

# Editorial Policy and Guidelines for Contributors to *JMA*

[This statement supersedes that published in *JMA* 10.2 (December 1997) 229-233.]

## 1. Editorial Policy

*JMA* aims to present significant new contributions from the multicultural world of Mediterranean archaeology to a wide readership. The journal publishes material that deals with, amongst others, the social, politico-economic and ideological aspects of local or regional production and development, and of social interaction and change in the Mediterranean. We also encourage contributions that deal with contemporary approaches to gender, agency, identity, landscape, etc. As always, we welcome material that covers both the theoretical implications and methodological assumptions that can be extrapolated from the relevant archaeological data.

Manuscripts submitted for consideration should place equal emphasis on data and theory; preference is given to problem-oriented studies that demonstrate a sound methodological or theoretical framework. *JMA* does not publish short notes, or purely descriptive excavation reports, survey results or artefact studies.

*JMA* welcomes manuscripts dealing with any period of Mediterranean prehistory and history, from the Palaeolithic to the Early Modern. The geographical focus of the journal is the islands within, and the lands or regions that border (or have had a demonstrable impact on) the Mediterranean Sea. We therefore welcome material treating everything from Gibraltar and the Iberian Peninsula in the west, to the Jordan Valley and Egypt in the east; from the mountain chains that fringe the diverse coastal plains of northern Mediterranean to the Atlas Mountains of the Maghreb and the Saharan desert cultures that impact on the Mediterranean's southern shores.

## 2. Evaluation of Manuscripts

Manuscripts sent to *JMA* are acknowledged immediately and, if their scope and quality seem appropriate, passed to at least two referees for peer review. The Editors make a final decision on acceptance, which in many cases may be conditional on minor or extensive revisions. We conduct the evaluation process as quickly as possible, but authors should bear in mind both human constraints and those imposed by international postal systems. To facilitate more rapid communication and publication, we now carry out virtually all *JMA* business — whether submission and sending of manuscripts to referees and to the publisher, or communications between editors, authors and referees — by e-mail and e-mail attachments. Papers are normally published in order of their acceptance in final form, without preference for particular regions, periods, or topics.

## 3. Submission of Manuscripts

*For electronic (e-mail) submission*, simply send an e-mail message to both co-editors, along with an attachment containing the manuscript (fully formatted in *JMA* style). Preferably, this attachment should be in Microsoft Word (Macintosh or PC/Windows), but we can convert most formats. Supplementary materials (e.g. illustrations, tables) must be included either as EPS or TIFF files, or as Adobe Illustrator, Macromedia Freehand, Adobe Photoshop or Microsoft Excel files; otherwise these should be submitted in hard copy. The editors' e-mail addresses are:

- **john\_cherry@brown.edu**
- **b.knapp@archaeology.arts.gla.ac.uk**
- **p.vandommelen@archaeology.gla.ac.uk**

*For hard-copy submission*, the original and three copies of the text should be submitted, together with the original artwork for all figures and tables, and photocopies of this artwork attached to the additional two copies of the manuscript. Please retain copies of both the manuscript and the accompanying artwork, since *JMA* does not usually return materials not accepted for publication. Once a manuscript has been accepted in final form for publication, an electronic version or a disk version (exactly matching the printed copy) is required for production purposes. We can convert most formats, but would prefer Microsoft Word for Macintosh or PC/Windows.

Authors are solely responsible not only for the contents of their manuscripts, but also for securing any legal rights or permissions to publish, included copyright-protected materials. The appropriate acknowledgements should be given in captions, footnotes or elsewhere. Manuscripts must not be submitted to any other journal or publication while in the review process for *JMA*. The journal does not wish to receive for consideration of publication manuscripts that essentially repeat material published elsewhere (see editorial comments in *JMA* 9 [1996] 5).

All manuscripts and related enquiries should be sent to the Editors at the addresses indicated on the second page of each issue. Enquiries about such matters as the production, scheduling and promotion of manuscripts accepted for publication should be directed to:

Journals Dept.  
Equinox Publishing Ltd.  
Unit 6, The Village  
101 Amies Street  
London SW11 2JW  
[production@equinoxpub.com](mailto:production@equinoxpub.com)

#### 4. Form of the Manuscript

Manuscripts should be in grammatical, idiomatic English (*JMA* does not publish in languages other than English). Everything should be typed or printed, double-spaced and on one side of an A4 (US: 8.5 x 11) page only, the pages numbered consecutively. Only manuscripts that are complete can be considered: include all necessary bibliographical details, references, illustrations, maps and tables, and make sure illustrative material is clearly identified. Articles may be up to 10,000 words in length (roughly, 40 pages of typescript); contributions to the Discussion and Debate section are limited to about 2,500 words (roughly, 10 pages).

