

Internet Archaeology Author Guidelines

A publication in Internet Archaeology is flexible in layout and structure, but it is important that contributors create the same 'front matter' to ensure the article's smooth administration. Please ensure you include the following elements in your submitted draft (n.b. this can be as either a single Word doc or a series of Word docs plus your graphic and other files).

- Title
- Summary
- Corresponding author: name, affiliation and address, email address and ORCID identifier
- <http://orcid.org/>
- Additional authors; name, affiliation and ORCID (email address optional)
- 5-10 keywords (if different to what you submitted in your proposal)
- Table of contents
- List of figures
- List of tables
- List of data/other files
- Main text (with headings and sub-headings to improve readability)
- Bibliography
- Acknowledgements

For some further guidelines on preparing and formatting your manuscript please see 'Step 2: Write' in Internet Archaeology's 'Guidelines for Authors' - <http://www.intarch.ac.uk/authors/index.html>

Contact

Send your documents and files to the editor - Judith.winters@york.ac.uk or email to request a DropOff if your files are too large to be sent via email.

Typesetting

Headings: Main sections should be capitalised, but sub-sections are not e.g.

1. Introduction
2. Contemporary Pipemaking in Bristol
 - 2.1 Pipemakers within and immediately adjacent to the study area
 - 2.2 Documentary records
 - 2.3 Archaeological and cartographic evidence

Footnotes

Do not use footnotes. Consider creating a new section in your article for more substantial 'asides'.

Citations

Internet Archaeology employs the Harvard style of referencing, not footnotes

Please do not use *passim*, *op. Cit*, *ibid.* or vague page ranges, e.g. 283f and 283ff.

References

Internet Archaeology uses minimal punctuation in bibliographies - no brackets or full stops around year of publication.

Journal article - online

Allison, P. 2008 'Dealing with legacy data - an introduction', Internet Archaeology 24.
<https://doi.org/10.11141/ia.24.8>

Journal article – print

De Rond, M. and Miller, A. 2005 'Publish or perish. Bane or boon of academic life?', Journal of Management Inquiry 14(4), 321-329.

Chapter in edited volume

Zubrow, E. 2006 'Digital Archaeology A historical context' in T. Evans and P. Daly (eds) Digital Archaeology: Bridging Method and Theory, Abingdon: Routledge. 10–31.

Online resources

EAA 1997 Code of Practice of the European Association of Archaeologists. https://www.e-a-a.org/EAA/About/EAA_Codes/EAA/Navigation_About/EAA_Codes.aspx (Last accessed: 29 September 2017)

Poehler, E. and Ellis, S. 2012 'The 2011 Season of the Pompeii Quadriporticus Project: The Southern and Northern Sides', Fasti On Line Documents & Research, No. 249, 1- 12.
<http://www.fastionline.org/docs/FOLDER-it-2012-249.pdf> (Last accessed: 23 April 2018)

University of Reading (2018) Late Iron Age Calleva: The Pre-Conquest Occupation at Silchester Insula IX [data-set]. York: Archaeology Data Service [distributor] <https://doi.org/10.5284/1046734>

Figures

Although there is no limit per se, ensure the number of images is commensurate with your text. It is not Internet Archaeology housestyle to distinguish between figures, maps, drawings, photos etc. All are figures.

Do not embed your figures in your text. Instead mark their position clearly (although you may include them as a thumbnail) but provide your high quality images as a series of separate files, clearly labelled (figure1.png, figure2.png etc.). High quality PNG, JPG or TIF are all accepted formats.

Detailed images which may benefit from being 'zoomable' should be supplied as high quality TIF.

Figures should be numbered according to the order in which they first appear. Please ensure you cite each figure in your text. Figures must also have a clear, distinct caption documented in a separate List of Figures.

Tables

Tables are separate from graphics and should NOT be listed in your figure list. Tables should be delivered either in as part of the main text, in a separate Word doc or as an MS Excel file (with each table clearly labelled/captioned).

All figure and table captions should include any necessary credits and any additional copyright information (also see below).

Other (non-text) files

Contact the Internet Archaeology editor directly and at the earliest opportunity for specific guidance / discussion of any other data formats you wish to include (e.g. video, data files).

Note that Internet Archaeology adheres to the ADS guidelines on formats for archaeological data <http://archaeologydataservice.ac.uk/advice/FileFormatTable> Therefore for some files (e.g. proprietary software outputs), you may be expected to export to our preferred or accepted archival formats as well as providing additional metadata. Such information will not be included in the final publication but is needed to aid the future digital preservation of the content.

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Sample figure captions for non CC-BY content

Figure 2: The Warren Field pit alignment recorded as cropmarks on a rectified oblique aerial photograph. Ref: KC632re (1976 © Crown Copyright RCAHMS 2013. This image is not covered by CC-BY 3.0 and permission will be required for any further use).

Figure 32: The antler piece from Bodal Mose, Åmose (Photograph by Arnold Mikkelsen, Nationalmuseet, CC BY SA <http://samlinger.natmus.dk/DO/9617>).

Refereeing/Editing/Changes

All articles will be subject to a single round of academic refereeing after submission. It is therefore possible that you will be asked to make some changes to your article text before it is published.

Contributors will have the opportunity to view their article as it develops online in advance of publication. Changes will be permitted up until the point of publication but not thereafter.

Publication will be as a series of interlinked HTML files and embedded images and multimedia, designed for online reading. PDFs will not be routinely provided. If you require a PDF please let the IA editor know.

Archival provision

All Internet Archaeology content is digitally preserved and archived with the Archaeology Data Service for the long term. You may be asked by the IA Editor to supply additional files and documentation (metadata) beyond what will appear in the final publication to aid the full digital preservation of your content.