Cambridge Archaeological Journal

INSTRUCTIONS FOR CONTRIBUTORS

EDITORIAL POLICY
The Cambridge Archaeological Journal (ISSN 0959-7743) was founded in 1991 as one of the key initiatives of the McDonald Institute for Archaeological Research. It has come to be recognized as one of the leading journals in archaeological theory. CAJ is published four times a year in February, May, August and November with articles available online earlier in many cases. It is indexed in all major journal indexes. All articles in CAJ are peer-reviewed; peer review is usually completed within two months from submission.

CAJ covers significant archaeological research, both theoretical and descriptive. We are keen to receive articles and other material that deals with broadly-defined social, symbolic and cognitive issues such as art and iconography, burial and ritual, social process and change, the meaning of material culture, representations and symbolism, and the evolution of human cognition. We aim to promote research into these issues, and to provoke discussion and debate. Discussion features, debates, and thematic special sections are all possible formats for publication in CAJ.

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SUBMISSIONS
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Articles should normally be up to 10,000 words (including references); in exceptional cases, longer articles will be considered if their length is justified. An abstract of up to 180 words should be supplied. The affiliation and email address of each author should appear just before the references and a 50-word biography of each author specifying current academic position, subject interests and any relevant publications should be included after the bibliography.

All figures will be published online in colour; there is also provision for publishing some figures in colour in the print version. Papers submitted for review may include lower-resolution versions of figures either as separate files or embedded in the text. Figures for revised versions which have been accepted for publication should be submitted as individual high-quality digital files (preferably 600
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MANUSCRIPT PREPARATION (upon acceptance)

Spelling:
Spelling should follow English practice, e.g. ‘colour’ rather than ‘color’. With the exception of ‘analyse’, use ‘z’ instead of ‘s’ in words such as ‘organize’, ‘recognize’, ‘civilization’, ‘sympathize’.

Notes:
These must be endnotes rather than footnotes. Notes are referred to in the text with a superscript number.

Numerals:
• Use words for one to nine, but numbers from 10 upwards, except where this produces inconsistency within a sentence or short passage; in this case, use numbers throughout.
• Commas should be used in thousands only from 10,000 (e.g. 3500, 23,840).
• Spell out ‘per cent’, reserving ‘%’ for lists and tables.
• For measurements, use metric not imperial as far as possible.
• For number-spread conventions see ‘REFERENCES’ section on p. 3 of this document.

Dates:
1) 1 May 1988 (no comma)
2) the nineteenth century (noun); nineteenth-century (adj.)
3) the forties; the 1760s
4) AD and BC in small capitals; AD to precede and BC to follow the date separated by a space, e.g. AD 1066, 4004 BC.
5) radiocarbon-date format is e.g. 36,470±250 bp or 41,089–41,978 cal. BP (OxA-15164)

Quotations:
1) Use ‘’, ‘’, “ and ”, not ‘ or ”.
2) Long quotations are apart in smaller type, without quotation marks. Quotations within long quotations are indicated by single inverted commas.
3) Short quotations are indicated by single inverted commas, with double inverted commas only for quotations within quotations.
4) Punctuation follows closing inverted comma, except exclamation mark and question mark belonging to the quotation, or a full stop if the quotation is or ends with a grammatically complete sentence beginning with a capital.
5) Bibliographical reference to the quotation follows the final punctuation if that punctuation belongs to the quote. The reference precedes the final punctuation mark if the mark does not belong to the quotation according to the above criteria (no. 4), e.g.: ‘... Yet there is a sufficient diversity to rule out any simple, strongly deterministic causality.’ (Trigger 1989a, 402) but ‘... there is a sufficient diversity to rule out any causality’ (Trigger 1989a, 402).

FIGURES
Upon acceptance of the paper, illustrations should be submitted in publishable form with clear labelling in English. We do not distinguish between Figures and Plates. All illustrations are Figures and should be numbered consecutively. Original illustrations which you require us to scan must be high-quality printouts no larger than A4.

Line drawings
All line drawings must be submitted in black and white for print unless permission for printing in colour has been given. If desired, colour versions may also be submitted for the online publication. If submitted as scans, line drawings must be scanned at at least 600 dpi at the size they are to be published (although 1200 dpi is preferable). Full-page width is 171 mm, half-page width is 110 mm, single-column width is 82 mm.

If line drawings are originally drawn electronically they should be submitted in vector format (i.e. eps or ai format) with the rest of the manuscript on the ScholarOne submission system.

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Figure captions and references within text
1) When referring to illustrations in the text the format is ‘Figure’ when it appears within a sentence and ‘Fig.’ when it is in round brackets: e.g. The Ebble-Nadder ridge as seen in Figure 1, forms the northern edge of Cranborne Chase (Fig. 2).
2) When referring to illustrations in another work use the same method as above except use a lower case ‘f’: e.g. The Ebble-Nadder ridge as seen in Daniel’s figure 1, forms the northern edge of Cranborne Chase (Daniel 1967, figs. 1&2).
3) Caption format is as follows: Figure 1. Map of site.

REFERENCES
In text:
1) CAJ uses the Harvard referencing system.
2) Works with the same authorship published in the same year should be indicated by ‘a’, ‘b’, etc. and should follow the date without intervening space, e.g. Edwards 1982a; Jones & Smith
1987a,b,c.
3) Do not use Ibid., op. cit. or similar expressions.

At end:
1) References are grouped in author-alphabetical order at the end of the article.
2) Upper and lower case: article titles should be in lower case, plain text; book and journal titles should have main words capitalized and be in italics. Foreign titles should retain the capitalization of the original language.
3) Page numbers are elided as far as possible, e.g. 223–71 rather than 223–271; 453–9 rather than 453–459, except for numbers from 11 to 19, e.g. 312–17 not 312–7.
4) Page numbers are required within the reference for articles in journals and separate articles in books (see examples below).
5) States within publication location information should be in standard abbreviated form in round brackets, e.g. Albuquerque (NM): University of New Mexico Press; New York (NY): Academic Press, etc.
6) Journals do not need the place or publisher to be specified.
7) Punctuation: see examples below.

Examples:
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Chapter in Book

Book

Book (multiple authors/eds.)

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