australian ARCHAEOLOGY

The official journal of the Australian Archaeological Association Inc.

Style Sheet for *Australian Archaeology*[1]

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This style sheet has been developed to assist authors preparing a manuscript for submission to the peer-reviewed journal *Australian Archaeology* (AA). In general, AA follows the conventions outlined in the *Australian Government Style Manual* (2002, 6th ed.). Authors are referred to this manual for any conventions not explicitly covered in this style sheet. For all spelling queries outside those listed herein refer to the *Oxford English Dictionary.*

Contributions are accepted in seven sections:

- Articles (5000–8000 words, text including references);
- Short Reports (1000–1500 words, text without references);
- Forum Pieces (3000–8000 words) [in addition to 'Comments' from Invited Authors (1000 words) and Response from Forum Piece Author(s) (1000 words)];
- Obituaries (500–2000 words), usually invited by the Editorial Team;
- Thesis Abstracts (200–500 words) [now published on-line only];
- Book Reviews (500–2000 words), which are assigned by the Editorial Team only;
- Backfill (which includes letters, conference details, announcements and other material of interest to members).

1. Preparing the manuscript

1.1 Editorial address for submitting your manuscript

Your manuscript must be submitted through the Taylor and Francis Editorial Manager at http://www.edmgr.com/raaa/default.aspx
Here, you can select your role as "author", then follow the instructions.

Queries, such as whether your proposed article is appropriate for our journal, or any other concerns may be sent to the Editorial Team at
- <journal@australianarchaeology.com>

1.2 File format

Use MS Word with either extension *.doc or *.docx. Do NOT send or submit a pdf.

2. Layout

2.1 Page layout

If your manuscript is accepted for publication in AA, the final page layout will be done by the publishers at Taylor and Francis, so please restrict unduly manipulating the preliminary layout.

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[1] The editors of *Australian Archaeology* reserve the right to change these guidelines at any time.

- Do not hyphenate words at the end of a line to improve spacing;
- Do not indent, centre or justify your text;
- Do not insert spacing before or after lines;
- Do not use headers or footers (except to include a page number in the bottom right corner of each page);
- Do not insert your name in any header or footers, or as the 'Author' of the page—this assists us in ensuring a blind review process. The editors will remove author names and contact details from the start of the manuscript (Section 3.1) before we send the manuscript out to review;
- Do not indent paragraphs, but do leave a single blank line between paragraphs;
- Do use 'page breaks' (rather than a series of 'enters' to start the reference list on a new page; and,

2.2 Margins, spacing and font

Please use the following standard values:
- <u>Page size</u>: A4
- <u>Margins</u>: use 2.5 cm for top, bottom, left and right margins
- <u>Line spacing</u>: 1 (including acknowledgements, reference list and captions)
- <u>Font text</u>: 12 pt (see also section 3.10)
- <u>Preferred font</u>: Times New Roman, Calibri, Arial, Arial Narrow or Helvetica (use only one)
- Use the same font for tables, words on figures and their captions

3. Content

3.1 Preliminary details for Article/Comment/Short Report/Book Review/Obituary

Follow the instructions in the Editorial Manager. You will be asked for the following.
- Submission type (i.e. article/comment/short report/book review [invited]/obituary);
- Title of the submission;
- Author's name; if you are new to the system, you will be asked to provide further details. You would normally start with the name of the corresponding author. Here is where you will also add the names of all other authors.
- Funding information;
- An abstract;
- Keywords, between one and five;
- Classifications – choose from a drop-down list of geographical, chronological and substantive possibilities.
- Additional information – a long list will appear. Note that the second question "Are you willing to pay the journal's fee for colour print reproduction?" should be answered N/A; this does not apply to *AA*. Please note also that if you confirm that "all the research meets the ethical guidelines, including adherence to the legal requirements of the study country", it means that you are bound by the Code of Ethics of the Australian Archaeological Association.
- Any comments (or queries) you wish to make to the Editorial Team;
- Oppose reviewers: you may suggest here any potential referees you would prefer not to assess your paper.
- Region of origin; this seems to mean the country of your formal affiliation.

- You will then be asked to attach your files.
- You need to have an anonymous version for reviewers, and a version with author's/authors' details. Please consider carefully such items as figure captions and acknowledgements where your identity/identities might be revealed.
- You will be asked to upload figures, plans and tables separately. Please also ensure that **low resolution** versions of these are included in your anonymous copy of the text in the place where you want them to be in the final version.

