# CAMBRIDGE Instructions for Contributors

# **Ancient Mesoamerica**

Ancient Mesoamerica will publish primarily in English, but will also feature contributions in Spanish. All papers will have Spanish (or English) summaries as a regular feature to enhance scholarly communication. When preparing your contribution, please remember that Ancient Mesoamerica unifies several different fields from archaeology to ethnohistory, art history, and beyond. We also wish to reach nonspecialist readers. While some degree of technical language is often proper and necessary, jargon can always be avoided. Therefore, authors should strive for clear, lucid prose. The Editor will gladly discuss topics or contents of manuscripts prior to submission.

## **Manuscript Submission**

All manuscripts should be submitted via Ancient Mesoamerica's online submission system, which can be found at:

## https://mc.manuscriptcentral.com/atm

An abstract of 150 words or less and a longer summary (1–2 double-spaced pages) of the paper in Spanish should be included. We do not permit the use of footnotes and endnotes except in very rare instances. Critical information should be included in the text. The order of manuscript elements should be as follows: title page, abstract, main text, Spanish summary, acknowledgments, references, tables, and figures. Tables and figures should be numbered consecutively using Arabic numerals.

#### **Open Access Policies**

Please visit <u>Open Access Publishing at Cambridge</u> for information on our open access policies, compliance with major finding bodies, and guidelines on depositing your manuscript in an institutional repository.

#### **Peer Review Procedures**

Each contribution will be reviewed by at least three, and some times as many as five, outside readers who will make recommendations to the Editors concerning revision of the manuscript, acceptance or rejection. Reviewers may choose to remain anonymous; in any case, The all reviewers' comments will be passed on to the authors.

# **Editorial Style**

In general, follow *American Antiquity* style. The *SAA Style Guide* can be downloaded from http://www.saa.org/Publications/StyleGuide/styFrame.html. The treatment of accents differs from that in the *SAA Style Guide*, in that *Ancient Mesoamerica* uses accents only for names and

place names of European origin, e.g. *Monte Albán, El Baúl*, but *Teotihuacan, Mayapan*. However, quoted and cited material should reflect the spellings in the original source (see reference to the Johnston paper below), and personal names should of course follow accepted spelling. Contributors are advised to peruse published volumes of the journal before submission to familiarize themselves with the style and format of the journal, including the treatment of subheadings, captions, and tables.

# Citation and Reference Style

References should generally follow *American Antiquity* style (see above). Please note that "in press" or "in preparation" references should not be used. A date should be provided for all references, and references should clearly state where readers may obtain copies of unpublished manuscripts. Authors' full first names, rather than initials, should be provided (note that this differs from *American Antiquity* style). Page numbers should be provided for all citations of specific data. Sample references:

#### Diehl, Richard A.

2004 The Olmecs: America's First Civilization. Thames and Hudson, New York.

# LaPorte, Juan Pedro

2003 Architectural Aspects of Interaction between Tikal and Teotihuacan in the Early Classic Period. In *The Maya and Teotihuacan: Interpreting Early Classic Interaction*, edited by Geoiffrey E. Braswell, pp. 199–216. University of Texas Press, Austin.

#### Johnston, Kevin J.

The "Invisible" Maya: Minimally Mounded Residential Settlement at Itzán, Petén, Guatemala. *Latin American Antiquity* 15:145–175.

Peraza Lope, Carlos, Marilyn A. Masson, Timothy S. Hare, and Pedro Candelario Delgado Kú 2006 The Chronology of Mayapan: New Radiocarbon Evidence. *Ancient Mesoamerica* 17(2):153–175.

### Walker, William H., and Gaea MaGahee

2001 Animated Waters: The Ritualized Life History of Wells, Reservoirs, and Springs at Casas Grandes, Chihuahua. Paper presented at the 66th Annual Meeting of the Society for American Archaeology, New Orleans.

### Smith, Michael E.

1988 Long-Distance Trade under the Aztec Empire: The Archaeological Evidence. Unpublished manuscript on file, Department of Sociology and Anthropology, Loyola University of Chicago.

#### **Final Submission**

After a contribution is accepted, the Editor will require a manuscript file in a common digital format, such as Rich Text Format (RTF), Word, or WordPerfect. Best practices for the

production of digital manuscripts should be followed. Illustration files should be provided in ready-to-print, high-quality digital formats, according to the following basic guidelines:

Line drawings (including stippled drawings):

1200 dots per inch (dpi), bitmap (1-bit) color mode, TIF format Alternative for line drawings:

Vector-based images may be submitted in Illustrator, EPS, or PDF format Halftone drawings and photographs:

300 dpi, 8-bit grayscale color mode, TIF format

Dots per inch (dpi) values given are for images at final, printed size. In most cases, the size of image files will require that manuscript and images be written to CD or DVD media for final submission.

If you request colour figures in the printed version, you will be contacted by CCC-Rightslink who are acting on our behalf to collect Author Charges. Please follow their instructions in order to avoid any delay in the publication of your article.

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(Last updated 16/09/2016)