- 250 years, 5,000 years, 10,000 years
- October 3, 1952 (but see Subsection 3.4.13 on citation of primary-source materials and Subsection 3.12.12 on citation of newspapers)
- twenty-first century (not 21st)
- 1970s (not 1970's)
- 1921–1925 (not 1921–5 or 1921–25) (See Subsection 3.3.5 on the expression of radiometric dates.)
- Official *site numbers* should be included with the site names whenever possible.
  - Full Smithsonian Trinomial System (STS) site numbers are preferred (e.g., 23SG5); do not use hyphens between components of the trinomial and use only capital letters for the county designation.
  - Where the STS is not employed, use the accepted numbering system for that region

(e.g., LA44356). Hyphenation in the Borden system is acceptable (e.g., GbTo-31), but site numbers in this system need to be complete, not abbreviated.

3.3.3 Metric measurements

All measurements of distance, area, volume, and mass should be expressed in the metric system unless reporting an older excavation conducted in the English system, in which case the English equivalent should follow the metric and be placed in parentheses (abbreviated with a period, e.g., 8 in., 10 ft.). Thus, centimeters, meters, kilometers, liters, grams, and hectares are used, *not* inches, feet, gallons, acres, miles, etc.

- The metric units are abbreviated without periods: 18 cm, 3 m, 12 km, 28 ha, 6 m^2, 2 L, 4 mL, 0.5 g, 6 kg
- Leave a space between the number and the abbreviation.
- All measurements should be expressed with Arabic numerals and abbreviated except when they are used nonspecifically, appear at the beginning of a sentence, or as noted above.

  Examples: "Several cubic meters of fill," "Three kilometers from the site"
- Things expressed in units of kg or g are always labeled "mass," not "weight" whether in running text or tables

3.3.4 Mathematical and statistical copy

- For displayed equations, allow ample space above and below the equation (setting it off from the text) and between elements of the equation or formula (around equal signs, for example).
- Use Word's Equation Editor to construct equations; do not cut and paste the equation as a graphic.
- Except for commonly accepted Greek symbols, letters that represent mathematical variables should be italicized.
- Do not use Arabic letters when a Greek letter is intended; for example: do not use "x" when χ is intended or "B" for β.
- Use *p* (for probability), *s* (for sample standard deviation), σ (for population standard deviation), μ (for population mean), χ^2 (for Chi-squared).

  Statistical expressions should be typed as follows (note italicization):

  $$F = 13.67;\ df = 1, 24;\ p = 0.08$$

- Where *p*-values are used, they should be reported as continuous quantities (e.g., $p = 0.08$, not $p < 0.05$)
  - Avoid using the phrase "statistical significance" or other bright-line dichotomizing variants such as "significantly different"
  - *p*-values should be described in language stating what the value means in the scientific context, so that a reader has the ability to interpret it appropriately
- Use leading zeros (e.g., 0.05) in text, figures, and tables.
- Leave one space around = or ≠ signs.

3.3.5 Radiometric ages and dates

(Note that the SAA style guide is now in line with recommendations from the current *Chicago Manual of Style* regarding removal of the periods in era designations [e.g., AD, BC, BP, etc.].)

In all instances where radiocarbon assays are reported for the first time, the following conventions must be employed. Nonetheless, if the assay was first published elsewhere, it is only necessary to cite that reference (with page number[s]).

The uncalibrated radiocarbon age must be given in the first direct citation. Uncalibrated radiocarbon ages must

- be based on the Libby 5,568-year ^{14}C half-life (divide radiocarbon ages based on the Cambridge 5,730-year half-life by 1.03); note that all ^{14}C labs report dates using the Libby half-life;
- be expressed as radiocarbon years BP—do not convert to radiocarbon years AD/BC;
- be followed by the 1-sigma (σ) standard error as given by the laboratory;
- include the sample identification number given by the laboratory (use conventions established for laboratory abbreviations used in the journal *Radiocarbon* and include a hyphen between the lab identifier and the lab number, e.g. Beta-103456);
- state what type of material was dated (e.g., wood, charcoal, corncob, bone apatite); and
- state whether the date has been corrected for isotopic fractionation. If a $\delta^{13}C$ value was given by the laboratory, then this correction has been made. The best way to indicate this is to provide the $\delta^{13}C$ value (*note*: never italicize δ).

  Example: 3680 ± 60 BP (Beta-3964; wood charcoal; $\delta^{13}C = -23.8‰$).

Calibrated dates must always be identified as such, using the conventions cal AD, cal BC (the journals do not use CE or BCE), or cal BP (note the placement of cal and the punctuation). Authors must

- identify the particular calibration used (e.g., IntCal 2020);
- state whether the calibration is made for 1 or 2σ (2 preferred);
- present the calibrated age as a range of calendar age (or ranges where more than one is possible). If there is more than one possible range of calendar age, and the calibration program assigns probabilities to each, these must be cited.

  Example: "For the date 3680 ± 60 the two possible calibrated age ranges are 2279–2232 cal BC ($p = 0.05$) and 2209–1905 cal BC ($p = 0.95$). (Calibrated at 2σ with the program CALIB 3.2 [Stuiver and Reimer 1993; Stuiver et al. 1998].)"
- If many calibrated dates are included in a manuscript, then presentation in the form of a table is advised (see, for example, Table 2 in Little, *American Antiquity* 67:112).
- Unlike other four-digit numbers, radiocarbon ages with four digits *do not* have a comma. Radiocarbon ages with five digits *do* have a comma.
- The atomic mass of an isotope is indicated as a superscript preceding the atomic symbol: ^{14}C, not C-14 or C^{14}.

Bayesian or other modeled dates must be clearly stated as such, and the full methods, assumptions, and citations for programs or software used to generate them must be explained either in printed text or as an online supplement.

- Modeled radiocarbon dates are qualitatively different from standard calibrated dates. To make the distinction clear, radiocarbon dates that have been subject to statistical modeling should be presented in italics. All modeled date estimates should also include the highest probability density (hpd) and not standard deviations (sigma); e.g., AD 1067–1094 (68.3% hpd) or AD 998–1178 (95.4% hpd).
- Bayesian models of radiocarbon ages should be described with accessible, plain English. Where it is necessary to refer to specific software functions or command names in the text (e.g., Chronological Query Language commands), these should be clearly indicated, and the names should be capitalized.

  Example: "We constrain the period of time represented by each site phase (that is between the OxCal Boundaries for the start and end of the relevant OxCal Phase)."
- The complete and exact OxCal runfiles that were used to generate all the reported results should be included in the supplementary materials or deposited in a repository and referenced in the text by a DOI (e.g., tdar.org, zenodo.org, osf.io, etc.). Avoid including OxCal code in the text of the manuscript.

3.3.6 Quotations

- Quoted matter of less than four typed lines in length should be run into the text, between (double) quotation marks.
- Use single quotation marks only when it is necessary to have quotation marks within a quotation.
- After the quotation, cite author, year of publication, and page number(s) in parentheses.

  Example: Mental life, as such, cannot be grasped, but we can grasp the intention through the intentional product, "the objective and identical correlate in which mental life surpasses itself" (Ricoeur 1981:50).
- Quoted matter that runs to four or more typed lines should be set off from the text as a block quote and double-spaced, with two lines of space above and below.

  Example: Most of the area is true savannah, the most difficult vegetation for the primitive farmer to cope with, and also the rains in general are undependable. . . . The only incentive for heavy settlement would be on the basis of irrigation agriculture, and . . . [at Zempoala] this incentive was presented [Sanders 1953:76].
- *Note:* Brackets are used instead of parentheses within the excerpt for author-added material and for the citation.
- When emphasis is added or was already in the original material, the source of the emphasis should be noted after the citation, within the brackets.

  Example: [Sanders 1953:76; emphasis added] or [Sanders 1953:76; emphasis in original].
- When a translation of material is made, it should follow the quotation, with translator noted.

  Example: [translation by Rowe (1980:15)] or [translation by author]. Refer to the *Chicago Manual of Style*, 17th edition, Chapter 13, for more information on quotations and for the correct use of ellipsis points. Leading ellipses are rarely necessary.

3.3.7 Spelling

The authority for spelling in all journals is the most recent edition of *Merriam-Webster's Collegiate Dictionary* (as of June 2021, this is the 11th edition, in print and online). For anything not in this work, consult *Webster's Third New International Dictionary* (Unabridged).

- Use American English spellings (except in quotations and references and in referring to an institution when it is imperative to preserve the original spelling).
- When more than one spelling is offered for a word, use the first spelling listed for the entry, e.g., acknowledgments, *not* acknowledgements; archaeology, *not* archeology; appendixes, *not* appendices; artifact, *not* artefact; benefited, *not* benefitted; labeled, *not* labelled; toward, *not* towards, etc.
- Preferred spellings for some words commonly used in archaeological parlance include ballcourt, colonial, cross section (noun), cross-section (verb), ear spool, field house, fieldwork, ground stone, lidar, pithouse, pit structure, plow zone, postcontact, posthole, post mold, posttest, precolumbian, precontact, prehispanic, pretest, rockshelter, room block, use life, X-ray (noun), x-ray (verb).
- Use "%" where it follows a number (e.g., 20%), otherwise, spell it out. Use % in tables.
- The plural of nouns follows the *Chicago Manual of Style*, 17th edition.
- The noun "data" takes the plural form of the verb: "data are"; "data indicate."