3.1.1 Thesis Abstracts

Thesis abstracts are not submitted through the Editorial Manager, but should be sent direct to the Editorial Team at journal@australianarchaeology.com They must include the following information; if not, the author will be requested to provide them.

- Thesis title;
- Thesis author name;
- The Department/School and University where the thesis was completed;
- The thesis type - which typically would be one of the following: PhD, MA (research), Master of Archaeology, Master of CHM, Grad Dip Archaeology, Grad Dip CHM, BA(Hons), BArch (Hons), BSc(Hons) or other (if latter please specify);
- Thesis author email address;
- Month and year of submission;
- URL for online link to thesis if available
- One relevant illustration (photograph, map, plan, chart etc).

3.2 Headings
- Do not use more than three heading levels. (**Level 1: Bold**; *Level 2: Bold and italics*; *Level 3: Italics*).
- Do not number your headings (unlike this style guide!).
- If your title or sub-title includes a colon, do not enter a return after the colon.
- The title should use lower case after the initial capital, and lower case after a colon. For example:
  'Learning about landscape: archaeology of water management in colonial Victoria'.
- The main words in all headings within the manuscript should be capitalised.

3.3 Punctuation
- Use a single (not double) space after a period.
- Use single quotation marks for all quotes (except in the case of block quotations, see Section 3.7).
- Ellipses (used to denote missing words or text in a direct quote) are always preceded and followed by a space ('xxxx … xxxx').
- Do not italicise 'et al.', 'vice versa', 'in situ', 'per se', 'contra'.
- If using a single word contraction, the rule to follow is that if the final letter of the contraction is different from the final letter of the full word then a full stop is required, and if the final letter of the contraction is the same as the final letter of the full word then a full stop is not required (e.g. ed. for editor, eds for editors).
- Aboriginal, Aborigine and Indigenous are always capitalised.
- Always insert a space between a measurement and the unit of measurement, except for

temperature and percentages. For example, 16 cm, 5 km, 4 µm, 17% and 16°C. Lower case 'x' may be used in giving dimensions e.g. 90 cm x 50 cm
- Use 'e.g.' and 'i.e.' and 'etc.'; 'cf.' is acceptable when you are making a comparison, but if you just wish to draw attention to, verify, or justify something, 'see' is preferable.
- Use 'c.' for *circa*, meaning 'about', with respect to dating or other numerical quantities.
- The formal title of any legislative Act or Ordinance that is cited in a manuscript should be italicised (including the year); a comma should not precede the year e.g. *Aboriginal Heritage Act 1972* (WA).
- If necessary, the jurisdiction of the legislation should be placed after the date, abbreviated, in parentheses and in roman type i.e. '… the *Native Title Act 1993* (Cwlth)'.
- It is not necessary to list legislative Acts or Ordinances in the reference list.
- If an entire sentence is within parentheses, the punctuation (i.e. the full stop to denote the end of the sentence) should also be within the parentheses.
- Try and avoid multiple parentheses. (If this is unavoidable [as in certain cases requiring double {and in extreme cases triple} brackets], then follow this example.)
- Angle brackets (i.e. < >) should be used to enclose email and web addresses.
- Scientific (Linnaean names) should always be italicised (e.g. *Triodia pungens*).
- When a genus name is repeated, it can be abbreviated to the first letter (capitalised and with a full stop) on subsequent mentions (e.g. *T. pungens*). Specific names should never appear without a Generic name or capital letter of such.
- Common names of plants or animals should only be capitalised if they contain proper names (e.g. red-back spider, Norfolk Island pine, Sturt Desert pea, Bennett's wallaby).
- This also applies to artefact names, e.g. elouera, tula adze, Bondi point, Kimberley point).
- The names of chemicals and their compounds should not be capitalised unless they commence a sentence (e.g. iodine, hydrofluoric acid etc.).

3.4 Terminology
- Try and avoid terms like 'ethnographic' (unless referring to the writings of professional anthropologists), 'ethnohistoric' and 'ethnoarchaeological'. Usually the terms 'historical observations', 'historical records' or 'recent observations' are more appropriate.

3.5 English usage
- In English, the infinitive form of a verb looks like this: 'to dig', 'to discuss', etc. A *split infinitive* is created by placing an adverb or adverbial phrase between the 'to' and the verb—for example, to boldly go, to casually walk, to gently push. While this construction is commonly used, it is grammatically problematic and should be avoided.
- 'However' should not be used as a conjunction; if you can say 'but', you should not use 'however'.
- 'Likely' is not, in Australian English, an adverb; it is an adjective. It should only be used in reference to a noun, not a verb. For example, 'this is a likely spot to dig' is correct; 'this site likely dates to the Pleistocene' is INcorrect. The correct word in the latter instance is 'probably'.

