Manuscript Preparation Guidelines for Contributions to
Archaeological Survey of Alberta Occasional Paper Series

The Archaeological Survey of Alberta Occasional Paper series was established in 1976 as a means of disseminating information to archaeological specialists in Alberta. The series was comprised mainly of annual review volumes that detailed select projects carried out within the province. Edited thematic volumes were also a part of the series. The series was discontinued from 1994 to 2013, and was re-established as an online resource in 2014.

Annual Review volumes will be published each spring and are intended to compile the highlights of the multitude of cultural resource management (CRM), avocational, and academic archaeological projects completed during the previous year.[1] The publication schedule of edited thematic volumes will be predicated on demand and available resources. Potential themes can be forwarded to the Archaeological Survey for consideration at any time. All volumes will be made available free of charge on the Archaeological Survey of Alberta Publications webpage as .pdf documents.

Manuscript content

The goal of this series is to provide useful archaeological information to interested specialists; manuscripts should focus discussion on archaeological sites, materials, records, and/or methods. The target readership of this series is people with a broad general interest in Alberta archaeology, including professional archaeologists, avocational archaeologists and post-secondary students. Thus, contributions should be written in plain, clear language. The publication is not intended as an outlet for highly specialized technical papers or discussions of archaeological theory. We encourage first-time writers, such as graduate students, to consider the Occasional Paper Series as a venue.

Authors have wide leeway in their choice of subject matter; however, CRM-derived projects should limit discussion and illustration of project-specific development plans or impact assessment approaches to a bare minimum. “Cut-and-paste” excerpts from Historical Resources Impact Assessment (HRIA) permit reports are not acceptable. Manuscripts should stand on their own as archaeological reports, independent of their CRM context.

We will be following the Society for American Archaeology style guideline (see http://www.saa.org/Portals/0/SAA/Publications/StyleGuide/StyleGuide_Final_813.pdf) with exceptions and additions noted below.

Editing and Review

[1] It is not necessary that all components of a project be completed in the year previous to publication. For example, *Archaeology in Alberta 2015* can include a paper that synthesizes data from the 1980s.

Membership of the Occasional Paper Series editorial board may vary but ideally will include representatives from the Archaeological Survey of Alberta, the Royal Alberta Museum, the consulting archaeology community, and academic institutions.

- Annual Reviews
    - Following submission, all manuscripts will be reviewed and edited by the board. Edits will be provided to authors for consideration prior to final copy editing.

- Thematic Volumes
    - Each manuscript will be subject first to the editorial process described above. Following this initial edit, the manuscript will be sent to two external scholars for independent peer review.

Schedule

Manuscripts intended for annual reviews should be submitted to the Archaeological Survey by e-mail (to robin.woywitka@gov.ab.ca) by **JANUARY 31** of each calendar year. Deadlines for edited thematic volumes will be determined as they arise.

Manuscript submission

- Manuscripts should not exceed 4000 words in length (excluding title, abstract, bibliography, figure captions, and tables).
- All manuscripts should be submitted in electronic format, using MS Word or generic (rtf) word processor format.
- Manuscripts should use 12 point Times Roman font. Text should be double-spaced, with 1” top, bottom, and side margins.
- Left justify text. Separate paragraphs by a blank line. Indent first line of paragraphs by 0.5”.
- Do not format the manuscript with line numbers.
- Figures should be submitted as separate files and not embedded in the manuscript. To indicate figure placement, please insert an angle-bracketed “callout” at the appropriate place in the text: “<Fig. 3 about here>”

Manuscript preparation guidelines

- General
    - Wherever possible, write in the active voice: “We measured 45 projectile points,” not “Forty-five projectile points were measured,” and definitely not “The authors measured 45 projectile points.”
    - Contact information (mailing address, e-mail address) for all authors must be provided. Workplace, institutional or service provider e-mails are preferred.
    - For multi-authored manuscripts, one author should be identified as the corresponding author for the purpose of handling matters related to the publication process.

