

# australian ARCHAEOLOGY

The official journal of the Australian Archaeological Association Inc.

## Style Sheet for *Australian Archaeology*<sup>1</sup>

This version (10) dated 7 May 2021

This style sheet has been developed to assist authors preparing a manuscript for submission to the peer-reviewed journal *Australian Archaeology* (AA).

Contributions are accepted in seven sections:

- Articles (generally 1,000–8,000 words, including references);
- Forum Pieces (generally 3,000 words) [with ‘Comments’ from Invited Authors (1,000 words each) and Response from Forum Piece Author(s) (1000 words)];
- Obituaries (500–2,000 words), usually invited by the Editorial Team;
- Book Reviews (500–2,000 words), which are assigned by the Editorial Team only;
- Thesis Abstracts (200–500 words) [now published online-only].

### 1. Preparing the manuscript

#### 1.1 Editorial address for submitting your manuscript

Your manuscript must be submitted through the Taylor & Francis Submission Portal at <https://rp.tandfonline.com/submission/create?journalCode=RAAA>

Here, you can select your role as ‘author’, then follow the instructions.

Queries, such as whether your proposed article is appropriate for AA, or any other content concerns may be sent to the Editorial Team at:

[journal@australianarchaeology.com](mailto:journal@australianarchaeology.com)

Queries related to the article submission process and Taylor & Francis’ Submission Portal may be sent to the Peer Review Systems Helpdesk at:

[prshelp@tandf.co.uk](mailto:prshelp@tandf.co.uk)

#### 1.2 File format

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

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<sup>1</sup> The Editors of *Australian Archaeology* reserve the right to change these guidelines at any time.

## 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 & Francis, so please restrict unduly manipulating the preliminary layout.

- 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;
- Use a single (not double) space after a period;
- 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 headers 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 not insert page or section breaks between sections of your paper;
- Do not use a hard return at the end of a line other than for a new paragraph;
- Do use 'page breaks' (rather than a series of 'enters') to start the reference list on a new page.

### 2.2 Margins, spacing and font

Please use the following standard values:

- Page size: A4
- Margins: 2.5 cm for top, bottom, left and right margins
- Line spacing: 1 (including acknowledgements, reference list and captions)
- Font point size: 12 pt (including acknowledgements, reference list and captions)
- Preferred font: 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/Book Review/Obituary

Follow the instructions in the Taylor & Francis Submission Portal. You will be asked for the following:

- Submission type (i.e. article/comment/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 (max. 300 words);
- Keywords (one to seven);
- 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 question 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 Inc.](#)
- Any comments (or queries) you wish to make to the Editorial Team. This might, for example, include any corporate authors that cannot currently be added in the author section (above);
- Oppose reviewers – you may suggest here any potential referees you would prefer not to assess your paper.
- Region of origin – this means 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. For the anonymous version, please consider carefully such items as figure captions and acknowledgements where your identity/identities might be revealed.
- Please include figures and tables in the text of the paper for the initial submission only.
- Your paper should be compiled in the following order: title page; abstract; keywords; main text introduction, materials and methods, results, discussion; acknowledgments; declaration of interest statement; references; appendices (as appropriate); table(s) with caption(s) (on individual pages); figures; figure captions (as a list).
- Initial submission – you must provide an anonymous version for reviewers, and a version with author’s/authors’ details. Please submit each as a *single attachment*, including text, figures and tables.

### 3.1.1 Thesis Abstracts

Thesis abstracts are not submitted through the Taylor & Francis Submission Portal (they are now published online-only on the [AAA website](#)), but should be sent direct to the Editorial Team at [journal@australianarchaeology.com](mailto: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, Master of Social Science, 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.);
- Thesis abstract (200–500 words).

### 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 subtitle includes a colon, do not enter a return after the colon.
- The title should use lower case after the initial capital, and upper case after a colon after the initial capital. For example:  
‘Learning about landscape: Archaeology of water management in colonial Victoria’.
- Only the first word in all headings in 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 (‘xxx ... xxx’).
- 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 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.).
- If using a dash to set off parenthetical information, please use an en-dash with a space on either side.

