

Iranian Journal of Archaeological Studies (IJAS) Instructions for Authors

Submissions:

Manuscripts should be original reports dealing with material for which the author possesses publication rights. Since the readers of the IJAS include archaeologists and others whose specialties are varied, the use of jargon is to be avoided. Articles should not be sent simultaneously to the IJAS and to another publication. Contributors should be aware that the IJAS retains the copyright for materials appearing within its pages. All manuscripts submitted to the IJAS are reviewed by two or more scholars and the final decision on publication rests with the Editor. Manuscripts should be submitted in complete form and in IJAS style; those submitted in a different style will be returned to the author for reformatting before being reviewed.

Manuscript Components:

1- Manuscripts should not exceed ca. 40 double-spaced pages of text, 10 illustrations, and three tables. Margins on both sides, top, and bottom of each page should measure at least 1.0 inches. The order of elements in a manuscript should be as follows, with each element beginning on a new page:

- A) Title page;
- B) Abstract;
- C) Narrative text (“Acknowledgments” can form the last paragraph[s]);
- D) Author biography and mailing address;
- E) Bibliography;
- F) Footnotes (if present);
- G) Tables with captions;
- H) Figure captions;
- I) Figures.

Number each page in the manuscript in the lower middle, beginning with “1” for the title page.

2. The title page should have all lines flush middle. The title should mention time period and region, be in upper and lower case letters, and not underlined. The name of the author(s) should appear under the title, with an institutional (not departmental) affiliation on the next line and

the city, state, and country (if outside the United States) below on a separate line. Authors at the same institution should be grouped to avoid repeating the lines for institution and place.

3. A short abstract (one or two paragraphs) must identify the site or culture concerned, its time period and location, and summarize the thesis and conclusions of the article. The abstract must be capable of standing alone so may contain no text or figure references, no bibliographic citations, and no footnotes. If there must be a reference to another publication, the complete citation must appear in the abstract.

4. The author’s biographical paragraph should include the following: name, final degree (year received, institution), current position, and principal research interests. End with a current mailing address and, optionally, email.

5. Footnotes are discouraged. If they are necessary, they should be kept to a minimum and restricted to explications that cannot fit easily into the main body of the narrative. Footnotes may contain parenthetical citations to other published works, with the full bibliographic entries appearing in the bibliography. Footnotes should be numbered sequentially throughout the narrative text. Tables (see below) have their own footnote style.

7. Quotations that will occupy more than three typeset lines should be block-indented on the left, but still typed double-spaced.

8. Reports for the "News and Short Contributions" section should be no more than 10 pages of submitted text. The manuscript should meet the same requirements as those for a main article except for a limit of three illustrations and a single table.

Electronic Submissions:

To expedite the evaluation process, contributors may provide a digital version of their manuscript. The digital text should be in Microsoft Word. Figures for review purposes should be provided as jpg files at a resolution sufficient to retain the information in the illustration; 300 dpi for photographs and 600 dpi for line art is usually suitable. The names for the figure files should begin with the author's last name, e.g., Smith_01.tif, Smith_02.tif, Smith_03.tif, etc.

Stylistic Conventions

For queries about style and other aspects of manuscript preparation not covered below, contributors are encouraged to consult *The Chicago Manual of Style*, 16th edn., Chicago: University of Chicago Press, 2003,

The following paragraph reflects changes adopted in 2006 regarding radiocarbon dates

1. Dates before Christ (also "before the common era") should be written with "B.C." following the year (e.g., 336 B.C.). Historical dates after Christ (after the common era) should be written with "A.D." preceding the year (e.g., A.D. 1066), but write "4th century A.D." Early prehistory

estimates may be indicated by "years ago" (e.g., "120,000 years ago"), "kya" for "thousands of years ago," or "B.P." ("before present," e.g., "1th millennium B.P."). Radiocarbon years must be indicated by using "B.P." (meaning "before A.D. 1950") in the following format: 1200 ± 160 B.P. (Beta-123456), adding "in uncalibrated radiocarbon years" after the first date in the text. Where possible radiocarbon dates should be calibrated to calendar years and indicated as "CAL B.C.," "CAL A.D.," or "CAL B.P."