3.6 Spelling conventions, abbreviations and compound words
- Use English spelling wherever possible (e.g. 'ise' not 'ize, 'colour' not 'color' etc.).

- Using 'a' or 'an' should be done on the basis of the first sound of the following word. If this is a vowel sound (regardless of whether the first letter is a vowel or not), then 'an' should be used (e.g. 'an elephant', 'an hour', 'an honour'). If the following word starts with a consonant sound, 'a' should be used (e.g. 'a helicopter', 'a hotel', 'a union').
- Avoid contractions such as 'don't' or 'it's'.
- The followed shortened forms should be used for Australian states and territories in addresses:
  NSW   Vic.   Qld   WA   SA   Tas.   ACT   NT
- Use XU for excavation unit and SU for stratigraphic unit, but always spell it out in the first instance. This applies to all such acronyms, including LGM for Last Glacial Maximum, CSAR for Centre for Stone Artefact Research, and so on.

Use the following spelling and capitalisation conventions (remember always to start a sentence with a capital):

ad hoc	cost-effective
age estimate	counter-intuitive
age range	Country (as in TOs)
anon.	co-workers
artefact	co-writing
artwork	creek-bed
	creek-line
backfill	cross-cultural
back issue	cross-cut
baler shell	cross-institutional
baseline	cross-section
beach-ridge	cut-mark
bedload	
block fall	database
book-length	dataset
bookshelf	deflesh
broad-brush	desktop
broad-scale	dilly-bag
	dingos
cellblock	drill-hole
Central Australia	drip-line
central Queensland	downsize
chronostratigraphic	dune field
city-states	
cliff-line	earthenware
co-associated	edge-ground
co-dominant	edge-rounding
co-edited	elders
co-existence	*en masse*
co-locate	
colonisation	federal government
commonplace	Federation (when talking about the Federation
contra	of Australian states)
co-operation	fenceline
co-ordinate(s)	fencepost
coordinator	field notes

field-processing
field-school
field-trip
field-work
film-maker
fine-grained
finer-grained
fish-curing
fish trap
fish hook
flatware
flint-knapper
flint-knapping
flowchart
focused
focuses
focusing
foothill(s)
footslope
fore dune
free-of-charge
free-text
freshwater
full-text
full-time

goldfield(s)
gold miner
gold mining
gold-rush
grindstone
ground-penetrating radar
ground-edge
ground-stone
ground-truth
ground-water

half-day
halfway
hammerstone
handaxe
handcrafted
hand-held
handmade
hand stencil(s)
handwritten
heat treated
High Water Mark
high ranked
high tide
hillslope

Holocene
human-environment
hunter gatherer

Ice Age
Indigenous
in-class
in-depth
infilled
inshore
in situ
interbedded
interclass
interdisciplinary
interface
intergroup
interisland
internet
inter-related
inter-relationship
inter-regional
intersite
intertidal
intragroup
intrasite
itemise

king tide

labelling
land-bridge
land-use
large-scale
Last Glacial Maximum
late Holocene
late Pleistocene
late Quaternary
levelling
lifetime
limewash
little-known
long distance
long-lasting
long-standing
long-term
low-level
low-lying
low ranked
low tide

macrobotanical

macrocharcoal
macrofloral
macroscopic
mail-out
medium-grained
micro-analysis
microcharcoal
micro-erosion
microfossil
micromorphology
microregional
microstructure
microwear
middle class
mid Holocene
midpoint
midway
modeled
modeling
modern-day
multichamber
multicomponent
multiculturalism
multidimensional
multidisciplinary
multifaceted
multifunctional
multilayered
multilingual
multipronged
multipurpose
multiskilled
multivocal
multiwave

Native Mounted Police
Native Title
near-shore
nineteenth century
non-cultural
non-existent
non-human
non-linear
non-secular
no-one
northwest etc.

offshore
off-site
ongoing
online

on-site
on-the-ground
on to
open access
open source
over-predation
over-ran

palaeoclimate
palaeoecological
palaeoenvironment
palaeoflood
palaeointensity
pan-continental
paperbark
passer-by
peer-reviewed
per se
photomicrograph
place-specific
Pleistocene
policy-makers
post-colonial
post-cranial
post-dates
post-dating
post-depositional
post-doctoral
post-glacial
postgraduate
post-hole
post-humously
post-Lapita
post-modern
post-processual
preconceptions
pre-colonial
pre-contact
pre-dating
pre-deceased
pre-determined
pre-existing
pre-extinction
pre-heated
pre-modern
present-day
pre-settlement
pre-treatment
pro-active
program