Manuscripts should normally include the following elements:

*Title Page:* Full title of the article; name, affiliation, full address of author(s), e-mail address(es), contact telephone number(s).

*Abstract:* 100-150 words in length, on a separate page.

*Text:* Begin on a separate page; lead with the title of the article. Use capitals, italics, etc. to distinguish clearly and consistently between section headings of different weight within the text (primary, secondary, tertiary, etc.).

*Acknowledgments:* Provide on a separate page, following the main body of the text.

*About the Author(s):* Include a brief statement (two or three sentences) summarizing each author's current affiliation and position, research interests, and recent field projects and major publications.

*Notes:* Avoid their use altogether, so far as possible; otherwise keep them as few and concise as possible.

Number notes consecutively throughout the article, using appropriate superscript numerals for each. Place the text of notes on separate pages following the main text, between About the Author and References.

*References:* Begin on a separate page. Examples of citations are given below. *JMA* does not use any standard bibliographic abbreviations whatsoever; if special abbreviations need to be established for very frequently cited works, both the abbreviation and its meaning should be listed at the head of the bibliographic references themselves.

*Captions:* Provide separate caption lists for all figures (i.e. all artwork, including photographs, drawings and graphs) and for all tables.

*Figures:* Original line-drawings and photographic prints must be camera-ready (i.e. suitable for quality reproduction). Line-drawings, at no more than twice final size, should be on white paper in black indelible ink, or laser-printed (dot-matrix illustrations are not adequate). Labelling should be of professional standard and no less than 2 mm high after final reduction. Include a scale when objects, sections, etc. are illustrated, and both a scale and a north arrow on all maps; all scales, symbols and keys should be included as part of the figure itself, rather than placed in the caption. Every figure must have a separately typed, brief caption, correspondingly numbered, to be printed beneath the figure. Cite all illustrations as Figures (not plate, map, plan, illustration, etc.). Each figure should be marked on the back with its appropriate number, together with the name(s) of the author(s) and the paper title (in brief form). When there might be doubt about the orientation of an illustration, the top should be marked with an arrow. Illustrations should be prepared to fit column widths of 72 mm (single) and or 149 mm (double) after final reduction. It is possible to include illustrations in colour, but costs and printing constraints severely limit their use; there must be a compelling case that black-and-white or halftone illustrations would not provide a viable alternative (e.g. a GIS analytical map that conveys too much information to be rendered meaningfully in black-and-white only). Authors who believe the use of colour illustrations to accompany their manuscript is essential should contact the co-editors before submitting their artwork. Note that many illustrations originally created in full colour, but printed only in black-and-white for purposes of submission, often prove to be unacceptable.

*Tables:* Use sparingly. When designing tables, bear in mind their size relative to the dimensions of a *JMA* page. Complex or lengthy tables are best submitted as camera-ready copy; otherwise, present all tables in double-spaced type, together with a complete list of table captions on a separate sheet.

## 5. Other Elements of the Manuscript

*Numbers:* Spell out numbers one to nine; express all numbers greater than nine with Arabic numerals, i.e. 10 to 999,000, etc. Spell out 'million' or 'billion', numbers that begin sentences, and those used in a general sense in narrative, e.g. 'thousands of sherds'.

In a sequence of numbers, the last two digits only should be given in the second element, except when the first of the two would then be a zero, thus: 153-79, but 107-109.

For dates and times, follow these examples: 40 hours; 30 October 1997; 18th Dynasty; 16th-century buildings (hyphenated); 1980s (no apostrophe); 1978-79 (not 1978-9); 333 BC, 85-135 AD (no periods in BC or AD); spell out all ordinal numbers. Note that for calendar dates *JMA* only uses the forms BC and AD, not BCE, CE, AC, etc.

*Spelling:* Either British or American spelling may be used, but do not mix these spelling conventions.

*Measurements and mathematical symbols:* Distance, area, volume and weight must be expressed in metric units; abbreviations should not have full stops (periods), thus: 5 m; 10 km; 15 ha; 200 sq m (not 200 m<sup>2</sup>). Any mathematical variable should be underlined or italicized, and any ambiguous or unusual symbols should be explained clearly in the left margin. Extensive use of statistics may make it necessary for authors to provide camera-ready copy.

