

Guide to Style and Policy

THE FLORIDA ANTHROPOLOGIST

May 2024

These guidelines serve to assist authors who are preparing manuscripts for submission to *The Florida Anthropologist* (TFA), the official quarterly journal of the Florida Anthropological Society (FAS), and the Florida Anthropological Society Publications, an occasional publication that focuses on special topics. The guidelines are based on and adopt many of the style conventions of *American Antiquity* ([Style Guide](#)), with which most professional archaeologists and students are familiar.

This style guide supersedes any previously published one. Authors are urged to consult the present style guide carefully before submitting manuscripts to the Editors. A perusal of the most recent issue of the journal is also recommended. If there are questions or uncertainties regarding the journal's conventions, authors should contact the Editors before submitting manuscripts for review. Adherence to the journal's style guide will greatly reduce the amount of time necessary to edit manuscripts, minimize the time needed to revise manuscripts, and ultimately will contribute to quicker publication of submitted papers.

Editorial Policy

The Florida Anthropologist and the Florida Anthropological Society Publications present original papers in the subfields of anthropology with an emphasis on archaeology. Contributions from allied disciplines are encouraged when concerned with anthropological subjects or problems. The geographical scope is Florida and adjacent regions. Authors are not paid for their manuscripts; however, five copies of the journal issue that includes the published article are provided to authors free of charge when the issue is mailed to FAS members. A final Adobe Acrobat PDF of the article will also be available to the authors. Additional paper copies of the journal are provided to authors at cost. Authors should contact the Editors to arrange for additional copies of the journal before publication.

By submitting an article for publication in *The Florida Anthropologist*, the author acknowledges acceptance of the Statement of Ethical Responsibility as published in the FAS By-Laws at the time of submission (available online at fasweb.org). Authors are encouraged to include a data availability statement providing information on the disposition and accessibility of the physical (artifacts, field notes, statistical results, etc.) and/or digital data on which the research is based.

Author's Responsibilities

Authors must submit their manuscripts (including figures and tables) in proper form for publication. Authors are solely responsible for the content of their manuscripts, including the accuracy of all citations, references, and mathematical calculations. They are responsible for securing written permission, when necessary, for the use of materials protected by U.S. or international copyright laws. Permission is also required to publish material that did not originate with the author including photographs, illustrations, and unpublished data. Evidence of permission to publish copyrighted materials or the work of others must be submitted to the Editors with the author's manuscript.

Conflict/Competing Interest Statement or Disclosure of Funding Sources

All authors must include a competing interest declaration in their manuscript on the title page. This declaration will be subject to editorial review and may be published in the article.

Guidelines for Inclusive Language and Respectful Terminology

FAS acknowledges that the names used to refer to people can reflect cultural bias, even unintentionally, and can perpetuate stereotypes and historical attitudes of social and racial inequality. Therefore, FAS asks authors to follow these guidelines in preparing submissions:

- Avoid Eurocentric terms such as prehistoric, prehispanic, or precolumbian. Geographical regions and archaeological culture areas or time periods are preferred.
- The terms Native American or American Indian are acceptable. Use Indigenous names, names of political tribes or nations (Seminole Tribe of Florida, Miccosukee Tribe of Indians of Florida, Muscogee [Creek] Nation, or Choctaw Nation of Oklahoma, as examples) or names used by communities themselves, when possible. Capitalize the word Indigenous when referring to the original inhabitants of a place when writing in English.
- The terms Black or African American (no hyphen) are acceptable. Consider the differences between racial, ethnic, political, and cultural identities of individuals and groups (e.g., use enslaved person rather than slave).
- The term White is preferred in referring to people of European ancestry, not Caucasian. When possible and appropriate, use names of nations or regions (French, Spanish, Southern European, etc.).
- The term Hispanic is acceptable in referring to people from Spanish-speaking countries. However, when appropriate, refer to specific nationalities (Cuban, Mexican, etc.).
- Use quotations from historical sources that contain pejorative or out-of-date racial and ethnic terminology sparingly and only

to strengthen the main points or contexts described in the submission.

- FAS encourages the use of gender-neutral terms when appropriate. Comprehensive terms (e.g., “one,” “person,” “humans,” “humankind,” “they”), in grammatically correct constructions, are preferred. When referring to individuals, authors should carefully consider their use of pronouns and be respectful of an individual’s preferences. Please consider use of nonbinary (e.g., they excavated versus he excavated) language where appropriate.

This is not an exhaustive list of all potential usages. Please consult the Editors if you have questions not answered by the above. FAS reserves the right to request changes in terminology to conform to these guidelines.