Quaternary

rainwater
ready-made
re-analyse
reassessment
recognise
redesign
redraw
redressing
re-establish
re-excavate
reflaked
reheat
rehouse
reinterpret
reorganise
reread
rereview
resharpen
resupply
restructure
rethink
reuse
re-evaluate
revegetate
reworked
rewritten
rock art
rock fall
rock holes
rockshelter
roof fall
run-off
run-up

saltwater
sand dune
sand hill
sand plain
sand sheet
scanning electron microscope
scriptwriter
sea-level
seawater
seed-grinding
self-conscious
self-doubt
self-reflexive
self-taught
semi-arid

semi-deciduous
semi-permanent
semi-rural
semi-sedentary
set-up
shoreline
short-term
signaled
sizeable
slope-wash
small-scale
so-called
socio-economic
socio-cultural
socio-linguistic
socio-political
software
sought after
southwest etc.
spatio-temporal
spear point
specialised
state government
steep-edged
step-by-step
stick-nest
stone line
stone tool
stone walls
stoneware
stoneworking
streambed
subadult
subassemblages
subcommittee
subculture
subdiscipline
subfield
subgroup
subheading
subhorizontal
subrounded
subsample
subset
subtheme
subtidal
subtotal
subtropical
sugar-cane

tableware

targeted
teaset
teaware
terra incognita
terra nullius
test-pit
text book
thought-provoking
three-dimensional
three-fold
timeframe
time span
time-tested
tool-kit
tool-making
tool-use
tool stone
trackway
trade-off
traditional owners
twentieth century
two-dimensional
two-fold

under-represented
unidirectional
unretouched
Upper Hunter Valley
use-life
use-wear

voice-over

washway
water flow
waterhole
waterlogged
water-rolled
watertable
waterworn
wave-inundated
wave-rolled
webpage
website
well-bedded
wellbeing
well-developed
well-documented
well-established
well-illustrated
well-known

well-presented
well-protected
well-stratified
well-suited
well-written
Western
waterwheel
wide-range
wide-scale
windblown
working class
workplace
World War II
worldwide

zigzag

Compound Words
-backed
-based
-deep
-directed
-driven
-ended
-enhanced
-fed
-focused
-generated
-grained
-hafted
-high
-known
-like
-long
-making
-most
-rich
-shaped
-sized
-thick
-tipped
-wide
-working
newly-
well-
post-

Words/Phrases to Check
data (plural)
different from (not different to)
evidence for (not evidence of)

inquiry or enquiry   concerned with (not concerned to)
similar to

3.7 Emphasis and non-English words

- Use emphasis sparingly.
- Emphasised words and non-English words not in common usage, including Aboriginal words, should be printed in italics. Use single inverted commas to indicate meanings (e.g. the Dutch verb *lezen* 'to read').
- Aboriginal language group names should be used as proper nouns (e.g. 'Jawoyn' or 'Jawoyn Country'), and not italicised.

3.8 Numbers

1) In text, use words rather than digits for numbers up to nine. For all numbers from 10 upwards, use digits rather than words, except in the following cases.
   a) The sense is intentionally approximate (as in "several thousand of those …).
   b) The number refers to a large amount of money ("$55 million"; "$2.5 billion").
   c) The number comes at the start of a sentence. In this case the number must be written in words, ("Thirty-six per cent of these were" not "36 per cent of these were" or "36% of these were").
2) An exception to this practice applies to percentages less than 10 where it is acceptable to use digits. For example, 3 per cent; and ½ of one per cent.
3) When the word million or billion occurs in continuous text, spell it out in full. In tables, million may be abbreviated to "m" as in: $225.7m. Use commas in numbers, such as 4,000; 10,000; 100,000; 1,000,000. This includes C14 and other dates generally (see section on Reporting Dates).
4) Ranges of numbers should be set
   i) **either** with a dash separating their elements, such as 50–270 kilometres; a range of $5,000–$8,000; in the years 2000–01;
   ii) **or** with words as the separators, as in "…ranging *between* $5,000 *and* $8,000…"; "…varying f*rom* 19.3 *to* 22.6 per cent…".
5) Depending on context, fractions can be written either as numbers or as words:
   i) 0.25 ¼ one-quarter; 0.75 ¾ three-quarters.
6) **Note:** In Australian English, spelling such fractions in words **without** the hyphen is a spelling mistake. The same is true of larger numbers when expressed in words: twenty-three, forty-nine, and so on.
7) **Circa**, meaning approximately and used in referring to approximate dates, should be rendered as c. 1940, c. 9.5 ka etc.