- Ensure that the manuscript has a straightforward, plain-language title that gives readers a clear idea of the content. For example, “A new palaeoenvironmental record from the northern plains” is not informative. A better title would be “A postglacial pollen record from Muddy Lake, southern Alberta, and implications for early Holocene plant resources.”

- Abstract
  - Each manuscript should be accompanied by an informative, plain-language abstract, not to exceed 200 words.

- Keywords
  - Provide a list (up to ten) of keywords related to the paper’s main foci. Keywords should be selected so that they will be informative for indexing services and for users performing on-line searches.

- Headings and Subheadings
  - Manuscript content should be divided into clearly defined sections.
  - For a study or site discussion, the sections could be: Introduction; Study area; Field and laboratory methods; Results; Discussion; Concluding statement; Acknowledgements; Endnotes; Literature cited; List of figures and captions; List of tables and captions.
  - For a synthesis article, the sections could be: Introduction; Regional focus; Data sources; Previous studies and literature; Analysis of existing work; Discussion; Concluding statement and future directions; Acknowledgements; Endnotes; Literature cited; List of figures and captions; List of tables and captions.
  - Up to three level of headings may be used:
    - Main section headings – numbered, left justified, bold
      Example: **2: Methods and analyses**
    - Second level headings – numbered, left justified, plain text
      Example: 2.2: Chronologic control
    - Third level headings – numbered, left justified, italics
      Example: *2.2.a: Radiocarbon dating*
  - There must be at least two subheads in any given section; that is, a section cannot be divided into only one subsection.

- Radiocarbon dates
  - Radiocarbon dates should be given in full; that is, the conventional radiocarbon age (CRA) in years BP should be provided, including the ± error value.
  - All dates should be accompanied by their laboratory number, which identifies the laboratory that produced the date.
  - For conventional ^{14}C dates (that is, those not obtained by AMS), the $\delta^{13}C$ values should be included, if available. This information may not be available for dates produced in 1950s, 1960s, and early 1970s.
  - In all cases, it should be clear what material (type and, if appropriate, taxon) was dated.
  - It should also be clear whether dates are conventional or AMS.

  - It is usually tidier to place radiocarbon dates in a table and refer to them in text.
  - Examples: A sample of charcoal from the hearth yielded an AMS date of 3560±50 ^{14}C yr BP (CarbLab-250). We also obtained a radiocarbon age estimate of 4200±60 ^{14}C yr BP (CarbLab-251, δ^{13}C -25.3‰) from the collagen recovered from a fragmentary axis vertebra of *Bison* sp.

- Calendrical-equivalent dates
  - All references to time in the discussion should be given as calendrical-equivalent years before present (cal yr BP).
  - Radiocarbon dates should be paired with their converted calendrical-equivalent age~~s.~~
  - Calendrical conversion should be undertaken using one of the standard programs, such as Calib 7 (http://calib.qub.ac.uk/calib/calib.html) or OxCal 4.2 (https://c14.arch.ox.ac.uk/embed.php?File=oxcal.html). The program and version should be identified, and the calibration data set used should be specified, The assumptions used for the conversion should be stated.
  - Date ranges should be provided, and if a single calendrical age is used as an estimate, the basis for this estimate should be clear (e.g., the median probable value).
  - It is usually easier to put this information in a table.
  - Example: Based on an AMS date obtained from *Scirpus* achenes from Level K, the age estimate for the base of the Fletcher site is 9,380±110 ^{14}C yr BP (TO-1097), which calibrates to 10,871 – 10,265 cal yr BP, with a median estimate of 10,613 cal yr BP. This calibration has been carried out using CALIB 6 (Stuiver and Reimer 1993a). The values reported here are the extreme age ranges at 2σ as calculated using Method A, which derives intercepts with a linear interpolation of the data points of the calibration data set (Stuiver and Reimer 1993b).