Photographs of Human Remains and Funerary Objects, Terminology for Discussion

Photographs and illustrations of human remains or associated funerary objects should be used with restraint and sensitivity to the concerns of descendent communities. Illustrations (line drawings) are a preferred substitute for photographs but must be justified and used with restraint. Photographs may be accepted for publication if there is explicit justification for showing the images and a line drawing will not provide the needed detail. Both illustrations and photographs should only be used when needed to demonstrate a specific point or idea in the paper (e.g., photograph of bone trauma; illustration of burial with bead necklace in place; image of a vessel with design elements discussed in text). It is the responsibility of authors to provide written justification for each photograph or illustration of human remains or funerary objects that they wish to include. No photographs, images, or line drawings of human remains or funerary objects will appear on the cover of any FAS journal issue. Any disputes or requests for a waiver to these policies shall be submitted to the journal’s Editorial Review Board. The decision of the Editorial Review Board shall be final. If the author does not believe that this is a reasonable accommodation, they can request review by the Board of Directors.

Authors shall provide documentation indicating that the curating institution’s policies on research and publication of skeletal data and images have been adhered to. When appropriate, authors shall provide evidence that consultation with descendent communities regarding publication of skeletal data and images did occur at the time of data collection and that approval to publish such data and images has been obtained. A note indicating that these approvals have been obtained shall appear in the published article.

When images of human remains or associated funerary objects appear in *The Florida Anthropologist*, a statement indicating such should be included after the paper title in the Table of Contents, and after the title and author credits and before the first paragraph of the published paper.

The Editors request that respectful language be employed when referring to the remains of people, their belongings, and the manner in which they were treated after death and subsequently encountered. Conversations with Indigenous collaborators and descendant communities can also help to determine what language is acceptable, not acceptable, or preferred. The Editors reserve the right to ask authors to modify terminology as such.

Photography of Human Subjects

Photographic images depicting recognizable, living individuals under study must be accompanied by written releases both from the subject of the photo(s) and from the photographer who took the photos to be published by FAS. Consider living communities and their views on photography and representation.

Artifacts and Data Not Obtained Through Professional Field Research

FAS’s stated objective is to affect harmony and cooperation among amateur and professional anthropologists and archaeologists so that the work of all will permanently enrich our knowledge of human history, and it is our desire to encourage the scientific publication of amateur findings, so consideration must be given to the laws and guidelines in place at the time of the excavation or collection of materials. FAS strives to balance the goal of generating and disseminating knowledge about the past and the archaeological record with the goal of not adding commercial value to archaeological, ethnographic, or historical-period objects that (1) have been obtained without systematic descriptions of their context, (2) have been recovered in such a manner as to cause unscientific destruction of sites or monuments, or (3) have been obtained without the appropriate authorization and/or permits from the involved private land owners, or public land management agencies. Descriptions, discussions, or images of artifacts that meet any of the three criteria listed above will be subject to review by journal Editors. Authors may be asked to remove such items as a condition of publication.

Authors are encouraged to contact the Editors of the journal before submitting a paper that contains text or images that may conflict with these principles. It is the author’s responsibility to provide justification for the publication of information that might be in conflict with this policy or with the Society’s goals as stated in the Articles of Incorporation (Article II, Sections 1.3, 1.4, and 1.8) and Statement of Ethical Responsibility in the By-Laws (Section 1a, Section 2a-g), and it is the Editors’ and reviewers’ responsibility to determine the validity of the justification.

While each circumstance is unique and will be reviewed by the Editors, then Editorial Review Board and then the Board of Directors if necessary, a few guidelines are provided here to assist authors in preparing materials for review prior to submission. For modern

excavations on private lands, proof of authorization from the private landowners should be included. The author should ensure that the article addresses how the excavation, data collection, and preservation adheres to Section 2 of the FAS Statement of Ethical Responsibility, particularly statements related to subsections b, c, e, and g; and a data availability statement should be included. The Editors and reviewers will be responsible for determining if the description provided is sufficient and that the methods, presentation, interpretation, and preservation follow the spirit of the above stated goals and responsibilities.

For older excavations or collections, whether on public or private land, consideration should be given to the governing laws and whether the material was “ethically” and “scientifically” collected at the time. Further consideration should be given to the intent of the collector and/or current curator of the materials. While the associated detail expected today may not be available, every effort should be made to contextualize the materials to enhance their use in scientific study and steer away from publication for publication’s sake. The Editors and reviewers will be responsible for determining if the description provided is sufficient and that the presentation, interpretation, and preservation follow the spirit of the above stated goals and responsibilities.

Board of Directors Review

If an article has been through review and edited but there is still controversy regarding content, interpretation, or presentation, or in relation to the FAS Statement of Ethical Responsibility, the author can request that the article be submitted to the Editorial Review Board for review and consideration. If there is then still a problem, the Board of Directors will then review in collaboration with the Editors, reviewers, author, and other parties identified as interested or affected. If the manuscript is accepted for publication, the author may have to provide additional clarification, comments, or statements or allow inclusion of the same by the Editors as a condition of publication. If the manuscript is rejected, an explanation will be provided.

Submissions

Manuscripts should be sent to journal Editors and should not be under consideration by any other journal or have been published elsewhere. An author may not submit more than 3 manuscripts for review per calendar year without prior consultation with the Editors.