3.9 Footnotes

- We do not encourage the use of footnotes, but if you must use them, use them sparingly.

- Do not use footnotes for referencing, or for information that either should be included in the text, or that could otherwise be left out of the paper. Use footnotes only for essential corollary points that cannot otherwise be made in the text (and refer to previous point above).
- If you do have to use a footnote, ensure you use the 'Insert Footnote' option in the Word 'References' tab, rather than manually inserting a superscript number.

3.10 Quotations

- Quotations shorter than three lines should be incorporated into the main text and signaled by single quotation marks.
- Quotations of four lines or longer (c. 30 words) are referred to as 'block quotations' and should be indented by 1 cm from both the left and right margins; no quotation marks are used in this case. A blank line should be left before and after the block quote. The font size used for a block quote should be 2 points smaller than the font size used for the main text i.e. the main text should be 12 point font and thus the block quotation text should be in 10 point font.
- Editorial interventions in any quote should always be indicated as such by means of square brackets. For example: [sic], [emphasis added].

3.11 Bulleted lists (dot points)

- Capitalise the first word in each dot point;
- If each dot point is a complete sentence, use a full stop to separate each item in the list.
- If any dot point is only a partial sentence, or sentence fragment, use a semi-colon to separate each item in the list.

3.13 Reporting and citing ages/dates

A date is a specific point in time, for example Tuesday the 13th of April. An age is an estimate of the time and is associated with an error, for example 10,000 ± 100 BP.

When using dates derived from text sources, use BC and AD, not BCE and CE. Note that AD comes before the date and BC after, except when using a century name: 3500 BC, AD 1066, tenth century AD.

In all instances where radiometric dating assays are reported for the first time, the following conventions must be observed.

If the assay was first published elsewhere, it is only necessary to cite that reference (with page number[s]). Please ensure that if previously reported radiocarbon ages are used, they are all calibrated against the same calibration curve. It will often be necessary to recalibrate all radiocarbon dates against the current calibration curve. The reference given should therefore include the uncalibrated radiocarbon age, and the calibration procedure needs to be explained in the text.

Years should be abbreviated as "a" and can be prefixed with k. "ka" can refer to both ages and time spans, as in "occupation began at 2 ka; backed pieces occur 2 ka after occupation began". Or of course you may say "occupation began about 2,000 years ago."

Bayesian or other modeled dates must be clearly stated as such, and the full methods and assumptions used to generate them must be explained either in printed text, image or as an online supplement, including model code.

Radiocarbon

Detailed guidelines for reporting radiocarbon ages are given by Millard (2014) and Bayliss (2015). The following should be reported when presenting new radiocarbon dates in *Australian Archaeology*:

- The conventional (uncalibrated) radiocarbon *age estimate*, 1 sigma error term and laboratory code in the format '18,930±50 BP (SANU-38220)';
- The *sample material*, including genus and species where known. State whether the sample was a single entity (e.g. 1 fragment of charcoal, or multiple small fragments).
- The *association* of the sample with the event being dated. Note, this should include full contextual information, sample collection method (e.g. from a sieve or section wall) as well as information such as whether e.g. charcoal was found in a hearth feature, or evidence of butchery was found on the bone.
- The pretreatment and measurement *methods* should be briefly explained or a reference given.
- If known, state whether the date was corrected using an AMS, IRMS or assumed δ^{13}C value. Provide the value if known.
- Provide details to confirm the *quality of the material* dated. For bone collagen this must include the C:N ratio and collagen yield. Additionally, %C and stable isotope values can be useful. For shell, it may include information on the mineralogy of the sample.
- *Calibrated dates* should be provided. Calibrated ages should be presented as a *range*, and must include the 68% and/or 95.4% probability ranges, for example '23,001 – 22,569 cal BP (95.4% probability range)'. Calibrated dates can be rounded, and it would be appropriate to write this age estimate as '23.0 – 22.5 cal kBP'. Calibrated ages do not have a normal or Gaussian distribution, and must not be reported in the form 10,000±100. State the calibration curve and calibration program used, with references. Any corrections made (e.g. marine reservoir correction) should also be reported, with references.

Where more than one date is reported, they should be summarised in a table with all details.

Units
Uncalibrated dates should be given as follows.