### 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.
- Use Aboriginal and Torres Strait Islander peoples, Aboriginal Australians, Torres Strait Islanders, Indigenous Australians, Torres Strait Islander peoples, Murray Island peoples, Mer Island peoples etc. Do not use Aborigines or Aborigines.

### 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 British 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 following 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):

<i>ad hoc</i>	cut-mark
age estimate	database
age-range	dataset
anon.	deflesh
artefact	desktop
artwork	dilly-bag
backfill	dingos
back issue	drill-hole
baler shell	drip-line
baseline	downsize
beach-ridge	dune field
bedload	earthenware
block fall	edge-ground
book-length	edge-rounding
bookshelf	elders
broad-brush	<i>en masse</i>
broad-scale	
cellblock	federal government
Central Australia	Federation (when talking about the Federation of Australian states)
central Queensland	fenceline
chronostratigraphic	fencepost
city-states	field notes
cliff-line	field-processing
coassociated	field-school
codominant	fieldtrip
coedited	fieldwork
coexistence	film-maker
colocate	fine-grained
colonisation	finer-grained
commonplace	fish-curing
contra	fishtrap
co-operation	fish hook
co-ordinate(s)	flatware
coordinator	flint-knapper
cost-effective	flint-knapping
counter-intuitive	flowchart
Country (as in Traditional Owners)	focused
co-workers	focuses
co-writing	focusing
creekbed	foothill(s)
creekline	footslope
cross-cultural	fore dune
cross-cut	free-of-charge
cross-institutional	free-text
cross-section	

freshwater	intersite
full-text	intertidal
full-time	intragroup
	intrasite
goldfield(s)	itemise
gold miner	
gold mining	king tide
gold-rush	
grindstone	labelling
ground-penetrating radar	land-bridge
ground-edge	land-use
ground-stone	large-scale
ground-truth	Last Glacial Maximum
ground-water	Late Holocene
	Late Pleistocene
half-day	Late Quaternary
half-life	levelling
halfway	lifetime
hammerstone	limewash
handaxe	little-known
handcrafted	long distance
hand-held	long-lasting
handmade	long-standing
hand stencil(s)	long-term
handwritten	low-level
heat treated	low-lying
High Water Mark	low-ranked
High-ranked	low tide
high tide	
hillslope	macrobotanical
Holocene	macrocharcoal
human-environment	macrofloral
hunter-gatherer	macroscopic
	mail-out
Ice Age	medium-grained
Indigenous	microanalysis
in-class	microcharcoal
in-depth	microerosion
infilled	microfossil
inshore	micromorphology
in situ	microregional
interbedded	microstructure
interclass	microwear
interdisciplinary	middle class
interface	Mid-Holocene
intergroup	midpoint
interisland	Mid-to-Late Holocene
internet	midway
inter-related	modeled
inter-relationship	modeling
inter-regional	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  
reanalyse  
reassessment  
recognise  
redesign  
redraw  
redressing  
re-establish  
re-evaluate  
re-excavate  
reflaked  
reheat  
rehouse  
reinterpret  
reorganise  
reread  
rereview



resharpen  
resupply  
restructure  
rethink  
reuse  
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 Custodians

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  
similar to  
concerned with (not concerned to)  
Do not use 'within' when you mean 'with' or 'in'

### 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.
- Non-English place names should not be 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 <sup>14</sup>C and other dates generally (see section on Reporting Dates).
- 4) Ranges of numbers should be set
  - i) **either** with an en-dash separating their elements, such as 50–270 km; a range of \$5,000–\$8,000; in the years 2000–2001;
  - ii) **or** with words as the separators, as in '... ranging *between* \$5,000 *and* \$8,000 ...'; '... varying *from* 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 discourage the use of footnotes.
- 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.

### 3.12 Reporting and citing ages/dates

- A date is a specific point in time, for example Tuesday 13 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 modelled 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.