- Units of measure
  - International (SI) units should be used. If original sources use other units, such as miles, then metric equivalents should be provided.
  - In running text, measurements should be spelled out: “55 kilometres,” not “55 km.” Abbreviations are fine within parentheses, however, and should always be used in tabular material.

- Location and site protection
  - In order to protect archaeological sites, degraded or approximate locations are preferred. Sites should appear on a key map, which may be produced at such a scale (regional) that the exact site location cannot be determined. More specific site location information may be appropriate for some manuscripts; mapping fidelity will be determined on a case-by-case basis.

- Borden numbers
  - Borden numbers should include a hyphen, and do not require leading zeros for sequence numbers below 100 (e.g., HhOu-8, HiOv-75, FaPx-201).

- Permit numbers
    - Permit numbers should begin with the last two digits of the year of issue, followed by a hyphen and the sequence number of the permit. Leading zeroes should be included for permit sequence numbers below 100 (e.g., 13-003, 09-067, 97-143).

- Footnotes and endnotes
    - Endnotes should be used sparingly and only when absolutely necessary.
    - Endnotes should be numbered sequentially (1, 2, 3, etc.) in the text and listed following the acknowledgements.
    - Footnotes should not be used.

- Specific formatting notes
    - The following abbreviations should be italicized: *sensu stricto, sensu lato, in situ*.
    - The following abbreviations should not be italicized: sp., spp., var., et al., ca.
    - These two abbreviations (e.g. and i.e.) should be followed by a comma.
    - Single space after a period ending a sentence.
    - Periods and commas go inside quotation marks, "like this."
    - All abbreviations and acronyms that might not be understood by a global readership should be spelled out in full at first use.

- Spelling
    - The authority for spelling is the *Canadian Oxford Dictionary* (Second Edition, 2004).
    - Note the following spellings: aeolian, archaeology, artifact, authorize, characterize, geoarchaeology, palaeontology, palaeosol.

- In-text references
    - In-text references should be given in standard (author-date) format.
    - When there are more than two authors, the standard "et al." abbreviation should be used; note the period ("al." abbreviates "alia").
    - All references used in text should be included in a list of literature cited at the end of the text.
    - In-text references should include page numbers where the reference is to specific information or a quote.
    - Example of in-text references: In northeast Alberta, palaeoecological records have been obtained from Eaglenest Lake (Vance 1986), Otasan Lake (Prather and Hickman 2000), and Mariana Lake (Hutton et al. 1994).
    - Multiple in-text references should be listed in chronologic order, with the oldest first. Separate each reference in the string with a semicolon.
    - Multiple references by the same author in the same year should be distinguished by suffixes, a, b, c, etc. Thus Knudson (2010a, 2010b).
    - Example of in-text reference string: Geologists, geomorphologists and palaeoecologists working in western North America have used tephras as stratigraphic markers (e.g., Westgate et al. 1970; Mehringer et al. 1977; Porter

1978; Westgate and Briggs 1980; Mehringer et al. 1984; Vreeken 1989; Hallett et al. 1997).

- Quoted text
    - The format for quoted material within text is provided in the AU Press Style Guide, pp. 11-12.

