

AUTHOR GUIDE

Before Farming: the archaeology and anthropology of hunter-gatherers

Overview

This document is intended to guide authors step-by-step through the process of submitting a manuscript to *Before Farming*. Please read this document in full and follow the guidelines with care. Deviation from these guidelines may result in your work being returned to you for modification and its review and publication delayed. If you have any questions relating to the formatting or submission of contributions to *Before Farming* that are not covered in this document please contact our [editorial office](#)

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1 The work itself

1.1 Copyright

- Work submitted to *Before Farming* must be original and unpublished.
- The main contact for multi-author works must ensure that all the 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.
- Although we do not wish you to reproduce the work in the exact form/s in which we publish it, we are happy for you to re-use your data, to quote extensively from your work and to re-use your illustrations. We simply request a credit for the fact they were published in *Before Farming* by the Western Academic & Specialist Press.
- We will email you our publication agreement when we accept your work for publication and will not publish until we have the signed agreement.

1.2 Format of submission

1.2.1 Text

Although there is no word limit for contributions to *Before Farming*, average articles are normally in the 3500 to 5000 word range. DO NOT embed illustrations in the submitted text. Illustrations should be sent separately ([section 1.2.2](#)) and a note made at the point in the text where each illustration should be inserted.

Since *Before Farming* is primarily an online journal, we ask you to submit your contribution in electronic format, preferably in MS Word format using Arial font. DO NOT send text or illustrations in HTML format.

Please send your work as either:

- an attachment to an email with the subject heading *BF submission*
- an electronic file on a PC-compatible CD.

We will ask you to proof read your submission as an electronic file (PDF) once it has been accepted and formatted for publication.

1.2.2 Illustrations and tables

- Each illustration should be submitted as a separate file and must **NOT** be embedded in the text of the manuscript.
- Photographs should be scanned at a resolution of at least 300-400 dpi. Scans made at less than 300 dpi will inevitably result in low resolution images that are not good enough for publication in print format.
- The dimensions of illustrations and tables should not normally exceed the international standard A4 size (210 x 297 mm).
- Images of specimens and maps should contain a metric scale bar.
- Images may be supplied as tiff or jpeg files as long as the resolution is adequate (see above). Please supply tables as Word documents or Excel tables unless you

have a high-resolution graphic such as EPS. We may be able to use video or animated sequences but please check first before sending.

- Illustrations, tables, charts, line drawings, etc, may be submitted either on PC-compatible CD or as email attachments. Please do not email files larger than 10 MB to the editorial office. The editor can receive larger files but please consider zipping very large files for ease of transmission.
- For review purposes you may submit lower resolution files – bear in mind that reviewers' internet access capability

2 Organisation of the submitted work

Please submit your work arranged as follows with **all the text in one file** and the illustrations separate:

- [title](#)
- [keywords](#)
- [abstract](#)
- [text](#)
- [acknowledgements](#)
- [appendix](#)
- [references](#)
- [numbered caption list](#)
- [numbered illustrations and tables](#)

2.1 Title

This should include, in the following order: the title of the submitted work; the names of all author/s, their affiliations and addresses including country. No degrees or indications of awards/membership of learned societies should accompany this information. Please keep title length within **120 characters** including spaces and punctuation.

2.2 Keywords & abstract

Supply approximately five **keywords** expressing the essential content of the work. An abstract not exceeding 250 words in length should be provided underneath. This should be written as far as possible using non-specialist language so that it can be understood by the general reader and without reference to the main text.

2.3 Text

Text should be submitted in MS Word format using Arial font. Do **NOT** use automatic formatting. Text should be aligned left. Do not indent paragraphs but instead leave one line between paragraphs. The headings and sub-headings used should consist of no more than three tiers and to assist copy-editing must be left aligned and numbered as in the example which follows:

1. Title
- 1.1 Sub-set of title
- 1.1.1 Sub-sub-set of title.

IMPORTANT - refer to [Text style guidelines](#) for details relating to the linguistic and punctuation style that should be used for your submitted contribution.

2.4 Acknowledgements

Please restrict these to one paragraph in length.

2.5 Appendix

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

2.6 References

In the main body of the text quote author/s and the year of publication within brackets. Single author references should be cited, for example, as: (Smith 1999), or Smith (1999). Where there are two joint authors the reference should be cited as, for example: (Smith & Green 1999), or Smith & Green (1999). Three or more joint authors should be referred to as, for example: (Smith et al 1999), or Smith et al (1999). In cases where page references are relevant, the citation should include these: (Smith & Green 1999:25-35), or Smith and Green (1999:25-35). The convention (Smith 1999a), (Smith 1999b) should be used where more than one paper by the same author/s has appeared in the same year.