The primary Spanish dictionary used by all journals is the latest edition of *Diccionario de la Real Academia Española*. This is supplemented by the latest edition of *Vox New College Spanish and English Dictionary*, which contains more of the words used in archaeological writing than do other commonly available Spanish-English dictionaries. It also features special sections on Spanish grammatical conventions (e.g., capitalization, numerals, syntax).

3.3.8 Italics

- Words in languages other than the primary language in which the manuscript is written are italicized consistently throughout the manuscript (e.g., *bajada*, *encomienda*, *vecino*; exceptions noted below).
- Use standard orthographies, including diacritical marks, and explain unusual symbols (also see Subsection 3.3.12 on accents).
- Generic, specific, and varietal names are italicized: e.g., *Homo sapiens*, *Spondylus* sp. All other taxonomic designations are printed in roman type.
- Titles of books, journals, and other literary works are italicized when mentioned in the text; article titles mentioned in the text are in roman type, set off by quotation marks, as are the titles of theses and dissertations.
- Letters that represent mathematical variables are italicized (see Subsection 3.3.4).
- ALWAYS italicize the "n" and "N" in "n = " and "N = " constructions.
- Foreign words and phrases in common use, or anglicized, should *not* be italicized. Consult the main section of the latest edition of *Merriam-Webster's Collegiate Dictionary* to determine if a foreign word or phrase has made it into common use and therefore should not be italicized (e.g., a priori, et al., in situ, sensu, metate, milpa, vis-à-vis); any word that appears at the end of the dictionary in the section on "Foreign Words and Phrases" should be italicized (e.g., *axis mundi*, *caveat lector*, *cursus honorem*).

3.3.9 Capitalization

For capitalization of non-archaeological terms in English, consult the *Chicago Manual of Style*, 17th edition, Chapter 7. Note that Spanish capitalization rules are different from those of English; please refer to the Spanish language version of the style manual.

- Capitalize the names of specific archaeological and geographical areas.
  Examples: Mesoamerica, Lowland Maya, Gulf Coast, the Southwest, the Midwest.
- Directional, topographical, and general geographic terms are in lowercase unless they are derived from proper names of political, ethnic, or taxonomic entities.
  Examples: southwestern, north coast of Peru, central Mexico; *but* Mesoamerican region, Maya Lowlands, Sonoran Desert, Eastern Woodlands.
- Capitalize taxonomic names of generic and higher rank.
  Examples: order Artiodactyla, family Bovidae, genus *Bison*, *Pinus ponderosa*.
- Names of mountains, rivers, oceans, and so forth are capitalized, along with the generic terms—such as lake, mountain, river, valley—when used as part of a name. When a generic term is used descriptively rather than as part of the name or when used alone, it is lowercased.
  Examples: the Mississippi River, the valley of the Mississippi, the Mississippi River valley, the Mississippi and Missouri Rivers, Lakes Michigan and Huron.
- Capitalize proper names, including Lower, Middle, Early, and Late when they are part of the name, of chronological, cultural, and geological divisions, but give taxonomic division names and restrictive modifiers in lowercase.
  Examples: Upper Paleolithic period, late Holocene, Classic period, Koster site, Upper Republican aspect, Olmec horizon, Riverton phase, Denali complex
- Do *not* capitalize "colonial period" or "modern era." Do *not* capitalize "prehispanic." Note that for the SAA journals, there is no hyphen or internal capital "C" in "precolumbian."
- Capitalize the names of archaeological classes and types, but place generic terms in lowercase.
  Examples: Clovis point, Cody knives, Hardin Barbed point, Salado polychromes (which include types Gila Polychrome, Tonto Polychrome, etc.).

3.3.10 Hyphenation

For rules governing hyphenation of non-archaeological compound words, consult Chapter 7 in the *Chicago Manual of Style*, 17th edition, or the latest edition of *Merriam-Webster's Collegiate Dictionary*.

- Compounds are spelled without hyphens if they can be considered permanent combinations.
  Examples: Paleoindian, preceramic, Postclassic, rockshelter; *but* pre-Basketmaker, mid-Pleistocene, etc.
- Prefixes in common use are not hyphenated.
  Examples: infrastructure, intercommunity, intrasite, noncultural, preexisting, reanalyze, subfield
- Hyphenate descriptive terms that are combinations of words including a preposition.

Example: red-on-buff pottery

- Hyphenate fractions when they are spelled out.
  Examples: one-third, seven-tenths
- A general rule is to hyphenate paired words serving an adjectival function (termed compound modifiers).
  Examples: obsidian-hydration dating, heat-treated silicates, two-story pueblo, low-ranked resource, *but* high return rate
- Never hyphenate a combination of an adverb ending in -ly plus a participle or adjective.
  Examples: poorly developed argument
- Interdisciplinary research uses terminology and phrase constructions borrowed from a parent discipline such as isotope chemistry. If common usage in a parent discipline dictates leaving compound modifiers open (such as "stable isotope ratio" or "heavy mineral analysis"), we will normally follow that usage.

3.3.11 Abbreviations

Abbreviations are used infrequently in the journals.

- Exceptions include acronyms for long titles of agencies, institutions, etc., which will be mentioned frequently in the text (they are always introduced following the full name at its first occurrence).
  Examples: Bureau of Land Management (BLM), Instituto Nacional de Antropología e Historia (INAH).
- Metric units are given in abbreviated form when they follow numbers.
  Examples: 7 km, 2,000 m asl, 23 cm. (See Subsection 3.3.3; see also Subsection 3.3.5 for information on placement of abbreviations pertinent to dates.)
- A few other abbreviations are permitted.
  Examples: et al., e.g., i.e., ca., cf. ("compare against"; does **not** mean "see" or "see also"), vs. (not v. unless a legal case is cited), rev. ed., 3 vols.
- Latin abbreviations should only appear within parentheses. Outside of parentheses, they must be spelled out and preferably should appear in the language of the submission.
  Example: "for example," "and others," "that is."
- Never use ibid. or op. cit.; follow the conventions for in-text citations in Section 3.4.
- "Figure" is always spelled out, never abbreviated.
- Try to avoid using abbreviations in figures and tables. When necessary, provide the complete spelling in the figure captions or table notes.

3.3.12 Accents and Diacritical Marks

For all journals, include all common accents and diacritical marks for European, Asian, African, American, and Indigenous languages in paper titles, abstracts, text, acknowledgments, notes, figures and figure captions, table headers and tables, data availability statements, and References Cited sections. Be sure accents and diacritical marks are clearly marked, accurate, and consistent. Authors and editors should follow generally accepted conventions, but editors may exercise reasonable discretion in accepting accents and diacritical marks that are important for words and place-names within local and Indigenous languages.

- Pay particular attention to proper names and titles of works. The rules of placement of accents in Spanish hold for all *modern* place names in Spanish that appear commonly on a map that were hispanicized from other languages such as Nahuatl or Mayan, except for words that have accepted English spellings.
  Examples: San Juan Teotihuacán, Mexico (*not* "México").
- Archaeological site names that are derived from Indigenous languages that do not require accents should not include them in English-language submissions.
  Examples: Teotihuacan, Chichen Itza, Kaminaljuyu.
- Alternate spellings using new Indigenous orthographies may be used at the discretion of authors and editors, as may new spellings/names adopted for grammatical or political reasons.
  Examples: Chich'en Itsa' or Chichen Itza, Tak'alik Ab'aj or Abaj Takalik, Seibal or Ceibal.
- Spanish capital letters that should contain accents must have them included, as must letters that contain diacritical marks.
  Examples: TRÁNSITO, COMPRENDÍA, ESPAÑOL.

3.3.13 Contractions and serial commas

- In no case should contractions be used in English submissions.
- Serial commas ("the Oxford comma") should always be used in English submissions.

3.3.14 Parentheses

Back-to-back sets of parentheses should not be used. Instead, combine elements using a semicolon within a single set of parentheses. Thus "(e.g., the Castillo) (Figure 1) (Tozzer 1957)" should appear as "(e.g., the Castillo; Figure 1; Tozzer 1957). Place elements in order of importance to the sentence before the parentheses with citations last.

3.3.15 Hyperlinks

- For AAQ/LAQ, to indicate hyperlinks, include the URL in parentheses next to the text:
  Example: I love looking at penguins in *National Geographic* (www.nationalgeographic.com/).
- For AAP, since published digitally, actual text (individual words/phrases) can contain embedded hyperlinks in the final publication and URLs need not be spelled out in running text (except in the References Cited).

3.4 In-Text Reference Citations

There are two different formats used for in-text citations in the journals:

- REVIEWS and BOOK NOTES follow the format given in Section 3.5.
- ARTICLES, REPORTS, COMMENTS, FORUM contributions, and BOOK REVIEW ESSAYS use the style described immediately below.