- Format for references in the list of works cited
    - The list of references should include all sources cited in the text or used as sources in figure or table captions.
    - Only references specifically cited in the manuscript should be included.
    - The volume will follow the *American Antiquity* referencing style (see http://www.saa.org/Portals/0/SAA/Publications/StyleGuide/styleguide.pdf), with some modifications identified below.
    - Do not indent references (see examples below). Place a blank line between each reference.
    - Full given names for authors should be included, if possible.
    - Journal titles and titles of proceedings volumes and reports should be given in full.
    - For books, proceedings volumes, and edited volumes, the place of publication should be included.
    - For recently published journal articles, please include the Digital Object Identifier (DOI).
    - Open-source materials that are published only in electronic format may be cited, but only when they are established publications with some level of scholarly credibility, such as *Proceedings of the National Academy of Sciences (PNAS)* or *Palaeontologia Electronica.*
    - Online sources should be used sparingly and only when the link is stable, that is, a permanent (institutional) site or recognized electronic archive. All references to websites should indicate the date the author last accessed the resource, which should be within six months of the manuscript being submitted.
    - Peer-reviewed papers that have been accepted for publication and are "in press" may be included. "In press" citations can be updated later in the production process.
    - In "Literature cited" section, references with the same author should be listed in reverse chronologic order, that is, with the most recent first. Thus Knudson (2010) should be listed before Knudson (1988).
    - References with multiple authors should be arranged in alphabetical order by authors sequentially, and then by year. Thus Anderson, Bowers, and Chadwick (1977) should be listed before Anderson, Chadwick, and Bowers (2011).
    - Examples of reference formats:
        - Book
          Ritchie, James C. 1984. *Past and Present Vegetation of the Far Northwest of Canada*. University of Toronto Press, Toronto, Ontario, Canada. 178 pages.
        - Journal article

Beaudoin, Alwynne B. 2007. On the laboratory procedure for processing unconsolidated sediment samples to concentrate subfossil seed and other plant macroremains. *Journal of Paleolimnology* 37:301-308. DOI: 10.1007/s10933-006-9031-8

- Article or chapter in an edited volume
  Saxberg, Nancy, and Brian O. K. Reeves 2003. The first 2000 years of Oil Sands history: ancient hunters at the northwest outlet of Glacial Lake Agassiz. In: *Archaeology in Alberta: A View from the New Millennium* edited by Jack W. Brink and John F. Dormaar, pp. 290-322. Archaeological Society of Alberta, Medicine Hat, Alberta, Canada.
- Report
  Stuart, Glenn S. L. 1988. *Archaeological Investigations at the Wells Site and Anderson Site in Alberta's Parkland.* Report prepared by Fedirchuk McCullough and Associates Ltd. Permit 87-034. Report on file, Archaeological Survey, Heritage Resource Management, Edmonton, Alberta, Canada. 185 pages.
- Article with website
  Natural Regions Committee 2006. *Natural Regions and Subregions of Alberta*. Compiled by David J. Downing and Wayne W. Pettapiece. Government of Alberta. Pub. No. I/005. 254 pages. Available online at http://albertaparks.ca/media/3195126/NRSRcomplete%20May_06.pdf. Last accessed: July 26 2012.
- Thesis or dissertation
  Bouchet-Bert, Luc 2002. *When Humans Entered the Northern Forests: An Archaeological and Palaeoenvironmental Perspective*. M.A. thesis. Department of Archaeology, University of Calgary, Calgary, Alberta, Canada. xi + 166 pages.

- Personal communications
  - Use these sparingly, and only when no peer-reviewed alternative is available.
  - Generally, personal communications should be used only for transitory observations that cannot be replicated, such as field observations or comments on the behaviour of samples in analysis.
  - All personal communications should be dated and the form (phone, e-mail, written) indicated.
  - Example of personal communication: According to Fred Smith (e-mail communication, August 8, 2012), the faunal remains showed a distinctive bright blue colour, characteristic of vivianite, at the time of collection in 1958. No such colour was visible when we analyzed the material in 2010, which is not unexpected because vivianite rapidly oxidizes and darkens.

- Unpublished material
  - As a rule, avoid unpublished material as a reference.
  - All references cited in text should be available to the broad scholarly community.
  - Please note the following specific issues:

        - Theses and dissertations can be cited as sources provided no peer-reviewed source is available and provided copies are available to the scholarly community, e.g., as a PDF download through ProQuest, from another digital archive, as a circulating copy, or on-demand photocopy from the home institution.
        - Grey literature (such as permit reports or site reports) may be cited if they are deposited and catalogued in an accessible repository and are available to the scholarly community for viewing or loan from a library, institution, or archive.
        - "Embargoed" reports or proprietary reports should not be used as sources, because these are not available to the scholarly community.
    - The following are not acceptable as references:
        - Unpublished manuscript in possession of the author
        - Manuscript in preparation
        - Unfinished report or report in preparation
        - Ongoing work for thesis in preparation
        - Lecture, talk, or unrecorded presentation (e.g., a class seminar)
        - Author's field notes (unless these refer to transitory observations at time of collection)
        - Wikipedia article
        - Blogs
        - Personal websites