Footnotes of any kind should be avoided. Where absolutely essential, expansion upon in-text discussion may be provided as endnotes. These should be indicated by superscript numbers in the text and collected on a separate page following the last page of the main text.

The list of references submitted with the manuscript must be ordered 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). Further guidance on the presentation of references for submission to *Before Farming* is provided in [section 3.7 and subsections](#).

2.7 Caption list

Illustrations, line drawings, tables, etc, should always be submitted separately from the main manuscript, while a list of corresponding captions are submitted along with the main text. Captions must be numbered serially in accordance with the numbers given to your illustrations and tables (eg, figure 1, table 1, etc). Captions should be as short as possible while maintaining clarity.

2.8 Illustrations & tables

Provide each illustration on a separate page or as a separate file as appropriate. Tables are best sent as Word documents, unless the graphic is high resolution. Do **NOT** embed illustrations or tables in your manuscript, but instead indicate the position of each by inserting a note in the main body of the submitted work.

Illustrations and tables should be treated separately and numbered serially. Please ensure that tables are referred to as tables (eg, table 1, table 2, etc) and figures as figures (eg, figure 1, figure 2, etc). The dimensions of illustrations and tables should not normally exceed the international standard A4 size (210x297 mm).

Photographs should be scanned at a resolution of at an **ABSOLUTE MINIMUM** of 300 dpi; scans made at less than 300 dpi will inevitably result in low resolution images that are too poor for publication.

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, etc. We use archaeology, palaeontology, etc, not archeology, paleontology; Neanderthal not Neandertal; BUT hematite not haematite.

3.2 Abbreviations, contractions, italics & capitalisation

Our goal is to use only essential punctuation to ease the reading of text, but enough to retain clarity. To this end, please observe the following guidelines in the punctuation of your submitted work.

Use full stops only where absolutely necessary; do not use in abbreviations or contractions such as Dr, Mrs, Mr, Ltd etc. 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 you are absolutely certain they are correct as they are a frequent source of error. If used, do not use full stops, eg, FSA, PhD, DPhil, BA Hons, MA.

Do not use full stops in acronyms such as UK, USA, AD, BC, am, pm, etc. When using an acronym that may not be universally understood, spell it out in full the first time it is used, eg, Western Academic & Specialist Press (WASP).

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 do not use the abbreviation “no” for number, write it in full. Likewise, do not use “%” but write “per cent”, and only “&” in tables or titles.

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*.

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.

3.3 Quotations, brackets, parenthesis

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

3.4 Lists & 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. Always 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:

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

For numbered points do as follows:

- i first point
- ii second point
- iii final point requires full stop.

Do not start lines with capital letter 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 Units & numbers

Any units used should always be metric. If you wish to use Imperial units 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.

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.

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 please specify whether you refer to thousand million or million million.

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; 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 Uranium Series, TL, etc

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

3.7 References

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 the names of all authors. Please ensure that references in the text are the exact match of those in the bibliography.

Essential information in a list of bibliographical references consists of: author name/s, initial/s, date of publication, place of publication, publisher.

In the reference list please order the references alphabetically by author name, then by year of publication. Single author references precede multiple author works 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 of the referencing style for *Before Farming* include:

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 article

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

3.7.4 Journal articles by same author from same year

Barham, LS 2002a. Systematic pigment use in the Middle Pleistocene of south central Africa. *Current Anthropology* 43(1):181-190.

Barham, LS 2002b. Backed tools in Middle Pleistocene central Africa and their evolutionary significance. *Journal of Human Evolution* 43:585-603.

3.7.5 Chapter in a multi-author/edited volume

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

3.7.6 PhD dissertation

Taylor, N 2009. The role of Lupemban core-axes in the hominin dispersal into the Congo basin, central Africa: a functional assessment by use-wear analysis. Unpublished PhD thesis, University of Liverpool.

3.7.7 Electronic & online documents

For widely accessible online journals follow this guideline:

author/s, article title, serial title, [online journal], edition, issue.

If deemed necessary (for obscure or altered works) or preferred include also the date of any update or revision, date of citation, location within host document, availability and how to access, ISSN or other standard number.