In-text year citations always immediately follow the name(s) of the author(s). All of the examples make use of parentheses in their ordinary format, but note that when reference citations are used in textual material set off in parentheses, the parentheses in the citations convert to brackets.

Example: (e.g., Shapere [1985] on the constitution of "observations" in physics, and Kosso [1989] on observation in science generally).

For examples of citations in quoted material see Subsection 3.3.6 above.

In-text citations should include a page number when the citation is to a book or monograph. Page numbers should always be provided for quotations, definitions, paraphrasing, and other use of exact terms regardless of the source.

3.4.1 Simple citation

(Wylie 1991) or Wylie (1991)

Note: For authors with two surnames, as is usually the case in Spanish-speaking countries, use both surnames in the citation.

3.4.2 Two authors

(Lipe and Varien 1999) *or* Lipe and Varien (1999)

3.4.3 Three or more authors

(Cobean et al. 1991) or Cobean and others (1991)

Note 1: Use of "et al." is limited to parenthetical in-text citations. The only time all names should be listed for a reference with three authors in a text citation is when a person is senior author of more than one jointly authored item in the same year.

Example: Barnosky, Anderson, and Bartlein (1987) and Barnosky, Grimm, and Wright (1987) would appear as shown, not as Barnosky and colleagues (1987a, 1987b).

For four or more authors, include as many names as needed up to the first different author followed by et al.

Example: (Barnosky, Anderson, Bartlein, et al. 1987) and (Barnosky, Anderson, Grimm, et al. 1987).

Whereas the use of et al. is permissible in parenthetical in-text citations, in the References Cited, all names must be listed following the senior author's name (up to 10; see 3.12.2).

Note 2: Note that "et al." and all other Latin abbreviations appear only within parentheses. Outside of parentheses, this can be written out as "et alia" (a gender neutral construction) or "and colleagues" or "and others."

3.4.4 Several authors cited in one place or several references by same author

(Ashmore 1986; Coe 1965; de Montmollin 1988; Fox 1987, 1991; Freidel 1986; Freidel and Schele 1986; Freidel et al. 1990)

Note: Use semicolons to separate works by different authors and commas to separate distinct, chronologically ordered works by the same author. *References are always ordered alphabetically within strings by author.* Note that de Montmollin is alphabetized here under "d," as the name would also be alphabetized in the References Cited section.

3.4.5 Two or more references by same author or authors in same year

In these cases, references must be labeled "a," "b," and so on based on their appearance in the manuscript, *not* based on alphabetical order. Thus, a "b" reference must never appear before an "a" reference.

(Jones and Brown 1972a, 1972b) *or* Jones and Brown (1972a, 1972b)

Note: When an individual or individuals have both authored and edited (or compiled) publications with the same date, and both are cited, the edited (or compiled) volume is to be distinguished in citation as follows.

Example: (Adams, ed. 1977) or Adams (ed. 1977). Edited (or compiled) volumes are so identified in the text only when potential ambiguity occurs. The authored publication precedes the edited (or compiled) one in both citation and reference.

Example: (Flannery 1976; Flannery, ed. 1976) or Flannery (1976) and Flannery (ed. 1976)

3.4.6 Two authors, same surname, same year published

(J. Smith 1982; N. Smith 1982) *or* J. Smith (1982) and N. Smith (1982)

Note: When two authors with the same surname and the same year published are cited, the first initial of each author is added to prevent ambiguity.

3.4.7 Two authors, same surname, different years published

(Smith 1982; Smith 1987) *or* Smith (1982), Smith (1987)

3.4.8 Government agency, company, or similar entity as author

(United States Department of Agriculture, Soil Conservation Service [USDA, SCS] 1975)

Note: State the complete name of the agency, company, etc., as with any other citation, but if the citation will occur more than once in the text, then abbreviate names to their commonly

accepted acronyms and place in brackets. Subsequent citations in the text will be, e.g., (USDA, SCS 1975) *or* USDA, SCS (1975).

3.4.9 Citation with pages, figures, or tables specified

(Smith 1977:3), (Jones and Wilson 1971:Figure 2), (Johnson et al. 1970:Table 1), (Taylor 1964:23, 72–78) *or* Smith (1977:3), Jones and Wilson (1971:Figure 2), Brown (1968:533–534), Johnson et al. (1970:Table 1), Taylor (1964:23, 72–78)

Note: Use a colon to separate date of publication from additional information. *There should be no space between the colon and additional information.* Page numbers must always be given when direct quotations are used in the text, when other authors' ideas are directly paraphrased, or when specific ideas or data are referenced from a long text. Always use full page range numbers in a citation, e.g., 312–315, *not* 312–15. Never use ff. or passim (though it is permissible to use "ff." as an abbreviation for folios). Spell out and capitalize such words as Figure, Table, Plate, etc. If citing a figure, table, etc., do not include the page number on which it occurs unless additional, separate textual information from that page is being cited as well.

3.4.10 Multivolume set

(Thwaites 1896–1901:17:88–92, 19:197) *or* Thwaites (1896–1901:17:88–92, 19:197)

Note: In this example, "17" and "19" refer to the volume numbers. Volume number should be cited as Arabic numerals even if the original series uses Roman numerals.

3.4.11 Forthcoming book or article in journal issue in press

(Kelly 2022) *or* Kelly (2022)

Note: Everything has a date. Never use "n.d." or "in press" with in-text citations. Give date either of manuscript completion (in the case of a manuscript that is "on file" somewhere) or of manuscript submission or anticipated publication date for an item that has been accepted for publication. Also see Subsection 3.12.20 below.

3.4.12 No author specified

Cite the group or agency issuing the report or the publisher.

(United Nations 1963), (Committee on Ethics 1977) *or* United Nations (1963), Committee on Ethics (1977)

Note: Also see Subsection 3.12.6 below.

3.4.13 Primary-source materials (e.g., unpublished archival materials including administrative records, letters, etc.)

Citations for much primary-source material will be archive specific, so it is impossible to devise a rote formula for citation. It is important to include the name of the archive, title of the work (if named), nature of the material (e.g., letter [optional]), collection name, identification number (legajo, fascicle, folio, etc.), date (if known; note use of day/month/year format), and geographic location of material. Consider the following examples:

(Archivo General de la Nación, Lima [AGN], Juzgado de Aguas 3.3.7.23, f. 3v); note that subsequent citations would use only the acronym AGN and the shortened "Aguas" (e.g., AGN, Aguas 3.3.4.39, 3.3.9.9)

(Archivo General de Indias, Seville [AGI], Papeles de Cuba, legajo 2365, f. 345); subsequent citation = (AGI, Cuba, legajo 2365, f. 523)

(McHenry County Courthouse, Woodstock, Illinois [MCC] 1880: Deed Book [DB] 1:5); subsequent citation = (MCC 1890:DB 2:10)

(Raimond Quenel, Etienne Govreau, and Marie Louise Quenel to de Gruys Verloins, sale of property, 8 February 1752, Kaskaskia Manuscripts [KM], Office of Randolph County Clerk, Chester, Illinois); subsequent citation = (KM 52:2:8:1)

(F. Boas to E. B. Howard, letter, 9 May 1935, Boas Papers, American Philosophical Society, Philadelphia)

Note: Primary-source citations appear only in the text and are not duplicated in the References Cited section. If you are citing primary-source material from a published source, you must follow conventional citation rules in the text and in the References Cited. It is preferable to cite Latin American codices by the editor of the particular edition of the codex used (unless the actual document was consulted), e.g., (Dibble 1980) for the sixteenth-century *Codice Xolotl*. See corresponding example in Subsection 3.12.3.

3.4.14 Earlier edition specified

In cases where many years (typically at least 100) separate the original publication of an item and a reprinted edition, and where it is important to the author's argument to indicate the use of period sources, the original date of publication should be placed in brackets following citation, in usual fashion, of the reprint edition.

(Cobo 1956 [1653]:169)

(Russell and Erwin 1980 [1865])

Note: See corresponding examples in Subsection 3.12.5.

3.4.15 Newspapers

(Weekly Missouri Courier [WMC], 7 July 1838:[page numbers, if available])

Note: After first mention, simply use WMC with date (day/month/year format) and page. Also see Subsection 3.12.12.

3.4.16 Personal communication, no publication involved

(Katharina Schreiber, personal communication 1990) *or* Katharina Schreiber (personal communication 1990)

Note: Give full name and date. Personal communications should be used sparingly and should never be used when a published citation is available for the same information. Written permission to use any information provided in a personal communication must be obtained from the person(s) providing it. Personal communication citations appear only in the text and are not duplicated in the References Cited section.

