

Asian Archaeology Guidelines for Authors

(“JEAA Guidelines for Authors” and “American Antiquity Style Guide” be referenced)

Preparing the Manuscript: Author could provide the manuscript as a word-processing file to *Asian Archaeology* by E-mail and Microsoft Word being the preferred program.

A manuscript should contain the following elements:

1. Title page with a brief, informative title and author's name, institutional affiliation, mailing address, e-mail address, and phone and fax numbers below.
2. An abstract of 600 words and a list of at least five keywords.
3. Narrative Text (with in-text citations).
4. References Cited.
5. Tables.
6. Illustrations.

In-Text Citation Style: parenthetical citations — e.g., (Wylie 1991), (Lipe and Varien 1999), (Miyamoto et al. 1991), or “according to Janes (1980)” — are used in the text and footnotes, with full entries appearing in the References Cited.

Note: Use of "et al." is limited to in-text citations. The only time all names should be listed for a paper with three or more authors in a text citation is when a person is senior author of more than one jointly authored item in the same year. Example: (Barnosky, Anderson, and Bartlein 1987) and (Barnosky, Grimm, and Wright 1987) would appear as shown, not as (Barnosky et al. 1987a, 1987b). Whereas the use of et al. is permissible in in-text citations, in the References Cited section all names must be listed following the senior author's name.

References Cited: All references in the text must appear in the References Cited and include complete page numbers and publisher information, except for journals that are well-known internationally. Style should follow these examples:

Shelach, Gideon (1999). *Leadership Strategies, Economic Activity, and Inter-regional Interaction: Social Complexity in Northeast China*. New York: Kluwer Academic/Plenum Publishers.

Liu Guanmin 刘观民 (1992). “Neimenggu Chifengshi Dadianzi mudi shuyao 内蒙古赤峰市大甸子墓地述要 (Report on the cemetery of Dadianzi, Chifeng municipality, Inner Mongolia).” *Kaogu* 考古 1992.4: 304-309.

Tables: Tabular presentation of data should be used sparingly. Data in a very short table, for example, can often be included in the text with no loss of clarity. Large numbers of individual, similar facts, however, are best presented in a table. Use Arabic numerals and number all tables sequentially in the order cited in the text. Provide a short title for each table, centered at the top of the page, with significant words in initial caps. The title should not provide background

information or describe the results illustrated by the table. Example of correct title:
Table 2. Weir Family Cemetery Skeletal Summary.

Illustrations: Illustrative materials, which may include line-art, maps, and black and white photos, should be cited as “Figures” and numbered sequentially as they appear in the text (Figure 1, Figure 2, etc.). A list of captions should accompany the manuscript; scales, when given, should appear in the image area of the figures. If the article is accepted for publication, authors are responsible for supplying figures in a camera-ready state, sized to fit within a standard folder. Authors will be expected to obtain written permission to reproduce copyrighted material.