2. Cardinal directions should be spelled out, but other directions should be abbreviated as NE, WNW, N-S, etc.

3. Use abbreviations for dimensions, distances, weights, and measures but not with general statements such as "a few meters above the floodplain." Examples of abbreviations are: "2 m," "1,0 m," "3 cu m," "9 masl," "100 km," "4 sq km," "3 ha," "200 g." If multiple dimensions are given, write "1,0 × 1 m." Write "D." for "diameter" in parentheses (D. 2 cm). Do the same for "L.," "W.," and "Th."

4. Use numerals for dimensions; otherwise, in general, write out one through nine and use numerals for 10 and above. Written-out numbers and numerals usually should not be mixed in a sentence, particularly when referring to the same class of items; "the 0-postmold house was east of the 20-postmold house" is fine. Numerals must never begin a sentence.

5. Italicize the first appearance of a foreign word or words and at that time provide a translation or definition. Do not italicize "in situ," "e.g.," "vs.," "i.e.," or "et al."

References and Citations:

1. The bibliography must contain an entry for each work cited in the text and only works cited in the text are to appear in the bibliography.

2. A reference within the text takes the form of a parenthetical citation. For example, "(Simmons and Rollefson 1984: 389-390)" or "Watson, LeBlanc, and Redman (1984)." All quotations must have specific page citations.

3. The use of "et al." is restricted to text citations of works for which there are more than three authors. All authors must be listed in the bibliographic entry.

4. An example of a text reference to a figure or table in another published work is "(Smith

١٩٩٣: fig. ٣, table ٤).” When referring to figures and tables in the present manuscript, use capitalized “Figure” and “Table” in the text and captions; in parentheses use “(FIG. ٦)” and “(TABLE ٣).”

For figures with separate parts, use lower case letters in the text, and upper case letters when the reference is enclosed in parentheses. For example, “Figure ١٠a,” “(FIG. ١٠A).”

٥. Do not use “ibid.,” “op. cit.,” “loc. cit.,” and “idem.”

٦. Do not cite unpublished works, especially papers presented at meetings, “manuscript in possession of the author,” “report on file at...,” “work in preparation,” or URLs. If unpublished information is essential, cite it as a personal communication. Citation of unpublished (i.e., unavailable through University Microfilms) theses and dissertations is strongly discouraged.

٧. A personal communication should be written: “(Maurizio Tosi, personal communication ١٩٨٦).” There should be no bibliographic entry for a personal communication.

٨. If a manuscript has been accepted for publication, the text citation is “(Smith in press).” The bibliographic entry should put “in press” where the year would normally appear and name the publisher.

٩. Full citations, including the names of all the authors, complete titles, and page numbers for articles or chapters, are to appear in a bibliography at the end of the text, alphabetized by the senior author’s last name. Include publishers and place of publication for books and monographs.

Authors’ names should be given as they appear on the work being cited; avoid reducing first names to initials. The bibliography should be typed in the manner of the following examples, but double-spaced.

Article:

Simmons, Alan H., and Gary O. Rollefson. ١٩٨٤. “Neolithic „Ain Ghazal (Jordan): Interim Report on the First Two Seasons, ١٩٨٢–١٩٨٣,” *Journal of Field Archaeology* ١١: ٣٨٧–٣٩٥.

Book:

Watson, Patty Jo, Steven A. LeBlanc, and Charles L. Redman. ١٩٨٤. *Archeological Explanation: The Scientific Method in Archeology*. New York: Columbia University Press.

Published dissertation or thesis:

Reitz, Elizabeth Jean. ١٩٧٩. *Spanish and British Subsistence Strategies at St. Augustine, Florida, and Frederica, Georgia, between ١٥٦٣–١٧٨٣*. Ph.D. dissertation, University of Florida, Gainesville. Ann Arbor: University Microfilms.

Unpublished dissertation or thesis:

Earle, T. K. ١٩٧٣. “Control Hierarchies in the Traditional Irrigation Economy of Halelea District, Kaua’i, Hawaii,” unpublished Ph.D. dissertation, University of Michigan, Ann Arbor.

Monograph in a series:

Granger, Joseph E., Jr. ١٩٧٨. *Meadowood Phase Settlement Pattern in the Niagara Frontier Region of Western New York State*. Anthropological Papers, Museum of Anthropology, University of Michigan ٦٥. Ann Arbor: University of Michigan.

Article in an edited book:

Brain, Jeffrey P. ١٩٧٨. “Late Prehistoric Settlement Patterning in the Yazoo Basin and Natchez Bluffs Region of the Lower Mississippi Valley,” In Bruce D. Smith, (ed.), *Mississippi Settlement Patterns*. New York: Academic Press, ٣٣١–٣٦٨.