3.4.17 Web pages and electronic documents

Treat web pages, electronic documents, and open data as published data, but cite the document accordingly as a single- or multiple-authored document or as one produced by a group or agency (no author specified). For example:

(Glascock 2001; Shackley 2001) or Glascock (2001), Shackley (2001); likewise, for a group citation use (Northwest Research Obsidian Studies Laboratory 2001) or Northwest Research Obsidian Laboratories (2001)

3.4.18 Social media

Social media content should be cited in author-date format:

(Smith 2017, Twitter)

Social media content originating from sites like Instagram, Facebook, and Twitter is generally only referenced in the text, but if the content is extensive, it may be included in the references cited (see 3.12.22).

3.5 Citations and References in REVIEWS and BOOK NOTES

References in REVIEWS should be used sparingly, if at all; they are never used in BOOK NOTES. When they occur, they should be placed in the text, in shortened form, enclosed in parentheses.

- Article: (Ashmore, *Latin American Antiquity* 2:199–225)
- Book: (Willey, *Introduction to American Archaeology*, vol. 1, 1966)
  Review: (Tilley, Review of Binford, *American Antiquity* 57:164–166)
  Citations to the book under review require only the page numbers: (p. 5), (pp. 83–89)

3.6 Tables

- Tabular presentation of data should be used sparingly. Data in a very short table, for example, can often be included in the text with no loss of clarity. Large numbers of individual, similar facts, however, are best presented in a table.
- Data tables should be submitted in .xls, .doc, or similar commonly used formats. They may not be submitted as image files.
- Consult Chapter 3 of the *Chicago Manual of Style*, 17th edition, for detailed information on planning and constructing tables; also see recent issues of the journals.
- Editors, at their discretion, may require long tables be published online as supplemental material, rather than in the printed text.
- Avoid using abbreviations and acronyms in tables. If they cannot be avoided, they must be spelled out in the accompanying notes.
- Authors should submit each table as a separate file.
- Each table should have a title.

3.6.1 Size

When constructing a table, keep in mind the physical limitations of the journals' size. A table with more than 10–12 columns will often have to be placed sideways on the journal page; wider tables will need to be broken up or set in reduced type. In no case should a table contain more data than can appear in a two-page spread. Larger tables should be broken down into two or more smaller tables

3.6.2 Typing

All sections of the table should be double-spaced.

3.6.3 Numbering and title

- Use Arabic numerals and number all tables sequentially in the order cited in the text.
- Provide a short title for each table, centered at the top of the page, using headline-style capitalization (principal words capitalized excluding articles, prepositions, and conjunctions). The title should not provide background information or describe the results illustrated by the table.

  Example: Table 2. Weir Family Cemetery Skeletal Summary.

3.6.4 Rules and headings

- Use no vertical rules.

- Provide horizontal rules only above and below the table's column headings and beneath the last row of data; no internal horizontal rules are allowed.
- Each column and row should have a brief heading.
- The left-hand column of a table is called a "stub." Capitalization of stub headings is sentence style, while all significant words are capitalized in the column headings.

3.6.5 Body

- If a column heading does not apply to one of the items in the stub, that "cell" should be left blank (do not use N.A. or NA for "not applicable").
- All numeric cell entries are decimal. If there are no data for a particular cell, insert an em-dash (—).
- Use tabs, not the space bar, to create columns.

3.6.6 Footnotes

There are three kinds of footnotes for tables:

- The title of a table should never be footnoted; instead, place information pertinent to the entire table in a general note immediately below the table's final horizontal rule.
  Example:
  Note: Data from Kent (1991); all dimensions in mm.

- Notes specific to entry, section, or head. *Examples:*
  [a] C = child; A = adult.
  [b] Contains decorative brass elements identical to those found with Burials 2 and 6.
  [c] Data from Owsley et al. (1987).

- Notes indicating a level of statistical significance. *Examples:*
  $*p = 0.05$.
  $**p = 0.01$.

Note: Arrange notes, each one beginning on its own line, flush left, in the following order: source notes, general notes, specific notes indicated by superscript lowercase letters (*not* numbers), and significance notes indicated by asterisks.

3.6.7 Citation

Every table must be cited in the text, beginning with Table 1 and continuing sequentially.

3.7 Figures

All illustrative materials are referred to as "Figures"; the journals do not use "Plates," "Maps," or other such terms. Note that file resolution and size requirements apply generally only to AAQ and LAQ; since AAP is only published digitally, low-res images are usually OK for viewing online. If in doubt, however, submit high-res files for all journals.

- Authors are responsible for supplying figures electronically as high-resolution TIFF, EPS, or JPG files for best print reproduction. Photographs or other grayscale illustrations should be a minimum of 300 dpi, and black-only (no shades of gray) line art should be a minimum of 1,200 dpi (and see 3.7.1 below for sizing guidelines).
- PDFs are also acceptable, but original file must have a minimum resolution of 300 dpi.
- The dpi of an image *cannot* be manually changed in photo-manipulation software—the only way to turn a low-res image file into a high-res image file is to re-scan an image at the appropriate dpi or locate an original high-res file.
- Images copied/saved directly from websites are NEVER usable for print—you must request a high-res version to download from the source. Likewise, images copied and pasted into a Word file are unusable for print.
- Avoid using abbreviations and acronyms on figures. If they cannot be avoided, they must be spelled out in accompanying captions.
- The SAA's publishing partner, Cambridge University Press, provides additional guidance on submitting artwork, including the best formats for publishing in print and digitally high-quality halftone and line drawing figures. They also provide information on appropriate file naming, obtaining permissions for previously published materials, sizing, and use of fonts. Please visit https://www.cambridge.org/core/services/authors/journals/journals-artwork-guide
- Illustrators or photographers who are not authors should provide written permission to use the image (see subsection 3.7.3 below) and be credited in the caption.

  Examples: Photograph courtesy of John M. Smith *or* Illustration by John M. Smith and used with permission.

3.7.1 Size

Most figures are reduced before publication. The maximum dimensions of a published figure are 5.75 inches (ca. 15 cm) by 8 inches (20.3 cm). Extremely complex illustrations with considerable detail and small lettering will not reduce well. If in doubt about the resolution or physical size of an image file, check the resolution of your images in a program such as Adobe Photoshop or Microsoft Paint. Keep in mind that the general requirement for printing is 300 dpi.

3.7.2 Drawing and lettering

- Use letters that are large enough so they will reproduce well even when reduced.
- Avoid cluttered illustrations.
- Do not draft the caption directly onto the figure.
- All symbolic keys to map or chart conventions should appear on the figure itself, not separately in the caption.
- Maps must have a north arrow.
- Use a visual scale when objects, plans, sections, etc., are included in the figure. Place the scale on the actual figure, not in the caption. Do not use the form "1 cm equals 450 cm"; because almost all figures are reduced before publication, such scales will not be accurate after reduction.
- Wording on figures must conform to the journals' style and to internal usage in any given article, e.g., "cm" *not* "cm.," "AD" *not* "A.D.," and accents should be added where necessary.

- Avoid using abbreviations and acronyms on a figure as much as possible. If this cannot be avoided, they must be spelled out in accompanying legends or captions.

3.7.3 Permissions

Written permission is required to publish images not belonging to the author(s). Publication will occur if and only if adequate proof of permission is provided.

For images that have previously been published by you or others and for which you do not hold the copyright, guidance from Cambridge University Press provides examples of how to request permission to reuse and reprint previously published material. Please see https://www.cambridge.org/about-us/rights-permissions

More informal permission to use an image in the form of an e-mail from a photographer, cartographer, or illustrator will suffice for images that have not been previously published. If permission is not needed because the image's owner has made it available through a Creative Commons license, please indicate this to the editors.

3.7.4 Numbering and captions

- Use Arabic numerals and number all figures sequentially in the order cited in the text.
- Provide a succinct caption for each figure, using sentence-style capitalization.
- Place all captions together, double-spaced, on a separate page or pages at the end of the manuscript. Refer to the following examples of figure captions for placement of essential elements.
- Use lowercase or uppercase letters to identify sections of a figure depending on how the image is labeled.

Examples:
Figure 2. The distribution of Numic languages in the Great Basin.

Figure 4. Electron micrographs of carbonized remains from the Copán Valley: (a) *Phaseolus* sp. (bean) seed, (b) *Celtis* sp. (hackberry) pit, (c) *Pinus* sp. (pine) charcoal, (d) *Albizzia* sp. charcoal.

Figure 10. Two views of a Moche stirrup-spout bottle (spout missing): left, the Supernatural Human Decapitator holds his *tumi* at the Monster's throat, apparently about to decapitate him; right, he grasps the hair of the Monster Decapitator. (Museo Nacional de Antropología y Arqueología, Lima. Photograph courtesy of Chris Donnan.)

3.7.5 Citation

- Every figure must be cited in the text and must be numbered sequentially in the order it appears, using the following form. Do not abbreviate the word "Figure."
  Example: (Figure 2), (Figures 2–5), (Figures 1 and 2), (Figure 7a–f), (Figures 1, 2, and 5), "As shown in Figure 5. . ."
- When a figure or table citation is combined with an in-text reference, they are placed

within one set of parentheses and separated by a semicolon (see Subsection 3.3.14).
- See Section 3.13 for citation of supplemental figures posted online.