#### 3.12.1 Sub-series names and ages

The following subdivisions (including capitalisations) are defined by the International Commission on Stratigraphy (ICS):

- Late Holocene: present to 4,200 years ago
- Middle (or Mid-) Holocene: 4,200-8,200 years ago
- Early Holocene: 8,200-11,700 years ago
- Late Pleistocene: 11,700-129,000 years ago

- Pleistocene: 11,700-2.58 million years ago

### 3.12.2 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. one 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 age was corrected using an AMS, IRMS or assumed  $\delta^{13}\text{C}$  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 (e.g.  $^{13}\text{C}$  and  $^{18}\text{O}$ ) can be useful. For shell, it may include information on the mineralogy of the sample – especially tests for recrystallization performed by XRD or staining.
- *Calibrated ages* 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 ages 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 (and version) used, with references. Any corrections made (e.g. marine reservoir correction) should also be reported, with references. For example:

'Radiocarbon ages were calibrated using OxCal (version 4.3) (Bronk Ramsey 2009). Terrestrial radiocarbon ages were calibrated using the SHCAL13 calibration dataset (Hogg et al. 2013). Marine radiocarbon ages were calibrated using the MARINE13 calibration dataset (Reimer et al. 2013) with a  $\Delta R$  value of  $-25\pm 15$  (Petchey and Ulm 2012).'

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

### Units

Uncalibrated ages should be given as follows.

- **BP** (Before Present): Defined by convention as meaning 'Before AD 1950'. It is related to the amount of  $^{14}\text{C}$  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 ages.

- **F<sup>14</sup>C** ('Fraction <sup>14</sup>C'): Used for ages falling within the bomb-curve, and can also be particularly useful for samples falling beyond 40 ka BP.
- **<sup>14</sup>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.

### 3.12.3 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:

- **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 1,000–1,200 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).

**Do 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](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.

### **3.13 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).

### **3.14 Ship 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, [the Shipping Law Blog](#).

### 3.15 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.
- The position of tables and figures should be noted in the text, approximately where you would wish them to be in the final version.
- 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: John Doe)', **but not in the anonymous version for reviewers.**

#### 3.15.1 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 labelled 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, 2001b).
- Do not use 'ibid', 'op. cit.' or any other Latin conventions associated with the



referencing 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).
- In Book Reviews, when referring to a section or page of the text you are reviewing, please do not use a full in-text citation, but refer to the page (p.1), page span/range (pp.1-2) or chapter (Chapter 1).

#### 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 blank line between each item in the reference list.
- Do not use a hanging indent for 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.
- Ensure a capital letter is used for the first word following a colon.
- Book titles should have all words (other than prepositions and conjunctions) capitalised.

#### 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) 1999 *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.

David, D., B. Barker and I.J. McNiven (eds) 2006 *The Social Archaeology of Australian Indigenous Societies*. Canberra: Aboriginal Studies Press.

#### *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.

### Blog posts

White, A. (2021, March 3). Restructuring my Social Media. *Andy White Anthropology*.  
<<https://www.andywhiteanthropology.com/blog/restructuring-my-social-media>>.

### Social media

Since social media 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 various types of posts.

### Tweets

The AA method for citing tweets has been adapted from the Modern Language Association (2014). The main differences from citing other sources 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. If the handle begins with a symbol this should be ignored when alphabetising tweets. The year should then be given, followed by the entire text of the tweet. 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, 3:58pm. 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, 3:58pm. 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.

If a hashtag is present in a tweet, it should be included when quoting or citing a tweet.

For example:

@AustArchaeology 2020 And we are off! We are in for an exciting 4 days with our first virtual AAA conference starting now. Enjoy #AAA43 everyone! 4 Dec, 8:43am. Tweet.