- **BP** (Before Present): Defined by convention as meaning "Before AD 1950". It is related to the amount of ^{14}C in the atmosphere, uses the Libby half life of radiocarbon which is known to be incorrect, and contains assumptions about fractionation. Therefore, it is *only* relevant to radiocarbon dates.
- **F^{14}C** ('Fraction ^{14}C): Used for dates falling within the bomb-curve, and can also be particularly useful for samples falling beyond 40 kBP.
- **^{14}C years**: Used when referring to the difference between two uncalibrated dates.

Calibrated years should be given as follows.

- **cal BP**: This is defined as 'calibrated years BP'.
- **cal years:** Used when referring to the difference between two calibrated dates.
- Where the calibrated probability range is discontinuous, either the whole or the discontinuous ranges can be quoted.

The prefix 'k' is used to denote 1000, as in '**kBP**' or '**cal kBP**'.

Luminescence

Publication of luminescence ages should be accompanied by all the necessary information that will allow it to be reproduced in the laboratory by others. This information may be provided in a technical report or it may require the involvement of a luminescence dating expert who can expertly present and interpret the technical data. A useful guide on luminescence dating for the archaeologist was compiled by Duller (2008) and is available for download on the web. Following the guidelines proposed therein, the following should be reported when presenting new luminescence ages in Australian Archaeology:

- The laboratory and/or field code, *age estimate* and error term. Detail whether the age is given against year of measurement (recommended for very young ages) or another datum, and state whether the error term is given at 1 or 2 sigma and if it includes random and/or systematic components. It is recommended that the random-only and combined systematic and random error be reported separately.
- The mineralogy of the *sample* dated (e.g., quartz, potassium-rich feldspar).
- The *association* of the sample with the event dated. This should include method of sample collection, full contextual information including depth below surface.
- The form of the *luminescence signal* measured (TL glow curve or optical decay curve). Include preparation and measurement details for the equivalent dose (D_e) estimate if it deviates from standard practice; if not, then appropriate references should be provided.
- Details should be provided about how individual D_e values were combined (e.g., arithmetic mean, weighted average, minimum value) and why.
- A representative example of a decay and dose response curve(s) should be shown together with the distribution of D_e values if multiple estimates of D_e were obtained. All figures should have accurately labelled axis titles, including unit of measurement (e.g., D_e (Gy) or beta dose rate (Gy/ka)).
- Include preparation and measurement details for calculation of the beta, gamma and cosmic-ray dose rates and internal dose rate for feldspar grains. Also provide

information/references about dose rate conversion and grain size attenuation factors used as well as moisture content measured and used.
- It is good practice to explain what errors associated with the D_e and dose rate values include and how they were calculated and combined.
- A *summary table* should always be included and should contain:
  - The laboratory code;
  - Water content used in calculations of the dose rate;
  - Either the elemental concentrations of U,Th and K, or the alpha, beta and gamma dose rates;
  - The cosmic-ray dose rate and the total dose rate used for calculation of the age;
  - D_e, and if appropriate the number of grains/aliquots measured and rejected or the number of replicate measurements used in calculation of the final D_e or;
  - Overdispersion, if applicable;
  - The age and error estimates of the sample.

Units

Luminescence ages can be given as:

- **a** or **ka**. State the year of measurement or other datum used, particularly if the sample is young.
- There should always be a table where ages are presented together with its error, but ages can in addition be expressed as an age range, for example 1000-1200 years or 1.0-1.2 ka. It should be clear what the range represent (e.g., 1 sigma range, range between midpoint values of two ages).

D**o not use** BP or the prefix 'cal' which refer to radiocarbon ages only.

References

Bayliss, A., 2015. Quality in Bayesian chronological models in archaeology World Archaeology 47 (4), 677-700.
Duller, G A T 2008 Luminescence Dating: guidelines on using luminescence dating in archaeology. Swindon: English Heritage. Available at
http://users.aber.ac.uk/ggd/duller_english_heritage_luminescence_dating.pdf
Millard, A.R., 2014. Conventions for reporting radiocarbon determinations Radiocarbon 56 (2), 555-559.

3.14 Place names
- For Australian place names, find information here: http://www.ga.gov.au/place-names/index.xhtml
- For more detailed advice on the consistent use of place names, see *Guidelines for the*

Consistent Use of Place Names (2001):
< http://www.icsm.gov.au/cgna/11408unb.pdf >.

3.15 Ships' names

- Place the name in double quotation marks - "Leopard 1" (as used in the Law Reports). You do not have to put 'the' before a vessel's name, unless it is part of the name itself. For example, if a ship called "Titan" had entered a port, it is better to say ' "Titan" entered the port ', rather than 'The "Titan" entered the port'.
- Every vessel either has, or can be given, a prefix to identify the type of ship (a list of the most common is provided in the link below).
- Generally you should only use the prefix if it has become part of the recognised name, as with "RMS Titanic".
- For more detailed information see:
http://www.theshippinglawblog.com/2011/02/maritime-style-guide_09.html.