3.7.6 Color Figures

AAP is a digital journal and can publish full color images. AAQ and LAQ are published in print and digitally, and use of color in the print editions will incur additional costs.

- Figures may be published in full color at the author's expense, on recommendation from the editor and by arrangement with the Cambridge University Press (CUP) production editor. Effective for journal issues printed in January 2021 and beyond, the cost is $300 per image (but may be reasonably updated at CUP's discretion as necessary), with an upper limit of about $1,600 per article.
- Authors can elect to submit color images and have them appear in black-and-white in the print publication and appear in color in the online version of the publication.
- Unless you are paying for color printing, please be cognizant of color use and references in charts, graphs, and other graphics that will become meaningless when printed in black-and-white. Changes should be made to the images and/or legends, keys, captions, and shading to make sure information is being provided effectively to readers.
- Color images and other materials can be posted online as supplemental material at no cost (see Section 3.13).

3.8 Acknowledgments

The Acknowledgments section of a manuscript is inserted at the end of the text, using a tertiary heading—*Acknowledgments.*—placed flush left and immediately preceding the Data Availability Statement. Support for completion of a project and manuscript should be cited: financial, institutional, intellectual, and technical (e.g., drafting of figures, translation of abstract), but this section must be brief. Verbose acknowledgments will be edited prior to publication. Phrases of the sort "all errors are the sole responsibility of the author" should be omitted. If you would like to thank your editors, please do that by e-mail, not in your published acknowledgments. Not all authors thank the editors, and we do not want to create any perception of favoritism.

The Acknowledgments section must contain a statement regarding the permits needed for the work described. This should include the permit number(s), year(s), and the name of the permitting agency or agencies. If no permit was required, this should be noted.

3.9 Data Availability Statement

In AAQ and LAQ, the Data Availability Statement is placed after the *Acknowledgments*, using a tertiary heading—*Data Availability Statement.*—placed flush left. In AAP, it is submitted as a separate file. It is intended to communicate to readers where the data are available or where the objects from which the data were derived can be obtained. Manuscripts that do not use original data should use this language: "No original data were used."

SAA journals support practices that increase data access and research transparency. Authors are strongly encouraged to make their data available through resources such as institutional repositories, digital archives with access options, or other sites that support both data preservation and allow access as appropriate. If data are legally restricted, authors should share that information in this statement. Supplemental material is not an acceptable place to provide raw data related to publication, as this is not archived with the body of the journal article.

3.10 Supplemental Materials

The Supplemental Materials list is placed after the Data Availability Statement, using a tertiary heading—*Supplemental Materials*.—placed flush left. It begins with the following statement: "For supplemental material accompanying this article, visit www.journals.cambridge.org/[Journal]." The link will be replaced by your article's DOI during the production process. See Section 3.13 for more information on supplemental materials.

3.11 Notes

Important: If a utility was used to compile hyperlinked endnotes in a manuscript (e.g. "Insert endnote" function in Microsoft Word), it must be disabled and the manuscript submitted with plain text formatting.

Notes should be used sparingly in a manuscript to provide absolutely essential additional information or clarification only when inclusion of that information in the actual text would prove disruptive to the flow of the manuscript by adding too much detail on a particular point or by additional tangential material to the argument in progress. The section with the text for all notes begins a new page before the References Cited section of the paper, under the primary heading **Notes**. Footnotes are not allowed. Double space all entries, and list each note, paragraph style, beginning with the appropriate number.

Example:
1. Surveys currently are being conducted in the Chinchaysuyu, Antisuyu, and Cuntisuyu areas of the Cuzco region. The preliminary results of these surveys support the findings presented here.

3.12 References Cited

The format described here is to be used only for ARTICLES, REPORTS, COMMENTS, FORUM manuscripts, and BOOK REVIEW ESSAYS. For the format to be used for REVIEWS, see Section 3.5.

- The reference section begins a new page, under the primary heading References Cited, and must be double-spaced throughout.
- Space is at a premium in the journals, and while citations should be thorough, they should be chosen judiciously. Editors may ask authors to cut references.

- When formatting references cited prior to submitting a manuscript, authors should not attempt to duplicate how references look after they are typeset. Instead, authors should format them as follows. Entries should be flush left with an extra space between each entry. Authorship goes on the first line, followed by a hard return. The second line would be [tab] date [tab] title, etc. The title and remaining text of the reference should be allowed to flow without a hanging indentation as is seen in the typeset version.
- Arrange the parts of each reference in the general order: author(s), date, title (and subtitle if applicable), publisher, location of publisher.
- For name of publisher, do not include "and Company," "Inc.," "Publishers," "Publishing Company," etc.
- Except in the most obvious cases (New York, Los Angeles, Chicago, Boston, Lima, Bogotá, Mexico City, Paris, London [England], etc.), include state name (spell out the state name [use DC for District of Columbia] and do not use the United States Postal Service abbreviations) along with city, and, if necessary, country, of publication. *Exception:* if the state of publication is in the name of the publisher (e.g., University of New Mexico Press), do not repeat the state name after the city of publication.
- All references cited in the text must appear in the References Cited section list (except for personal communications and primary-source materials), and all entries in the list must be cited in the text.
- Alphabetize the references cited section by the last names of authors.
- Use complete first names and middle initials for authors and editors as they appear on the title page of the work. (Use initials only for authors known by initials [e.g., C. S. Lewis].)
- New in 2021: Names beginning with Mac or Mc are alphabetized letter by letter, as they appear.
- Two or more works by the same author or authors should be listed chronologically; two or more by the same author or authors in the same year should be listed in the order they are first referred to in the text and differentiated by lowercase letters following the date (e.g., 1991a, 1991b). An exception is discussed in Subsection 3.4.5 above.
- Use headline-style capitalization for all English language titles, including articles, book chapters, reports, etc. Use sentence-style capitalization for all Spanish language article and book titles (but use headline style for Spanish or other language journal titles). Use appropriate format for other foreign-language titles with respect to capitalization, accents, etc. For titles published in non-Roman alphabets—Chinese, Cyrillic, etc.—give title in Romanized transcription when possible, with English translation of the title following immediately in brackets.
- If a bibliographic compiler (e.g., EndNote) has been used, authors are required to convert the output to plain text before submitting/uploading manuscripts.
- When citing DOIs, it is usually unnecessary to include an access date. However, when citing dataset DOIs (e.g., tDAR, Open Context, figshare, etc.), always include access dates (see examples in subsections below).

Follow the examples given below for arrangement. When in doubt about what to include in a reference, and if no suitable example occurs below, include all information appearing on the title page of the work, and the copyeditor will make the appropriate corrections. Reproduce punctuation and spelling of words in a title exactly, and consult Subsection 3.3.12 for the use of accents in titles.

3.12.1 Book, single author

Joyce, Rosemary
2000 *Gender and Power in Prehispanic Mesoamerica*. University of Texas Press, Austin.

Morales Padrón, Francisco
1971 Historia del descubrimiento y conquista de América. 2nd ed. Editora Nacional, Madrid.

Restall, Matthew
1997 *The Maya World: Yucatec Culture and Society, 1550–1850*. Stanford University Press, Palo Alto, California.

3.12.2 Book, multiple authors

Hampton, David R., Charles E. Summer, and Ross A. Weber
1978 *Organizational Behavior and the Practice of Management*. 3rd ed. Scott Foresman, Glenview, Illinois.

Note: Place only the first author's name in reverse order and always use serial commas when two or more authors are included (up to 10; if more than 10, list first seven followed by et al.). This example also illustrates how to treat a later edition. For ordinal number of edition, use 1st, 2nd, 3rd, etc., with no superscripts, and set off numbered editions with periods. Also note whether an edition is revised or if it is a facsimile edition.

3.12.3 Edited or compiled book (editor or compiler as "author")

Dibble, Charles E. (editor)
1980 [sixteenth century] *Codice Xolotl*. Universidad Autónoma de México, Mexico City.

Singleton, Theresa A. (editor)
1985 *The Archaeology of Slavery and Plantation Life*. Academic Press, Orlando, Florida.

3.12.4 Translated book

Bonavia, Duccio
1985 *Mural Painting in Ancient Peru*. Translated by Patricia J. Lyon. Indiana University Press, Bloomington.

3.12.5 Reissued or reprinted book

When it is desirable to indicate the original publication date of a book together with the reissue or reprint date (see Subsection 3.4.14 above), the following format should be used.

Russell and Erwin Manufacturing Company
1980 [1865] *Illustrated Catalog of American Hardware of the Russell and Erwin Manufacturing Company*. Russell and Erwin Manufacturing Company, New Britain, Connecticut. 1980 facsimile ed. Association for Preservation Technology, Ottawa.

Note: Corresponding citation in the text would be: (Russell and Erwin 1980 [1865]).

In cases where a century or less separates the original date of publication from the reprint or reissue date, use this format:

Densmore, Frances
1970 *Chippewa Customs*. Reprinted. Ross and Haines, Minneapolis. Originally published 1929, Bulletin No. 86, Bureau of American Ethnology, Smithsonian Institution, Washington, DC.

