

Instructions for Authors
International Monographs in Prehistory

1. Text

Book or chapter text must consist only of pure text, without graphics or tables.

Manuscripts need to be up to 6000 words.

A formatted Microsoft Word file is probably the best file type, but it should be a .doc file, **not** a .docx file type.

Page format should be set as U.S. letter (8.5 x 11 inches).

Use Times New Roman font for everything. Type everything as body text and apply attributes such as italics, bold, caps, centering, indentation, etc. separately and individually.

Do not use footnotes but you can use end notes.

Do not include any Tables, Graphics or Figures in the text. They have to be delivered as separate files. In referencing tables and figures, use the form or “Table X” and “Fig. X”. Use “Table x. ...” and “Fig. x. ...” as the appropriate beginnings to captions.

2. Tables

Tables should be prepared in Microsoft Word and saved as Word .doc files.

Each table should be in a separate file named appropriately to allow unambiguous identification.

Tables must be sized to fit cleanly within a width of 6.5 inches for portrait positioning, or within a width of 9 inches for landscape positioning.

If there are very small tables that should be placed within one column of text, the width should be set as 3.167 inches.

Tables may be longer than can be placed on a single page, but do not break the tables to fit on individual pages. Make them continuous. Such fitting will be done during page setting.

Table captions should be together in a separate text (.doc) file.

3. Graphics

Each graphical illustration should be in a separate file named appropriately to allow unambiguous identification.

Black and white line art should be prepared at a resolution of 600 dpi and saved as a TIFF (.tif) file. Use black and white for line art. Grayscale may be appropriate for very fine detailed black and white drawings.

Halftone images (photographs) should be black and white and prepared at a resolution of 300 dpi.

Halftone images must be sized to fit within a width of 6.5 inches for portrait positioning and a width of 9 inches for portrait positioning.

Halftone graphics to be placed in portrait positioning must not exceed a height of 9 inches **minus** as much space as is necessary to accommodate whatever caption goes with it. To calculate the space necessary for captions, use a spacing of 1 inch per 6 lines of text plus 1 line for distance from the illustration (i.e. a caption of 2 text lines will require 3 lines of space, or .5 inch).

For halftones to be placed in landscape position, the height must not exceed 6.5 inches minus space for the caption calculated in the same manner as for portrait-placed illustrations.

Very small graphics that should be placed within one column of text should be made 3.167 inches wide.

Figure captions should be together in a separate text (.doc) file .

4. References

Each reference should be complete in the text, e.g., (Renfrew 1967:365). Do **not** use “ibid”, “op. cit.”, or other such abbreviations.

Do not abbreviate titles of journals or books.

Use the reference format for the journal *American Antiquity*, which can be found detailed here:

http://www.saa.org/Portals/0/SAA/Publications/StyleGuide/StyleGuide_Final_813.pdf