

# australian ARCHAEOLOGY

The official journal of the Australian Archaeological Association Inc.

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

This version (9) dated 3 April 2020

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 1000–8000 words, including references);
- Forum Pieces (generally 3000–8000 words) [in addition to ‘Comments’ from Invited Authors (1000 words each) and Response from Forum Piece Author(s) (1000 words)];
- Obituaries (500–2000 words), usually invited by the Editorial Team;
- Book Reviews (500–2000 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 Editorial Manager at <http://www.edmgr.com/raaa/default.aspx>

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 concerns may be sent to the Editorial Team at:

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

### 1.2 File format

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

## 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;

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

- 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 header 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 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
- 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 Editorial Manager. 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 (1 to 7);
- 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.
- You will be asked to upload figures and tables separately.
- 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).

### 3.1.1 Thesis Abstracts

Thesis abstracts are not submitted through the Editorial Manager (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 lower case after a colon after the initial capital. For example:  
'Learning about landscape: Archaeology of water management in colonial Victoria'.
- The main words in all headings within 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 ('xxxx ... xxxx').
- 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.).

### 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 Aboriginals 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 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):*

*ad hoc*

age estimate

age-range

anon.

artefact

artwork

backfill

back issue

baler shell

baseline

beach-ridge

bedload

block fall

book-length

bookshelf

broad-brush

broad-scale

cellblock

Central Australia

central Queensland

chronostratigraphic

city-states

cliff-line

coassociated

codominant

coedited

coexistence

colocate

colonisation

commonplace

contra

co-operation

co-ordinate(s)

coordinator

cost-effective  
 counter-intuitive  
 Country (as in Traditional Owners)  
 co-workers  
 co-writing  
 creekbed  
 creekline  
 cross-cultural  
 cross-cut  
 cross-institutional  
 cross-section  
 cut-mark  
  
 database  
 dataset  
 deflesh  
 desktop  
 dilly-bag  
 dingos  
 drill-hole  
 drip-line  
 downsize  
 dune field  
  
 earthenware  
 edge-ground  
 edge-rounding  
 elders  
*en masse*  
  
 federal government  
 Federation (when talking about the Federation  
 of Australian states)  
 fenceline  
 fencepost  
 field notes  
 field-processing  
 field-school  
 fieldtrip  
 fieldwork  
 film-maker  
 fine-grained  
 finer-grained  
 fish-curing  
 fishtrap  
 fish hook  
 flatware  
 flint-knapper  
 flint-knapping  
 flowchart  
 focused  
  
 focuses  
 focusing  
 foothill(s)  
 footslope  
 fore dune  
 free-of-charge  
 free-text  
 freshwater  
 full-text  
 full-time  
  
 goldfield(s)  
 gold miner  
 gold mining  
 gold-rush  
 grindstone  
 ground-penetrating radar  
 ground-edge  
 ground-stone  
 ground-truth  
 ground-water  
  
 half-day  
 half-life  
 halfway  
 hammerstone  
 handaxe  
 handcrafted  
 hand-held  
 handmade  
 hand stencil(s)  
 handwritten  
 heat treated  
 High Water Mark  
 High-ranked  
 high tide  
 hillslope  
 Holocene  
 human-environment  
 hunter-gatherer  
  
 Ice Age  
 Indigenous  
 in-class  
 in-depth  
 infilled  
 inshore  
 in situ  
 interbedded  
 interclass  
 interdisciplinary

interface  
intergroup  
interisland  
internet  
inter-related  
inter-relationship  
inter-regional  
intersite  
intertidal  
intragroup  
intrasite  
itemise

king tide

labelling  
land-bridge  
land-use  
large-scale  
Last Glacial Maximum  
late Holocene  
late Pleistocene  
late Quaternary  
levelling  
lifetime  
limewash  
little-known  
long distance  
long-lasting  
long-standing  
long-term  
low-level  
low-lying  
low-ranked  
low tide

macrobotanical  
macrocharcoal  
macrofloral  
macroscopic  
mail-out  
medium-grained  
microanalysis  
microcharcoal  
microerosion  
microfossil  
micromorphology  
microregional  
microstructure  
microwear  
middle class

mid-Holocene  
midpoint  
mid-to-late Holocene  
midway  
modeled  
modeling  
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 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)

### 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.

### 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  $\frac{1}{2}$  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  $^{14}\text{C}$  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  $\frac{1}{4}$  one-quarter; 0.75  $\frac{3}{4}$  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.

### 3.13 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.

## **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. 1 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 date 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 dates* 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 dates 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 dates 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 $^{14}\text{C}$**  (‘Fraction  $^{14}\text{C}$ ’): Used for ages falling within the bomb-curve, and can also be particularly useful for samples falling beyond 40 ka BP.
- **$^{14}\text{C}$  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.

## 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 1000–1200 years or 1.0–

1.2 ka. It should be clear what the range represents (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.

### 3.14 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):  
< <http://www.icsm.gov.au/cgna/11408unb.pdf> >.

### 3.15 Ships' 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:  
[http://www.theshippinglawblog.com/2011/02/maritime-style-guide\\_09.html](http://www.theshippinglawblog.com/2011/02/maritime-style-guide_09.html).

### 3.16 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.**

### 3.16.2 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, 2002b).
- 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).

### 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 apitalization, 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.

#### *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.

#### *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.

#### *Tweets*

Since Twitter 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 a tweet. The AA method for citing tweets has been adapted from Modern Language Association (2014). The main differences from citing another source 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. 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.

### Reference

Modern Language Association 2014 How Do I Cite a Tweet? Retrieved 28 January 2014 from <[http://www.mla.org/style/handbook\\_faq/cite\\_a\\_tweet](http://www.mla.org/style/handbook_faq/cite_a_tweet)>.

### 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)>.