Note: The corresponding text citation would be (Densmore 1970).

3.12.6 Book or other item, no author

SCS Engineers
1986 *A Survey of Household Hazardous Waste and Related Collection Programs*. SCS Engineers, Reston, Virginia.

Secretaría de Programación y Presupuesto (SPP)
1981 *Carta edafológica*. Thematic map, 1:1,000,000. SPP. Mexico City.

US Government Printing Office
1967 *Style Manual*. US Government Printing Office, Washington, DC.

3.12.7 Multivolume set

Biggar, Henry P. (editor)
1929 *The Works of Samuel de Champlain*, Vol. 3. Champlain Society, Toronto.

Thwaites, Reuben G. (editor)
1896–1901 *The Jesuit Relations and Allied Documents*. 73 vols. Burrows Brothers, Cleveland, Ohio.

Beals, Ralph L., and Joseph A. Hester Jr.
1974 *Indian Land Use and Occupancy in California*. 3 vols. Garland, New York.

Note: The name of the set is italicized, and the volume number follows, set off by a comma, to specify reference to a single volume. The reference must be unequivocal about whether a particular volume or the entire set is referenced, and which volume in each case. See Subsection 3.4.10 for citation format for single volumes when more than one is cited.

3.12.8 Titled volume/monograph in a series

Thomas, David H.
1983 *The Archaeology of Monitor Valley: 2. Gatecliff Shelter*. Anthropological Papers Vol. 59, No. 1. American Museum of Natural History, New York.

Hack, John T.
1942 *Prehistoric Coal Mining in the Jeddito Valley, Arizona*. Papers of the Peabody Museum of American Archaeology and Ethnology Vol. 35, Pt. 2. Harvard University, Cambridge, Massachusetts.

Madsen, David B., and James F. O'Connell (editors)
1982 *Man and Environment in the Great Basin*. SAA Papers No. 2. Society for American Archaeology, Washington, DC.

Parsons, Jeffrey R.
1971 *Prehistoric Settlement Patterns in the Texcoco Region, Mexico*. Memoirs No. 3. Museum of Anthropology, University of Michigan, Ann Arbor.

Note: Italicize the title of the volume/monograph and list the series name, publisher, and place of publication in the format given above. Note that in the first two examples no comma precedes "Vol." because these examples are not volumes in the true sense (as in Subsection 3.12.7 above), but rather are distinct numbered monographs in a series (not a set).

3.12.9 Article in a journal

Ashmore, Wendy
1991 Site-Planning Principles and Concepts of Directionality among the Ancient Maya. *Latin American Antiquity* 2:199–226.

Note: Issue number is not used when the journal is paginated continuously (sequentially paged) throughout the volume (see next example). Note also that all journals employ all digits in page references. List all authors (up to 10; if more than 10, list first seven followed by et al.)

Barile, Kerri S.
2004 Race, the National Register, and Cultural Resource Management: Creating an Historic Context for Postbellum Sites. *Historical Archaeology* 38(1):90–100.

Note: If each issue of a journal begins with page 1, the issue number must be included, in parentheses, following the volume number.

Prieto-Olavarría, Cristina, Horacio Chiavazza, and Brigida Castro de Machuca
2020 Cerámica híbrida, huarpes y etnogénesis en una ciudad colonial meridional (Mendoza, Argentina). *Latin American Antiquity* 31:458–476.

3.12.10 Article, group author

Royal Society Conference of Editors
1968 Metrification in Scientific Journals. *American Scientist* 56:159–164.

3.12.11 Article in a magazine, no author

The Indian Homeland
1991 *US News and World Report*, July 8:27–28.

Note: Discount the initial article when alphabetizing. For an authored article in a magazine, follow the format for an article in a journal, but use the date, month, and page numbers as specified here. This format also applies to encyclopedia entries that lack an author; authored encyclopedia entries can be treated as chapters in an edited volume.

3.12.12 Item in a newspaper

When nonauthored items appear:

Weekly Missouri Courier (WMC) [Palmyra, Missouri]
1838 [short description of what is being cited, e.g., "Advertisement placed by J. H. and A. A. Stirman."] 7 July:[page numbers, if paginated]. Palmyra, Missouri.

When authored items appear:

Noble, John W.
2002 When Humans Became Human. *New York Times*, February 26:D1, D5. New York.
or
Noble, John W.
2002 When Humans Became Human. *New York Times*, February 26. *https://www.nytimes.com/2002/02/26/science/when-humans-became-human.html*, accessed May 26, 2020.

3.12.13 Chapter in edited book or monograph

Manzanilla, Linda
1999 The Emergence of Complex Urban Societies in Central Mexico: The Case of Teotihuacan. In *Archaeology in Latin America*, edited by Gustavo G. Politis and Benjamin Alberti, pp. 93–129. Routledge, London.

Note: Multiple editors are listed in full (up to 10; if more than 10, list first seven followed by et al.).

Sánchez, Luís Alberto
2000 Panamá: Arqueología y evolución cultural. In *Artes de América Central en las colecciones del Museo Barbier-Mueller de Barcelona: Nicaragua, Costa Rica, y*

Panamá, edited by Michael J. Snarskis, Silvia Salgado González, and Luís Alberto Sánchez, pp. 115–145. Museo Barbier-Mueller Art Precolombí, Barcelona.

Bartel, Brad
1985 Comparative Historical Archaeology and Archaeological Theory. In *Comparative Studies in the Archaeology of Colonialism*, edited by Stephen L. Dyson, pp. 8–37. BAR International Series 233. British Archaeological Reports, Oxford.

3.12.14 Chapter in edited volume in a series

Weaver, Sally M.
1978 Six Nations of the Grand River, Ontario. In *Northeast*, edited by Bruce G. Trigger, pp. 525–536. Handbook of North American Indians, Vol. 15, William C. Sturtevant, general editor. Smithsonian Institution, Washington, DC.

Note: The same reference format is used for articles in the Handbook of Middle American Indians and the Handbook of South American Indians.

Kohl, Philip L.
1987 The Use and Abuse of World Systems Theory: The Case of the Pristine West Asian State. In *Advances in Archaeological Method and Theory*, Vol. 11, edited by Michael B. Schiffer, pp. 1–35. Academic Press, San Diego.

Note: When the volumes are individually titled, the volume title is italicized; otherwise, the series name is italicized. The editor's name follows the volume title or series name and volume number and is followed by the inclusive page numbers.

3.12.15 Article in conference proceedings, transactions, or annual reports series

Gruhn, Ruth, and Alan L. Bryan
1977 Los Tapiales: A Paleoindian Site in the Guatemalan Highlands. *Proceedings of the American Philosophical Society* 121:235–273. Philadelphia, Pennsylvania.

3.12.16 Paper presented at a meeting

Odewale, Alicia
2017 Digging in Our Mothers' Gardens: Unearthing Formations of Black Womanhood. Paper presented at the 50th Annual Meeting of the Society for Historical Archaeology, Dallas, Texas.

Note: Written permission from the author(s) of a presented paper must be obtained before it may be cited. Use Arabic numerals for the number of the conference, congress, etc., as is used in the name, and be sure to include the location.

3.12.17 A book review

Potter, Parker B., Jr.
1992 Review of *Reading Material Culture: Structuralism, Hermeneutics, and Post-Structuralism*, edited by Christopher Tilley. *American Antiquity* 57:556–557.

3.12.18 Contract and proprietary reports

Use the following format only for reports that are not published as a part of any series. When a series is identified (e.g., Archaeological Series, Arizona State Museum; Research Series, Arkansas Archeological Survey), follow the format for volumes/monographs in a series given in Subsections 3.12.8 and 3.12.14 above. Otherwise, cite by author(s), editor(s), or compilers, as appropriate; date of completion or submission; and title. Follow that with the name of the institution through which the report was prepared, and then the "client" that paid for the report (e.g., agency, institution, or other client). Occasionally these will be the same; if so, indicate that clearly. Contract numbers should be given when available, and National Technical Information Service (NTIS) numbers when appropriate. In an effort to alleviate the problem of nonavailability of "gray" literature, indicate where copies may be obtained. Cite only materials that are publicly available. Authors should make special efforts to obtain all the listed information for their citations, even when some is not given in the publication.

Archaeological Services Inc.
2012 *The Archaeology of the Mantle Site (AlGt-334): Report on the Stage 3-4 Mitigative Excavation of Part of Lot 22, Concession 9, Town of Whitchurch-Stouffville, Regional Municipality of York, Ontario*. Report on file at the Ontario Ministry of Culture, Tourism and Sport, Toronto.

Matternes, Hugh B., Valerie Davis, Julie Coco, Staci Richey, and Sarah Lowry
2012 *Hold Your Light on Canaan's Shore: A Historical and Archaeological Investigation of the Avondale Burial Place (9BI164), Volume I: Report of Investigation*. Submitted to Georgia Department of Transportation, Contract No. TOOELENV060077. Copies available from New South Associates, Stone Mountain, Georgia.