3.16 Tables and figures

- Any graphics (e.g. photographs, plans, maps, drawings, illustrations, graphs) in the manuscript should be referred to as a 'Figure'.
- Every figure and table in the manuscript must be referred to in the body of the manuscript.
- It is **not acceptable** to submit Google earth images as maps to accompany an article. Maps should be submitted as proper artwork that does not impinge copyright.
- As *AA* is printed in full colour, we encourage authors to make judicious use of colour in figures, remembering to aim for clarity and ease of viewing to enhance the reader's understanding, rather than introducing confusion. It is entirely acceptable to continue to use black and white or grayscale for figures such as plans, maps etc., particularly for conveying simple information.
- Since many images will be reduced to fit the column width, please ensure that figures which contain text are drawn at a suitable scale for reduction. This means making sure that the font size on your figures can still be read adequately if reduced to one column width.
- Tables and figures (low resolution if necessary) should be included in the text, approximately where you would wish them to be in the final version, in the anonymous text for reviewers, as well as being uploaded separately on submission. A list of captions should be included, followed by labeled and captioned figures, and then **labeled** and **captioned** tables.
- A full stop should be used at the end of every figure or table caption.
- The photographer must be acknowledged for all figure captions for photographs. For example: 'Figure 1 View of rockshelter ABC (photograph by xxx)', **but not in the anonymous version for reviewers.**

3.16.2 In the final submission

- Figures must be submitted as separate high resolution (at least 600 dpi) TIF, BMP, EPS, AI or JPEG files.
- Tables must be submitted as separate excel (or word) files (if there are multiple tables it is acceptable to include them as separate, clearly labeled worksheets within the one file).

4. REFERENCES

4.1 In-text referencing

- References should be cited in text by author's surname, publication year and page in Harvard style (e.g. Smith 1988:45). Note that there is no space between the colon and the page number.
- For three or more authors 'et al.' (without italics) should be used after the first surname (e.g. David et al. 1994:24).
- If multiple references are cited they should be ordered alphabetically and then by publication year, with authors' names separated by a semicolon (e.g. Appleby 1990:19–25; Childe 1952; David 1988; David and Chant 1995; David et al. 1994, 1999; White and O'Connell 1982:42, 50).
- If you are referring to an author with several contributions in the same year, distinguish them by adding a letter to the year (2001a, 2002b).
- Do not use 'ibid', 'op. cit.' or any other Latin conventions associated with the footnoting system.
- If using a personal communication citation in the body of the manuscript include the person's first and surname, the words 'pers. comm.' and the year, for example, (Ken Mulvaney pers. comm. 2012).

4.2 The reference list

- At the end of your manuscript (before the Captions, Figures and Tables, and after any Acknowledgements) type the references starting on a new page.
- Note that your reference list should be titled 'References' not 'Bibliography'.
- Include all and only those references cited in the paper. Do not cite papers in preparation. Papers may be cited as 'in press' where they have been accepted for publication, in which case a date of acceptance and the journal name should be provided.
- Use a hanging indent for each item in the reference list.
- Do not use a blank line between each item in the reference list.
- For general publication categories the format should follow the examples below. Please pay particular attention to capitalisation, punctuation and spacing. **Submissions that do not conform to these referencing guidelines will be returned to authors for correction.**
- Start a new line for each reference list entry.
- Works should be listed alphabetically by the author's surname, and arranged chronologically when there are two or more publications by the same author. In the case of two or more publications by the same author, editor or team in the same year, distinguish them by adding a letter (2002a, 2002b etc.).
- Ensure an en-dash (–) is used between page numbers, and do not 'drop' numerals in the page range (e.g. 'pp.124–129' not 'pp.124–9').
- For single editor publications, use the contraction 'ed.' with a period following the 'd' (ed.). For multiple editor publications, use the contraction 'eds', with no period following the 's' (eds).
- Note that you must include the issue number where appropriate, as well as the volume number for articles in journals etc.

Journal Articles

Bird, C.F.M. and D. Frankel 1991 Problems in constructing a prehistoric regional sequence: Holocene southeast Australia. *World Archaeology* 23(2):179–192.