*Radiocarbon dates:* Radiocarbon determinations should be cited in full, with laboratory reference, age determination in 14C years BP (Before Present, deemed to be AD 1950), and 1-sigma (68.2%) measurement error estimate (e.g. OxA-1083, 4370 ± 90 BP). Any recent laboratory determination will have been corrected for isotopic fractionation (δ<sup>13</sup>C), but in cases of unusual δ<sup>13</sup>C values, or determinations run some years ago when such correction may not have been carried out by the producing laboratory, this should also be mentioned.

Calendar dates refer either to historical dates, or calibrated calendar date estimates for radiocarbon determinations. The convention is:

Calibrated dates Cal BP/Cal BC/Cal AD

Historical dates BC/AD

Calibrated date estimates should cite the specific calibration curve, and computer program, used to obtain the estimate. For further information and guidance, see: <http://units.ox.ac.uk/departments/rlaha/calib.html>

## 6. Typographical Guide

*Punctuation:* For possessives of proper names ending in s or another sibilant, add 's, e.g. Childs's Introduction, Jones's views, Harris's work.

*Quotations:* If more than four lines are quoted, indent from left margin, but continue to use double-spacing. Otherwise, quotes should be enclosed in single quotation marks, double quotation marks being used only for quotes within a quotation.

*Italics and accents:* Underline (or type in italic) foreign words that are to be printed in italic (including *et al.*), but note that such common abbreviations as e.g., cf., etc., are not italicized. In both the text and references, titles of all journals, monographs, books, and other such publications should be italicized. Non-Roman scripts (e.g. Greek, Arabic, Hebrew, Cyrillic) should be transliterated; diacritical marks and accents should be indicated for foreign words.

*Abbreviations:* Use sparingly. True abbreviations should always end with a full-stop, but contractions should not (e.g. rep., ed.; but edn, Mr, Jr); plural abbreviations are not regarded as contractions (e.g. chs., eds.). Very common abbreviations, such as BC, AD, PhD, UK, should not be punctuated. Names of states in the USA should be written out in full, rather than abbreviated (e.g. Vermont, not VT). When some time period, artefact type, or similar designation is used frequently within the text, give the full spelling initially, followed by an abbreviation in parentheses that should be used thereafter. Examples: Late Bronze Age (LBA), Chocolate-on-White (CW) Ware. *JMA* does not use any abbreviations for titles of periodicals or standard reference works: these should always be written in full.

## 7. References

In the text, follow the style of these examples:

(Catling 1972); ...Catling (1972: 69) claims...

(Muhly 1973: 192-99; 1976: 91-97, 101-105)

(Renfrew and Cooke 1979: 221)

(Renfrew et al. 1965: 225-30) [use *et al.* for more than two authors]

(South 1984a; 1984b) [separate each citation with a semi-colon]

(Davis and Lewis 1985: 86, fig. 5, nos. 7-10)

(Artzy 1985: 98 n.2, 99 nn.4-7) [use 'nn.' for 'notes', 'nos.' for 'numbers']

(Hodder 1997; in press)

(Thucydides 6.71.2; 7.14.3-4; Homer, Od. 2.314-17; IG II.2, 15, line 87)

*List of references:* When the same author is cited more than once, give the name once only, and list publications in chronological order from earliest to most recent. List multiple authors or editors in full (i.e. use *et al.* only in the text, and not in the references). Give both place of publication and publishers' names, using the full version: e.g. Basil Blackwell, Cambridge University Press, Paul Åström's Förlag (but do not include & Co., Ltd., Inc., etc.). Titles of books and journals should be underlined or italicized; titles of dissertations and theses are not italicized; titles of articles in journals or books should not be capitalized nor placed within quotation marks. Ancient authors and texts need not be included in the list of references, unless the citation is to a specific modern edition or translation. Some examples are given below:

#### Books

- Conrad, G.W., and A.A. Demarest  
1984 *Religion and Empire: The Dynamics of Aztec and Inca Expansionism*. Cambridge: Cambridge University Press.
- Braidwood, R.J., and L.S. Braidwood  
1960 *Excavations in the Plain of Antioch I. The Earlier Assemblages, Phases A-J*. Oriental Institute Publications 61. Chicago: University of Chicago Press.
- Edwards, I.E.S., C.J. Gadd and N.G.L. Hammond (eds.)  
1970 *The Cambridge Ancient History I.1. Prolegomena and Prehistory*. Cambridge: Cambridge University Press.
- Petrakos, V.H.  
1987 *I en Athinai Arhaiologiki Etaireia: i istoria ton 150 hronon tis, 1837-1987*. Athens: Archaeological Society of Athens.
- US Government Printing Office  
1980 *Cyprus, A Country Study*. 3rd edn. Washington DC: US Government Printing Office.
- Weber, M.  
1956 *The Sociology of Religion*. Trans. E. Fischoff. Boston: Beacon Press.