Work accepted for publication:

Deck, Daniel. in press. “The Restless Grass,” *Llano Estacado Studies*.

Bar (british archaeological reports):

Belli, Paolo. ١٩٨٧. “Costruzioni circolari di Creta,” In Miriam S. Balmuth, (ed.), *Studies in Sardinian Archaeology III: Nuraghic Sardinia and the Mycenaean World*. BAR International

Series 387. Oxford: B.A.R., 1991-1992.

Elia, Ricardo J., and Al B. Wesolowsky, editors. 1991. Archaeological Excavations at the Uxbridge Almshouse Burial Ground in Uxbridge, Massachusetts. BAR International Series 064. Oxford: Tempvs Reparatum.

Ancient works:

Livy The Early History of Rome. Aubrey de Sélincourt, trans. Harmondsworth, U.K.: Penguin Books 1960.

Reprints:

Cobo, Bernabe. 1964. Historia del Nuevo Mundo. (Originally published 1603.)

Biblioteca del Autores Españoles, Vols. 91, 92. Madrid: Ediciones Atlas

Figures and Tables:

Figures:

1. The word "Figure" is used to refer to all line drawings, photographs, maps, charts, and graphs that accompany an article. Every illustration is to be given a figure number. Every figure must be referred to in the text, and initial references to them must be in numerical sequence ("1, 2, 3," not "1, 3, 2").

2. Figure 1 should be a map locating the site or study area within its wider geographical context. The IJAS has an international readership that needs to be kept in mind when designing Figure 1. Field reports should include at least one photograph that depicts the terrain and environment of the site or study area.

3. A simple graphic scale, when necessary, should appear in the image area of the figures; do not give scales such as "3x" or "1:50000" in the captions. Should a figure showing artifacts lack a scale in the photograph, writing "The pot on the left is 21 cm tall" in the caption is fine.

4. The list of captions should be typed in upper and lower case letters, double-spaced, all lines flush left, and the word "Figure" should be the first word in each caption. For example, Figure 1. Map of the Weicker site and environs. Inset shows the location of the site in NW Mexico. Map by Patricia Parker.

A photograph caption should include the direction of the view and any credit for the photographer. Credits for line drawings may be provided in the caption. No caption should be placed on the art itself. Photographs of vertical views should indicate in the caption, e.g., "north is at the top." The author should number each figure in a corner or on the back and, if appropriate, draw on the back an arrow indicating "up."

The caption for a figure with individually-lettered parts should be written like the following example:

Figure 11. Photomicrographs of use-wear observed on the edges of obsidian blades from the "workshp" locus within Area H at Piana di Curinga. A) Dense, deep striations running parallel to the working edge of blade; B) Sickle gloss on blade; C) Blade showing an isolated large flat microscar; D) Blade showing steep rounding scars or an edge row.

Each component in such a figure should be referred to in the text but, as with figures, these may be combined, e.g., "(FIG. 1C-F)."

Figure Production:

1. Photographs and line drawings must be of high quality or they will not be published.

2. For conventional photographs on film, prints made from the negatives should be provided, especially in the case of slides. Please do not submit slides or digitized versions of conventional photographs. Digital photographs should be taken at high resolution and saved in jpg or raw

format; avoid tif. Upon acceptance of the article for publication, digital photographs should be provided as a jpg or as a Photoshop application file, at 300 dpi.

Tables:

1. Tabular material is time-consuming to typeset, so authors should make certain that tables are essential for their argument. Every table must be referred to in the text, in numerical sequence. Chronological charts, unless they are very simple, seldom work well as tables and should be prepared as figures with a vector application.

2. Tables are to be numbered separately from the figures. Table captions should be typed double-spaced, flush left, in upper and lower case letters, and appear at the top of the table.

3. All table columns must have headings with the first letter capitalized.

4. Footnotes in tables should avoid the use of numerals or letters as superscript. Instead, use the following sequence: *asterisk, †dagger, ‡double-dagger, §section mark, two asterisks, two daggers, etc.

5. When designing tables, authors should organize the rows and columns in ways that help the reader understand the data. Columns for sites, for example, might be ordered from east to west, or rows for ceramic counts arranged from most significant to least.

Book Reviews:

Book reviews should be doubled-spaced throughout (from the first line of the title to the last line of a bibliographic entry), and any references should follow the system given above. Specific guidelines for book reviews are available on the JFA web site and from the Editorial Office.