

Author Guide

Before Farming: the archaeology and anthropology of hunter-gatherers

1 The work itself

Work submitted to *Before Farming* must be original and unpublished. The main contact for multi-author works must ensure that all authors have agreed to publication and we accept multi-author works only on this basis. We ask you or your institution to assign copyright to us to protect the work and to enable us to use it both as an electronic publication and in print throughout the world. This means we do not wish you to reproduce the work in the exact form/s in which we publish it but we are happy for you to re-use your data, to quote extensively from your work and to re-use your illustrations and we simply request a credit for the fact they were published in *Before Farming* by WASP. We will e-mail you our copyright agreement when we accept your work for publication and will not publish until we have the agreement signed by all contributors, or by their institutions where appropriate.

2 Organisation of the work

Please submit your work arranged as follows, with each section on a separate numbered page: Title; abstract and key words; text; appendix; acknowledgements; references/bibliography; numbered illustrations and tables; numbered caption list. Number all pages.

2.1 Title

This should be on the first page with author/s name/s, affiliation/s, city and country (no degrees or indications of awards/membership of learned societies). Please give all the contact details for the lead author.

2.2 Abstract and keywords

An abstract, with a maximum of 250 words, should be on page 2, with up to five **key words** expressing the essential content of the work to be used for indexing.

2.3 Text

Type text in Word, using Arial or Helvetica font. Do NOT use automatic formatting. Do not indent paragraphs but leave one line between paragraphs. If you use headings and sub-headings please use no more than three tiers and number as in the example which follows to assist copy editing:

1 Title

1.1 Sub-set of title

1.1.1 Sub-sub-set of title.

Fuller style guidelines follow this section.

2.4 Appendix

Ensure this is clearly labelled and matched by the reference/s in the text.

2.5 Acknowledgements

Please restrict these to one paragraph in length.

2.6 References/bibliography

In the main body of the text quote author/s and year within brackets. In the bibliography list alphabetically by name and year, quoting all authors in full (et al should only be used in the main body of the article where you are referring to three or more authors). See below for full guidelines (3.7).

2.7 Illustrations (charts, graphs, photographs, etc) and tables

Ensure each is on a separate page (normally no bigger than the international standard A4 size, ie, 210x297 mm) numbered as referred to in text. For tables ensure they are referred to as tables, eg, see table 1. Do not include captions, just number. Scan and label as separate files. See below for full details about the kinds of illustration we can use and how to send them to us. Do not embed illustrations in your manuscript.

2.8 Caption list

Supply numbered captions which correspond to the numbers given to your illustrations and tables. Try to keep the captions as short and simple as possible whilst maintaining clarity.

3 Text style guidelines

3.1 Language

Before Farming is published in English and we use British spelling conventions. If in doubt please consult a reputable dictionary such as Oxford or Collins and above all else be consistent – if two or more options for a spelling exist use only one. We prefer the ending “-ise” to “-ize” in words such as rationalise, realise, specialise. We use archaeology, palaeontology, etc, not archeology, paleontology; Neanderthal not Neandertal; BUT hematite not haematite.

3.2 Abbreviations, contractions, names, titles, italics

Our goal is to use only essential punctuation to ease the reading of text but enough to retain clarity. Use full stops only where absolutely necessary, do not use in abbreviations such as Dr, Mrs, Mr, Ltd. Do not use in acronyms such as UK, USA, AD, BC, am, pm. When using an acronym that may not be universally understood, spell it out in full the first time it is used, eg, Centre for Human Evolutionary Research at the University of Bristol (CHERUB). In the main body of the text do not use the abbreviation “no” for number, write in full, do not use “%” but “per cent”, do not use “&” write “and”. Where citing initials and surnames do not use full stops, eg, JS Smith, R Grey, BDM Muller. Do not cite qualifications and awards unless absolutely essential and if you are absolutely certain they are correct, they are a frequent source of error. If

used, do not use full stops, eg, FSA, OBE, PhD, DPhil, BA Hons, MA. Latin abbreviated terms such as eg, ie, et al, c, cf, am, pm and etc we regard as symbols and these should be used without full stops and not in italics. In the main body of the text use italics for titles of books, journals, articles, for species and genus names, for foreign words and phrases which are not in common everyday usage such as *primus inter pares* or which might be regarded as unusual or otherwise misunderstood, but not for archaeological terms in regular professional usage such as *petits tranchets*.

3.3 Quotations, brackets, parenthesis

When quoting less than four lines of text, use single inverted commas “. When quoting four or more lines please indent those lines as a block. If you need to quote within a quotation, use double speech marks “. Do not put final punctuation inside inverted commas/speech marks. Use round brackets in the body of text for parenthetical statements and if you need to use additional brackets within brackets use square ([]).

3.4 Lists and bullet points

When you introduce a list with a partial sentence, finish the line with a colon before starting bullet points or numbered points on the next line. Use plain bullet points, or number your points (without full stops after the numbers). Do not use full stops at the end of each number or bullet point until you reach the last item, eg:

- first point made like this
- second point may be longer. Even with a second sentence no full stop at end
- third and final point requires full stop.

For numbered points do as follows:

- i first point
- ii second point, etc.