3.12.19 Dissertation or thesis

If you consult a dissertation or thesis, use the following examples to determine the appropriate format. *Note:* For a Master's thesis, use the designation "Master's thesis" in place of "PhD dissertation."

For dissertations or theses not accessible through University Microfilms or a service such as Proquest, use the following format (if you access a dissertation or thesis online, cite as you would any electronic document and include the URL in the reference).

Author
Year Title. PhD dissertation, Name of Department (e.g., Department of Anthropology), Name of University, Location of University.

Marek-Martinez, Ora Viola
2016 Archaeology For, By, and With the Navajo People: The Nihookáá Dine'é' Bila' Ashdla'ii Way. PhD dissertation, Department of Anthropology, University of California, Berkeley.

For dissertations or theses accessed through University Microfilms or a service such as Proquest, examples could include:

Dungan, Katherine Ann
2015 Religious Architecture and Borderland Histories: Great Kivas in the Prehispanic Southwest, 1000 to 1400 CE. PhD dissertation, Department of Anthropology, University of Arizona, Tucson. Proquest (ATT 3746452).

Moore, Jerry D.
1985 Household Economics and Political Integration: The Lower Class of the Chimu Empire. PhD dissertation, Department of Anthropology, University of California, Santa Barbara. University Microfilms, Ann Arbor, Michigan.

3.12.20 In-press manuscript (article or book)

These formats should be used only if a manuscript has been accepted for publication. *Note:* Material submitted but not yet accepted for publication (i.e., still under consideration) should be referenced in manuscript form (see Subsection 3.12.21).

Fisher, Chelsea
2021 Walking Rural at Tzacauil. *Ancient Mesoamerica*, in press.

Hare, Timothy, and Marilyn Masson
2021 Walking through the Urban Maze of Mayapán. In *Maya Urbanism*, edited by Damien Marken and Charlotte Arnauld, in press. University Press of Florida, Gainesville.

Note: Use this format when it is certain that the item will be published in the year cited.

If articles are available online before they are in print (e.g., FirstView at Cambridge University Press), please include DOI number.

Birch, Jennifer, Sturt W. Manning, Samantha Sanft, and Megan Anne Conger
2021 Refined Radiocarbon Chronologies for Northern Iroquoian Site Sequences: Implications for Coalescence, Conflict, and the Reception of European Goods. *American Antiquity*, in press. DOI:10.1017/aaq.2020.73.

Chirinos Ogata, Patricia, and Daniel Saucedo Segami
2020 Towards an Archaeology of the Japanese Diaspora in Peru. *International Journal of Historical Archaeology*, in press. DOI:10.1007/s10761-020-00562-8.

3.12.21 Unpublished manuscript

Unpublished manuscripts should be cited sparingly and require written permission from the author(s), or in cases where materials are held by a repository, permission from the repository. Cite the year in which the manuscript was written. Never use "n.d." If a date is not available, give a best estimate (e.g., ca. 1962, ca. 1970s). All updates should be furnished as available (i.e., if an unpublished manuscript is accepted for publication).

If you are referencing your own unpublished material, or a copy of someone else's unpublished material that is in your possession, give complete information about where a copy may be obtained, including, for example, university department name, university and city branch if more than one, and city and state names if they cannot be determined from university name.

Note: It is not acceptable to use the format "Ms. in possession of author."

Kent, Susan
1992 The Organization of Storage Areas: A Cross-Cultural Perspective. Manuscript on file, Anthropology Program, Old Dominion University, Norfolk, Virginia.

If you are referencing materials such as field notes, reports, etc., that are on file in a repository, consider the following examples:

Borchers, Perry E. (supervisor)
1971–1975 Restoration Drawings of the Pueblo of Walpi *and* The Pueblo of Walpi at the Southwestern End of the First Mesa, Hopi Reservation, Arizona. Drawings on file, Historic American Buildings Survey, National Park Service, Washington, DC.

Wagner, G. N.
1990 Autopsy Protocol for Walter Weir. Manuscript on file, Office of the Armed Forces Medical Examiner, Armed Forces Institute of Pathology. Washington, DC.

Note: If the material is untitled, give it a brief description (write with sentence-style capitalization).

Dellinger, Samuel C.
1932 Original unpublished field notes from the Ozark bluff shelters. Manuscript on file, University of Arkansas Museum, Fayetteville.

3.12.22 Web pages, electronic documents, blogs, and social media

Use the following format to reference web pages and electronic documents:

Glascock, Michael D.
2001 Archaeometry Laboratory at MURR. Electronic document, http://archaeometry.missouri.edu/index.html, accessed April 12, 2016.

Northwest Research Obsidian Studies Laboratory
2001 XRF Information. Electronic document, http://www.obsidianlab.com, accessed April 12, 2010.

AITC (@AITC_DC)
2017 "Take a peek behind the scene of AITC." Twitter, December 6, 5:45 a.m. https://twitter.com/AITC_DC/status/938403987585486848, accessed January 26, 2018.

Iowa Archaeology (iowaarchaeology)
2016 "Hey, #iowacity! Someone sent word that there's a rattata hanging out near the OSA. See if you can catch it!" Instagram, July 16. https://www.instagram.com/p/BH77qgpBUI9/?taken-at=550586378, accessed August 4 7, 2016.

Miller, Sarah
2018 "Great day at the Capitol supporting Florida Archaeology! See you all next year:)" Facebook, January 29. https://www.facebook.com/semiller88/posts/10156307465918606?pnref=story, accessed January 30, 2018.

Society for Black Archaeology
2020 Archaeology in the Time of Black Lives Matter. *Vimeo*, June 25. Columbia Center for Archaeology. https://vimeo.com/433155008, accessed December 15, 2020.

Supernant, Kisha
2017 On Canada 150. *Metis Archaeologist* (blog), June 30. https://metisarchaeologist.wordpress.com/, accessed December 7, 2020.

Danforth, Mike, and Ian Chillag
2015 F-Bombs, Chicken, and Exclamation Points. *How to Do Everything* (podcast), April 15. http://www.npr.org/podcasts/510303/how-to-do-everything, accessed May 18, 2020.

3.12.23 Article published online

If there is also a print version and page numbers are known:

Hamilakis, Yannis
2003 Iraq, Stewardship, and "The Record": An Ethical Crisis for Archaeology. *Public Archaeology* 3(2):104–111. DOI:10.1179/pua.2003.3.2.104.

If online publication precedes print publication and page numbers are unknown:

Chirinos Ogata, Patricia, and Daniel Saucedo Segami
2020 Towards an Archaeology of the Japanese Diaspora in Peru. *International Journal of Historical Archaeology*, in press. DOI:10.1007/s10761-020-00562-8.

3.12.24 Item in institutional repository

White, Elizabeth Jane Bridges
2015 Beyond Empire: Vijayanagara Imperialism and the Emergence of the Keladi-Ikkeri Nayaka State, 1499–1763 C.E. Deep Blue. http://hdl.handle.net/2027.42/111540, accessed November 11, 2015.

In this example, Deep Blue is the name of the University of Michigan institutional open access archive. The archive should be noted.

Note: Use this only if the article/paper is unpublished; otherwise cite the published version so that the author is given credit by citation tracking software.

3.12.25 Born digital

Evans, Tim N. L.
2015 A Reassessment of Archaeological Grey Literature: Semantics and Paradoxes. *Internet Archaeology* 40. DOI:10.11141/ia.40.6.

3.12.26 Datasets

Marwick, Ben
2015 Research Compendium for the 1989 Excavations at Madjebebe Rockshe[l]ter, NT, Australia. *Figshare*. DOI:10.6084/m9.figshare.1297059.v3, accessed February 2, 2017.

Note: The generic format is [author(s) or organization name], [publication year], [title of dataset], [publisher or data repository name], [persistent unique identifier to the online location of the data], [date accessed].

3.13 Online Supplemental Materials

3.13.1 Content and access

Supplementary materials are not edited or typeset, and are published online with the full article in exactly the format supplied by the authors. Supplemental material must contribute substantively to the conclusions of the paper, but this material should not be essential to the article itself, which must stand alone. Editors will have the ultimate responsibility for determining whether the supplement is appropriate and acceptable. We do not encourage submission of references as supplemental material because they will not be linked to the publication and will not contribute toward the citation measures of the papers cited. Examples of materials that may be appropriate to include in supplements:

- Detailed descriptions of materials and methods that would enable other researchers to replicate portions of the study, if desired. Concise descriptions of the methods should be provided in the text, and the author should refer the reader to the supplemental materials—if included—for full descriptions and details.
- Tables too large to be formatted properly on a printed journal page
- Figures that provide additional background information that contributes meaningfully to the conclusions of the paper but may not be necessary in the paper body
- Audio, video, animations, photographs, three-dimensional models
- Transcripts or other materials in the original (non-English) language

Supplemental files are not appropriate for data sharing or archiving. The SAA encourages sharing of data, and recommends that data files (e.g. spreadsheets, databases, shapefiles, etc.) be secured in an accessible digital archive. Code (e.g. OxCal, R, Python, etc.) should be shared through a code-hosting site or archive. The deposited data and code files should be cited in the paper by the DOI that links the reader to the deposited files. Examples of archives suitable for depositing data and code accompanying papers include:

- The Digital Archaeological Record (tDAR)
- Open Context
- Archaeology Data Service (ADS)
- A university library
- Multidisciplinary DOI-issuing data repositories, e.g. dataverse, zenodo, osf, and figshare

The journals will not accept as supplemental material files that precisely identify the location of sites, e.g., with UTM coordinates or other GIS data. Current guidelines provide for citation of online resources.