Chapters in Books

Craib, J.L. and G.R. Mangold 1999 Storm in a test pit: effects of cyclonic storms on coastal archaeological sites in western Micronesia. In J. Hall and I.J. McNiven (eds), *Australian Coastal archaeology*, pp.299–306. Research Papers in Archaeology and Natural History 31. Canberra: ANH Publications, Department of Archaeology and Natural History, Research School of Pacific and Asian Studies, The Australian National University.

Authored Books

Lourandos, H. 1997 *Continent of hunter-gatherers: new perspectives in Australian prehistory*. Cambridge: Cambridge University Press.

Edited Books

Hall, J. and I.J. McNiven (eds) *Australian coastal archaeology*. Research Papers in Archaeology and Natural History 31. Canberra: ANH Publications, Department of Archaeology and Natural History, Research School of Pacific and Asian Studies, The Australian National University.

Monographs

Wickler, S. 2001 *The prehistory of Buka: a stepping stone island in the northern Solomons*. Terra Australis 16. Canberra: Department of Archaeology and Natural History, and the Centre for Archaeological Research, The Australian National University.

Theses

David, B. 1994 A space-time odyssey: rock art and regionalisation in north Queensland prehistory. Unpublished PhD thesis, Department of Anthropology and Sociology, School of Social Science, University of Queensland, St Lucia.

Matheson, L. 1983 A study of unglazed ceramics from a nineteenth century whaling station, southwest Western Australia. Unpublished BA(Hons) thesis, Centre for Prehistory, University of Western Australia, Crawley.

Unpublished Reports

Smith, J.R. and H.J. Hall 1996 Beaudesert Shire regional archaeological project. Unpublished report prepared for the Australian Heritage Commission.

Internet Resources

Australian Bureau of Statistics 1996 Education: participation in education: the education of Indigenous people. Retrieved 6 November 2003 from < http://www.abs.gov.au/ausstats >.

Listserver Communications

Ross, A. 2004 Useless Australian archaeology graduates. Message posted to the AUSARCH-L listserver, 31 May 2004, archived at < http://mailman.anu.edu.au/mailman/listinfo/ausarch-l >.

Legislation

Do not include legislation in the reference list.

Unpublished Primary Archival Sources

When referencing a primary archival source, provide the name of the archive, the title of the collection or file, the archive reference number for the item, and the title of the item with date (if known). The full name of the archive should be used in the first instance and thereafter a short-form can be used. For example: (University of Sydney Archives [USydA], File on Gordon Childe, M223b, Asst. Prof. Nicholson to Chancellor, 1 July 1918), for the first reference, followed by (USydA, File on Gordon Childe, M223c, Asst. Prof. Todd to Chancellor, 15 July 1918), etc.

Newspapers

The Sydney Gazette and New South Wales Advertiser Saturday 17 September 1836 p.1

Tweets

Since Twitter is being adopted more regularly, and may potentially be cited by authors, we have included some background information to aid authors in helping them to correctly cite a tweet. The AA method for citing tweets has been adapted from Modern Language Association (2014). The main differences from citing another source is that because of the rapidity of Twitter, a time is required in addition to the date and, since 'handles' are used and the author's actual name may not be known, this must be accommodated.

The entry in the works-cited reference list should begin with the author's real name if known and, in parentheses, their handle (user name) if it differs from their real name. If only the handle is known, it should be given alone without parentheses or the real name preceding it The year should then be given, followed by the entire text of the tweet in single quotation marks, without changing the capitalisation. Conclude the entry with the day, month and time of the message and the medium of publication (Tweet).

For example:

Athar, S. (@ReallyVirtual) 2011 'Helicopter hovering above Abbottabad at 1AM (is a rare event)'. 1 May, 3:58 p.m. Tweet.

Or, if the author was not known to be S. Athar, it would read:

@ReallyVirtual 2011 'Helicopter hovering above Abbottabad at 1AM (is a rare event)'. 1 May, 3:58 p.m. Tweet.

The date and time of the message should reflect the reader's time zone. Readers in different time zones see different times and, possibly, dates on the same tweet. The date and time that were in effect for the writer of the tweet when it was transmitted are normally not known. Thus, the date and time displayed on Twitter are only approximate guides to the timing of a tweet. However, they allow a researcher to precisely compare the timing of tweets as long as the tweets are all read in a single time zone.

Reference

Modern Language Association 2014 How Do I Cite a Tweet? Retrieved 28 January 2014 from < http://www.mla.org/style/handbook_faq/cite_a_tweet >.

If in doubt about any stylistic matters please refer to the *Australian Government Style Manual* (2002) or feel free to contact the Editors at <journal@australianarchaeology.com>.