Do not start lines with capital letters unless using a proper noun, eg:

- archaeological research
- French archaeological research
- general archaeological research.

The exception to the final full stop rule is if the sentence which opened the list continues after the last item.

3.5 Numbers, measurements, points of the compass

Please use metric units. If you wish to use Imperial in addition, these should be after the metric equivalent, in brackets, eg, 250 g (8 oz), 20 km (15 miles). Do not use full stops after metric units, eg, 10 m, 4.5 kg, etc. List ranges of numbers as follows: 135-198 not 135-98, 27-29 not 27-9. Do not use commas in single thousands, eg, 5000, but in ten and above, eg, 15,000 or 30,000. If using the term billion specify whether you refer to thousand million or million million. Spell out numbers from one to nine in prose, from ten upwards use either Arabic numerals or words but be consistent. Do not begin sentences with numerals, spell out in full or re-order the sentence. Capitalise points of the compass only when they are part of a

proper name, eg, South Africa, West Indies, but east Africa, west coast, southern Ireland, South China Sea but south China.

3.6 Dates

When referring to calendar dates we continue to use AD and BC. Contemporary dates should be written as follows: 25 December 1999; on 28 December 1999; he left on 12 December and arrived on the 14th in the morning. For shorthand dates (not in main body of text) please use the convention DD MM YYYY, eg, 23.12.2001, not 12.23.2001. For spans of years do not contract, eg, 1975-1979 not 1975-79 nor 1975-9. For contemporary decades refer to, eg, the 1960s (note no apostrophe) not the sixties, but spell out centuries, eg, the nineteenth century. Use MA for millions of years, ka for thousands of years, BP for years before 1950.

3.6.1 Radiocarbon dates

Express these dates in line with international convention. Always include the laboratory code number. To summarise:

- uncalibrated dates: express as a mean value and standard deviation (\pm error term) in radiocarbon years before 1950 (BP)
- calibrated dates: quote date ranges and associated probability, using the terms cal AD and cal BC. Even when quoting calibrated dates, ensure uncalibrated dates are provided somewhere in your submission with the full laboratory identifier for future reference in case of changes or improvements in methodology
- curve: cite details of curve used and calibration method, plus any other necessary correction applied
- material analysed: always include details to assist interpretation.

3.6.2 TL, Uranium Series, etc

Refer to in years 'before present' or 'years ago' and specify your terms at the outset.

3.7 References/bibliography

In the main body of the text refer to a publication using this format:

- single author (Smith 1999)
- two joint authors (Smith & Green 1999)
- three or more joint authors (Smith et al 1999)
- where page references are relevant (Smith & Green 1999: 25-35)

and give the full reference in the bibliography, including names of all authors.

Essential information in a bibliographical reference is: author name/s, initial/s, date of publication, place of publication, publisher. Ensure that references in text are the exact match of those in the bibliography. In the bibliography order the references alphabetically by author name, then by year of publication, with single author references preceding multiple led by the same author. For journal references use italics for the title of the journal but not for the title of the article.

Examples:

3.7.1 Book, single author:

Lewis-Williams, JD 1983. *The rock art of southern Africa*. Cambridge: Cambridge University Press.

3.7.2 Book, multi-author

Andrews, P, Cook, J, Currant, A & Stringer, C (eds) 1999. *Westbury Cave – the Natural History Museum Excavations 1976-1984*. Bristol: Western Academic & Specialist Press.

3.7.3 Journal

Clark, JD 1958. The Chifubwa Stream rock shelter, Solwezi, Northern Rhodesia. *South African Archaeological Bulletin* 13(49):21-24.

3.7.4 Chapter in multi-author/editor book

McBrearty, S 2001. The Middle Pleistocene of east Africa. In Barham, L and Robson-Brown, K (eds) *Human roots – Africa and Asia in the Middle Pleistocene*. Bristol: Western Academic & Specialist Press: 81-98.

3.7.5 Electronic and online documents

For full guidelines see the extract from the International Standard ISO 690-2 on:

<http://www.nlc-bnc.ca/tc46sc9/standard/690-2e.htm>

For online journals follow this guideline:

author/s, article title, serial title, [online journal], edition, issue, date of any update or revision, date of citation, location within host document, availability and how to access, ISSN or other standard number.

4 Format of your submission

4.1 Text

Please submit your work as an electronic file on 3.5" PC-compatible floppy disk, on a PC-compatible CD or as an e-mail attachment in MS Word format. Do not send your text or illustrations in HTML format. Although there is no word limit, average articles would normally be in the 3500 to 5000 word range. Do not embed illustrations in text but note the point at which illustrations should be inserted. We will ask you to proofread your submission as an electronic file once it has been accepted and formatted for publication.

4.2 Illustrations

Please supply illustrations on CD or disk or as e-mail attachments but do not send files by e-mail without first checking (enq@waspress.co.uk) to ensure the receiving technology can handle the size of file safely. Save each illustration as a separate file. Do not embed illustrations in text. Send tables, charts, etc, as EPS or Postscript files if possible. Scan photographs at between 200-400 dpi or supply us with the originals for scanning (do not send the originals until your work is accepted for publication and always keep a copy for security. Unfortunately we cannot accept responsibility for the safety of original artwork in transit or during production).