- Additional examples of citation format for data repositories are provided in Subsection 3.13.7, "Citation and Naming of Supplemental Files."
- Any links provided as supplemental online materials (as opposed to text citations) must have clear indications of persistence. They should (1) be housed and maintained in an institutional archive or other trusted third-party repository, and (2) have clear authorship, titles, dates, and persistent identifiers (e.g., DOIs, ARKs, or persistent URLs). Editors shall make the determination of whether supplemental materials provided via links are properly archived, persistent, and available.

3.13.2 Copyright

Copyright for supplementary materials will be retained by the author or, in the case that copyright is held by a third party, with the copyrighter.

3.13.3 Responsibility for content and format

Editors will assess supplemental materials for appropriateness and relevance. Authors will be responsible for the accuracy and format of supplemental materials. They should therefore ensure that they are clearly and succinctly presented and that the style of terms and format conforms to the rest of the paper. During processing for online publication, SAA staff may apply standard house formatting but the contents will remain unchanged.

3.13.4 Peer review

Supplemental materials will be made available to reviewers and are subject to their evaluation.

3.13.5 File formats

Authors should submit files in standard or widely available formats. The following formats are recommended for different categories of supplemental materials:

- *Text:* Microsoft Word (.doc; preferred)
  PDF (.pdf; NOT preferred, but accepted)

- *Tables:* Microsoft Word (.doc; preferred)
  Microsoft Excel (.xls; preferred)
  PDF (.pdf; NOT preferred, but accepted)

- *Manipulable Databases and Spreadsheets*
  The journals will post manipulable databases and spreadsheets as long as they do not exceed reasonable limits (see Subsection 3.13.6). Authors may also provide links or references to repositories such as *The Digital Archaeological Record* (tDAR), *Open Context*, the *Archaeology Data Service* (ADS), or a university library.

- *Graphics:* TIFF (.tif; preferred)
  EPS (Encapsulated PostScript; .eps; preferred)
  JPEG (.jpg; NOT preferred, but accepted)

- *Audio:* MP3 (.mp3)

- *Video:* AVI (.avi)
  Quicktime (.mov)
  MPEG-4 (.mp4)
  MPEG-2 (.mpg)

- *Animations and panoramic photos:* Adobe Flash VR (.swf)

3.13.6 File size and number

- The journals strongly prefer to accept no more than 10 files as supplemental materials.
- For reasons of accessibility and ease of download, individual text, table, and image files should not exceed 10 MB.
- Sound/movie files should not exceed 30 MB.
- Total size of all files submitted as supplemental materials should not exceed 100 MB.
- Authors may request an exception for the size and number of individual files from the editor.

3.13.7 Citation and naming of supplemental files

- All supplemental material must be clearly identified at an appropriate place in the text of the article or report using the following convention, for example: (Supplemental Table 1), (Supplemental Figure 3), (Supplemental Video 1), etc.
- Files submitted as supplemental material must be clearly labeled as such by inserting "Supplemental" at the beginning of the file name (e.g., Supplemental_Figure_1.tif).
- Databases, images, or other materials not hosted by Cambridge University Press (Cambridge Core) should be cited in the text of the article and the reference provided in the References Cited section. References must include the author or creator of the document; the date of creation or last revision (if neither is available, use the access date);

title of the document or description of the database; name of the online repository; Digital Object Identifier (DOI) and/or Uniform Resource Locator (URL); and date of access.

Examples:

McManamon, Francis P.
2011 The Archaeology of Kennewick Man. Electronic document, The Digital Archaeological Record (tDAR), http://core.tdar.org/project/6325, accessed August 30, 2013.

Engelbrecht, William
2011 Whitford Site Ceramic Data. Electronic database, The Digital Archaeological Record (tDAR), http://core.tdar.org/dataset/373125. DOI:10.6067/XCV81R6P16, accessed August 27, 2012.

Palmisano, Alessio
2012 Diachronic and Spatial Distribution of Khabur Ware in the Early Second Millennium BC. *Journal of Open Archaeology Data* 1(2). DOI:10.5334/4f8d6ed49bd54, accessed August 23, 2013.

Parker, Bradley, and Peter Cobb
2012 Kenan Tepe: Digital Data and Media. Bradley Parker and Peter Cobb (Eds.). Open Context, http://opencontext.org/projects/3DE4CD9C-259E-4C14-9B03-8B10454BA66E. DOI:10.6078/M7H41PBJ, accessed August 23, 2013.

3.13.8 References

Include relevant references within each supplemental file.

3.14 Additional References for Authors

Larousse Editorial
2008 *Vox New College Spanish and English Dictionary*. 2nd ed. McGraw Hill, New York.

Merriam-Webster
2001 *Webster's Third New International Dictionary, Unabridged*. Rev. ed. Merriam-Webster, Springfield, Massachusetts. (For word usage not found in the *Merriam-Webster's Collegiate Dictionary*, 11th ed.)
2014 *Merriam-Webster's Collegiate Dictionary*. 11th ed. Merriam-Webster, Springfield, Massachusetts. (The authority for spelling in the SAA's journals.)

Real Academia Española
1992 *Diccionario de la lengua española*, Vigésima primera edición. 2 vols. Editorial Espasa Calpe, S.A., Madrid. Also available online: http://dle.rae.es/?w=diccionario.

University of Chicago Press
2017 *The Chicago Manual of Style*. 17th ed. University of Chicago Press, Chicago.

4.0 SUMMARY OF FILE TYPES AND NAMES

Files	Suggested File Names	Style Guide Section Numbers	*Advances in Archaeological Practice* (AAP)	*Latin American Antiquity* (LAQ)	*American Antiquity* (AAQ)
Title Page	[title keyword] Title.doc)	3.2.1	For *AAP* should be submitted after paper goes through first round of peer review.	Include in the manuscript body, upload directly into Editorial Manager software.	
Abstract and Keywords (English)		3.2.2	Do not upload separately; these are loaded directly into Editorial Manager software. Abstract must be 200 words or less.	Include in the manuscript body, upload directly into Editorial Manager software as well. Abstract must be 200 words or less.	
Abstract and Keywords (Spanish, French, or Portuguese)	[title keyword] Spanish.doc)	3.2.2	Upload separately. Can be submitted after paper goes through first round of peer review.	Include in the manuscript body. Can be submitted after paper goes through first round of peer review, unless Spanish or Portuguese is the primary language of the article.	Include in the manuscript body. Can be submitted after paper goes through first round of peer review.
Data Availability Statement	[title keyword] DAS.doc)	1.7, 3.9	Upload separately. Prepare for double blind peer review in first draft.	Include with manuscript body and included in word count.	
Manuscript Body	[title keyword] text.doc)	1.0, 1.1, 3.3	6,000 words for research papers, 3,500 words for how-to articles inclusive of notes, figure captions, and acknowledgments.	10,000 words for articles, 3,000 words for reports, inclusive of abstracts, data availability statement, notes, figure captions, acknowledgments, table text, and references cited.	10,000 words for articles, 3,000 words for reports, inclusive of abstracts, data availability statement, notes, figure captions, acknowledgments, table text, and references cited.
List of Figures/Captions		3.7.4	Include at the end of the manuscript body. This is included in the word count.		
Figures	[title keyword] Fig1.tif)	1.1.2, 3.7	.tiff, .eps, .jpg preferred; .pdf accepted. Files must be at least 300 dpi. Maximum files size for upload in Editorial Manger is 15 MB. If the file is larger, please contact the editor. See Cambridge University Press for more guidance: http://journals.cambridge.org/action/stream?pageId=7848&level=2&menu=Authors&pageId=3608		
Tables	[title keyword] Tab1.xls)	1.1.3, 3.6	.xls or .doc preferred. Submit each file individually with Table Number included. Include titles on tables.		
Acknowledgments		3.8	Include with manuscript body and included in word count. This section should be omitted until paper completes peer review.	Include in manuscript body and included in word count.	
Notes		3.11	Endnotes format, included with the manuscript after body of text, and included in the set word count limits for the journal.		
References Cited	[title keyword] Refs.doc)	3.12	Upload separately.	Include in manuscript body and included in word count.	
Supplemental Materials	[title keyword] Supp1.mps)	3.13	Uploaded separately from manuscript body. Tables, Figures, and Text go in separate files. This material will go the peer reviewers but will not be formatted by production team. Review the style guide for commonly accepted file types.		
Note: Files are standard word processing types unless otherwise indicated.					