- Specimen numbers and repository locations
    - As a rule, any specimens discussed or figured in the text should be available for study by other scholars.
    - Include specimen or accession numbers for figured specimens or collections and indicate the name and location of the institutional repository.
    - Discussion of specimens in private collections should be avoided as far as possible.

- Figures
    - Figures should be numbered sequentially in the order in which they are referred to in the text.
    - Figures include all graphic material (diagrams, maps, photographs).
    - Figures will be published in colour.
    - There is no separate numbered list of plates.
    - The manuscript text should include a list of figures (following the "Literature cited" section) and captions.
    - Captions should include the source for the image, if applicable.
    - All photographs not taken by the authors should have a credit line.
    - Follow standard cartographic conventions on maps. Labels for geographical features (rivers, seas, oceans, bays, etc.) should be in italics, whereas place names and other features should be in non-italic text.
    - All maps should include a scale, an indication of orientation, and an indication of position (e.g., latitude and longitude).

- As a courtesy to readers, papers dealing with very site-specific studies should have a small index map showing where the study area is located within a larger identifiable region (e.g., province or state).
- Corporate branding should be kept to a minimum on figures and, if used, should be unobtrusive.
- The finished document will be 8.5” x 11”— images *must* be legible for this page size.
- Because figures may be resized during production, do not include magnification (e.g., x 10) in the caption (e.g., for projectile points). The amount of magnification will change when the image is reproduced. Instead, either indicate the maximum dimension of the specimen in the caption or (better) include a scale bar as part of the figure.
- All figures should be submitted as digital files.
- Images (e.g., photographs, photomicrographs) should be submitted as .tifs or .jpgs), at a minimum print resolution of 600 dpi.
- Images should be cropped to concentrate on the featured content and remove extraneous information-poor or blank space. For example, a digital image of a projectile point should be cropped so that the point fills the field of view.
- Digital images should be colour-corrected and adjusted for brightness and contrast.
- Line art (diagrams, charts, graphs, maps, drawings, etc.) should be submitted as vector graphics, preferably as Adobe Illustrator (.ai) files. If you wish to use a different vector format, please contact the editors before submitting.
- Consider the size of final reproduction when scanning slides or preparing images. For example, a slide (1” wide) scanned at 600 dpi, will print at very low resolution (100 dpi or less) when reproduced as a 5” wide printed image.
- Illustration files must be at least 300 dpi at the size at which the image will be reproduced. (Anything less than 300 dpi won’t reproduce adequately in a book.)
- Labels and text on diagrams and maps should be selected so that the printed size is 8 pt or larger.

- Tables
    - Tables should be numbered sequentially in the order in which they are referred to in the text.
    - The manuscript text should include a list of tables (following the list of figures) and their captions.
    - Each table should appear on a separate page, at the end of the manuscript. Please do not embed tables in the body of the text. Instead, insert an angle-bracketed callout to indicate placement: “<Table 2 about here>”
    - Tables should be designed so that they can be printed in portrait mode.
    - Text in tables should be no smaller than 9 pt.

- Copyright notices
    - It is the responsibility of the author(s) to obtain any necessary approvals from development proponents regarding project-specific detail or illustration included in the manuscript.

- It is the responsibility of the author(s) to ensure that copyright permission is obtained for all figures or images that are derived from other sources.
- Copyright permission is required for figures originally drafted by the author(s) but which have previously been published in scholarly journals or books.
- Evidence of written copyright permission (e.g., a letter or e-mail from the original publisher) will be required for any diagrams or images derived from other sources.
- Institutional credit lines may be included as part of the captions.