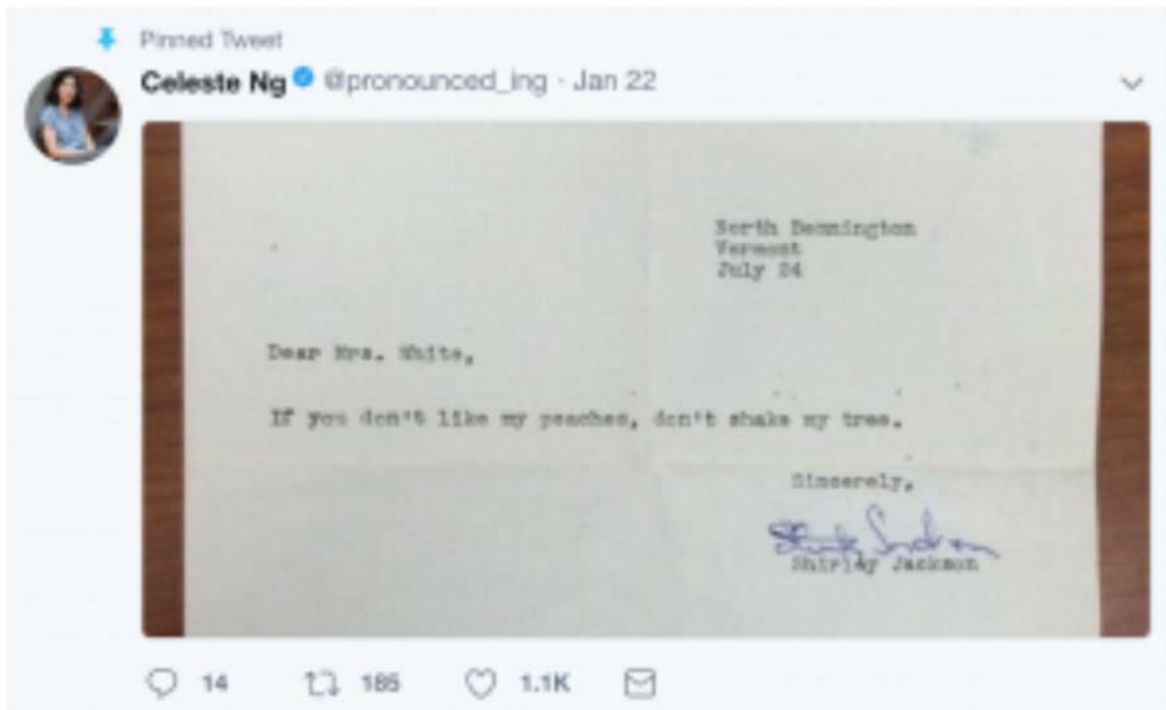
Emojis do not need to be included in the title of tweets. If, however, the emoji is important to the meaning of the tweet, you should describe the emoji in your prose. If the tweet's text is composed solely of the emoji itself, its title in the reference list should be a generic description of the emoji.

For example:

@AustArchaeology 2018 Duck emoji. 27 Feb, 1:16pm. Tweet.

For a tweet that is composed exclusively of images or video, describe the tweet in your own words:

For example:



Ng, C. (@pronounced\_ing) 2018 Photo of letter from Shirley Jackson. 22 Jan, 10:28am. Tweet.

### References

Modern Language Association 2018 How do I Cite a Twitter thread or conversation in my text and works-cited list? Retrieved 22 April 2021 from [http://www.mla.org/style/handbook\\_faq/cite\\_a\\_tweet](http://www.mla.org/style/handbook_faq/cite_a_tweet) >.

### Instagram

The AA method for citing Instagram posts has been adapted from the American Psychological Association. The format for referencing Instagram posts is as follows: account holder's last name, first initial [user name] Year, date published *Photo title*. URL the photo has been retrieved from.

If an account holder's full name is not available, use the account's username. If the user name includes emojis omit these when listing in the reference list. If a post does not have an official photo title, provide a brief description of the photo. This description should be placed in square brackets and not italicised. If the photo is credited as being taken by another individual, place the name of the original photographer in the photo description.