#### Articles

- Cherry, J.F.  
1981 Pattern and process in the earliest colonisation of the Mediterranean islands. *Proceedings of the Prehistoric Society* 47: 41-68. [Titles of articles in journals or books are not capitalized.]
- Gibbins, D.  
1993 Bronze Age wreck's revelations. *Illustrated London News* 281/7116: 316-17.
- Karageorghis, V., F. Asaro and I. Perlman  
1972 Concerning two Mycenaean pictorial sherds from Kouklia (Palaepaphos). *Archäologischer Anzeiger* (1972.1): 192-97.
- Oleson, J.P.  
1987 The Humaya hydraulic survey: preliminary report of the 1986 season. *Old World Archaeology Newsletter* 11(1): 14-17. [Cite both issue and volume number only where each issue of the journal begins with page 1.]

#### Contributions to Books

- Beckman, G.  
1988 Herding and herdsmen in Hittite culture. In E. Neu and C. Ruster (eds.), *Documentum Asiae Minoris Antiquae: Festschrift für Heinrich Otten zum 75. Geburtstag*, 33-44. Wiesbaden: Harrossowitz.

- Dothan, T.  
1983 Some aspects of the appearance of the Sea Peoples and Philistines in Canaan. In S. Deger-Jalkotzy (ed.), *Griechenland, die Ägäis und die Levant während der 'Dark Ages' vom 12. bis zum 9. Jahrhundert v. Chr.* Sitzungsberichte der Österreichischen Akademie der Wissenschaften 418, Mykenische Forschungen 10: 99-117. Vienna: Österreichischen Akademie der Wissenschaften.
- Lewthwaite, J.G.  
1986 The transition to food production: a Mediterranean perspective. In M. Zvelebil (ed.), *Hunters in Transition: Mesolithic Societies of Temperate Eurasia and their Transition to Farming*, 53-66. Cambridge: Cambridge University Press.
- Melas, E.M.  
1983 Survey of Karpathos, Kasos and Saria, Dodecanese. In D.R. Keller and D.W. Rupp (eds.), *Archaeological Survey in the Mediterranean Area*. BAR International Series 155: 287-89. Oxford: British Archaeological Reports.
- Vagnetti, L.  
1999 Mycenaean and Cypriots in the central Mediterranean before and after 1200 B.C. In W. Phelps, Y. Lolos and Y. Vichos (eds.), *The Point Iria Wreck: Interconnections in the Mediterranean ca. 1200 B.C. Proceedings of the International Conference, Island of Spetses (19 September 1998)*, 187-208. Athens: Hellenic Institute of Marine Archaeology.
- Van Dommelen, P.  
2000 Momenti coloniali, cultura materiale e categorie coloniali nell'archeologia classica. In N. Terrenato (ed.), *Archeologia teorica*, 293-310. Florence: Edizioni all'insegna del giglio.

Reviews, theses, unpublished material, Internet publications, etc.

- Fotiadis, M.  
2001 Imagining Macedonia in prehistory, ca. 1900-30. *Journal of Mediterranean Archaeology* 14.2 (in press).
- Kiernan, V.  
1977 Reflections on Braudel. Review of F. Braudel, *Capitalism and Material Life* (London: Weidenfeld and Nicolson, 1967). *Social History* 4: 521-26.
- Pilali-Papasteriou, A.  
1986 Social evidence for the interpretation of Middle Minoan figurines. Paper presented at the First World Archaeological Congress, Southampton, UK.
- Runnels, C.  
1981 A Diachronic Study and Economic Analysis of Millstones from the Argolid, Greece. Unpublished PhD dissertation, Program in Classical Archaeology, Indiana University, Bloomington, Indiana..
- Knapp, A. B., V. Kassianidou and M. Donnelly  
1999 Politiko *Phorades*: Excavations of a Bronze Age smelting site in Cyprus. Internet Edition: <http://www.sbsp.arts.gla.ac.uk/Phorades/index.htm>