For example:



Shackleton, J [@jacintashackleton] 2021, Jan 31 [Picture of clown fish from the Great Barrier Reef]. Retrieved from <<https://www.instagram.com/p/CKs23JRhGQO/>>.

Or



National Geographic [@natgeo] 2021, April 11 [Picture of two blue-crowned parakeets by Keith Ladzinski]. Retrieved from <<https://www.instagram.com/p/CNhcrbHAfk1/>>.

### References

American Psychological Association 2020 Instagram References Retrieved 23 April 2021 from <<https://apastyle.apa.org/style-grammar-guidelines/references/examples/instagram-references>>.

For further information about how to cite other forms of Instagram posts please see the American Psychological Association page (<https://apastyle.apa.org/style-grammar-guidelines/references/examples/instagram-references>).

### Facebook

When referencing Facebook, the format of the citation will depend on whether you are referencing either a single post or an entire page. When referencing a Facebook post the format is as follows: Post Author Surname, First Initial. Second Initial. (Year, Month, Day). *Content of the post up to the first 20 words* [attached media if applicable] [Type of post (e.g. status update)]. Site name. URL. If the post is made by group (e.g. National Geographic, Australian Archaeological Association Inc.) use the group's name in the place of the author's Surname and first name.

For example:

**Sean Ulm**  
28 March · 🌐

Archaeology and Traditional Owner knowledge reveals the relationships between stone hut structures, ceremonial stone arrangements, surface lithic artefact scatters and a stone quarry in western Queensland

New @QldArchResearch #openaccess article – Aboriginal stone huts and stone arrangements at Hilary Creek, western Queensland by [Lynley Wallis](#), [Bryce Barker](#), Heather Burke, Iain Davidson et al.

JOURNALS.JCU.EDU.AU

**Huts and stone arrangements at Hilary Creek, western Queensland: Recent fieldwork at an Australian Aboriginal site...**

This paper reports on an Aboriginal site complex, incorporating hut structures, ceremonial stone arrangements, an extensive surface artefact assemblage of lithics and mussel shell, and a silcrete quarry, located along...

Ulm, S. 2021, March 28 *Archaeology and Traditional Owner knowledge reveals the relationships between stone hut structures, ceremonial stone arrangements, surface scatters and a stone* [Attached link] [Status update]. Facebook. <<https://www.facebook.com/sean.ulm>>.

Or

**National Geographic** ✓  
26 April at 2:15 pm · 🌐

The extinct marine predators known as ammonites were once among the most successful and diverse animals on Earth.



NATIONALGEOGRAPHIC.COM

**Ammonites, facts and photos**

Earth once hosted more than 10,000 species of these ancient marine predators. Find out how t...

👍 1.5K · 73 comments

108 related 📷

National Geographic 2021, April 26 *The extinct marine predators known as ammonites were once among the most successful and diverse animals on Earth* [image attached] [Status update]. Facebook. <<https://www.facebook.com/natgeo>>.

If you are referencing an entire Facebook page the format of the citation should be as follows: Post Author Surname (or Name of group), First Initial. Second Initial. n.d. *Home* [Facebook page]. Site name. Retrieved Month Date, Year, from URL.

For example:

Australian Archaeological Association Inc. n.d. *Home* [Facebook page]. Facebook. Retrieved April, 2021, from <<https://www.facebook.com/AustralianArchaeologyAssoc>>.

For more information please see the American Psychological Association's post on how to cite Facebook posts (<https://apastyle.apa.org/style-grammar-guidelines/references/examples/facebook-references>).

### *References*

American Psychological Association 2020 Facebook References Retrieved 28 April 2021 from <<https://apastyle.apa.org/style-grammar-guidelines/references/examples/facebook-references>>.

### **If in doubt...**

If in doubt about any stylistic matters not mentioned in this style sheet, please refer to the *Australian Government Style Manual* (2002, 6<sup>th</sup> ed.). For all spelling queries outside those listed herein refer to the *Oxford English Dictionary*. Or feel free to contact the Editors at <[journal@australianarchaeology.com](mailto:journal@australianarchaeology.com)>.