Manuscripts should be submitted electronically via email or a digital delivery service. Authors should use Microsoft Word 2010 or a newer format. High quality digital copies of photographs, figures, and tables should be after the end of the manuscript text; do not embed figures and tables into the text. The final submission should reflect the revisions requested by the Editors on all matters of style and content. Once accepted, the authors should submit the manuscript and tables in Microsoft Word 2010 or newer format and all photographs and figures in digital (300 dpi or higher) JPEG, PNG, PDF, or TIFF format (not embedded into the document).

Review of Manuscripts

The Editors will acknowledge receipt of manuscripts submitted for publication. Manuscripts considered inappropriate for the journal, such as using inappropriate style or images of poor quality, or being of excessive length will be returned to the authors without review. Manuscripts may also be returned for reformatting when they do not comply with the journal’s style provisions. *The Florida Anthropologist* is a peer-reviewed journal. Manuscripts will be reviewed by the Editors and at least two professionals knowledgeable in the subject matter presented. All review comments are confidential and will be used by the Editors to determine whether to accept a manuscript for publication and to prepare editorial comments.

The Editors make the final decision regarding acceptance of a manuscript. Authors will be notified of the Editors’ decision within three months of receipt of the manuscript. A manuscript may be 1) accepted as is or with minor revisions, 2) accepted on condition that the author responds adequately to identified problem areas and resubmit the revised manuscript for additional review, or 3) rejected outright. Upon acceptance of a manuscript, copyright privileges to the finished product are assigned to the Florida Anthropological Society. This step is needed so that FAS can, under copyright law, copyright each issue of *The Florida Anthropologist* or other publications of the Florida Anthropological Society as well as protect the authors’ rights and intellectual property.

Page Proofs

Proofs of articles accepted for publication are sent to authors, who are to check them for typographical errors. No text may be rewritten at this point, but editorial errors may be corrected and significant new data or an absolutely essential correction may sometimes be added, with the Editors’ permission. All changes and additions by an author are suggestions only and may be disregarded at the discretion of the Editors based on time and space allowances. Corrected proofs should be returned to the Editors no later than 72 hours after receipt. Later returns may be received too late for consideration.

Manuscript Preparation and Form

Word Count

Manuscripts should not exceed 10,000 words, excluding references. Exceptions are considered.

Manuscript Form

The manuscript should be typed electronically and printable on 8.5 x 11 in (21.6 x 28 cm) paper. Manuscripts, including titles, block quotes, acknowledgments, notes, references, and figure captions, should be double-spaced to facilitate editing. Do not insert extra spaces between paragraphs. All margins should be about one inch (2.54 cm). Use only 10 or 12 pitch type. The text should be in a single column. Do not use a two-column format or include unnecessary formatting.

Sections of the Manuscript

Each of the following sections of the manuscript should be on a separate page or should start on a new page. Additional information on each section is provided below:

- Text (includes title and author's name[s], affiliation, street address, email, and running header)
- Notes (begin a new page)
- Acknowledgments, References Cited, Figure Captions, Figures (begin each of these on a new page)
- Tables (separate page for each)
- Biographical Sketch (on a separate page)

Pages are numbered consecutively through the References Cited.

General Style

Write clearly and concisely. Express complex ideas simply and in a way that someone who is not familiar with the subject matter can understand. Avoid wordiness and excessive jargon. If technical terms or concepts are necessary, consider defining these for nontechnical readers. Criticism of the work of others should be objective and completely referenced.

Textual Elements

Title

The title of the manuscript should be typed in bold capital letters, flush left at the top of the first page of text, and followed by one line of space. The name(s) of the author or authors should be as seen in the example below. Each author's name should be followed by an affiliation, street address, and email address. One line of space should follow the last author's information. A short descriptive phrase that can be used as a running header should be typed in bold upper-case letters on the next line. For example:

EXCAVATIONS IN WATER-SATURATED DEPOSITS AT LAKE MONROE, VOLUSIA COUNTY, FLORIDA: AN OVERVIEW

Barbara A. Purdy

*Department of Anthropology, University of Florida, 1112 Turlington Hall, 330 Newell Drive, Gainesville, Florida 32611-7305,
bpurdy@ufl.edu*

Header: **EXCAVATIONS AT LAKE MONROE**

Headings

All headings are typed in sentence case (with initial capital letters for significant words). Except introductory words, do not capitalize articles, prepositions, and conjunctions less than five letters long. Primary headings should be typed in bold letters and centered with a line of space above and below. Secondary headings should be typed in italics and flush with the left margin. Tertiary headings should be underlined and indented as part of the paragraph and followed by a period and two spaces (see below).

For example:

Pottery Designs by Period

Middle Archaic Period

Motifs. During the onset of the Middle...

Numbers

Cardinal Numbers. When cardinal numbers are used, and except as noted below, spell out numbers zero through nine and use Arabic numerals for numbers 10 and greater with commas for numbers equal or greater than 10,000. Arabic numerals may be used to express the quantity of millions while spelling out millions (e.g., 1 million or 9.27 million). Exceptions include:

- Spell out any number that begins a sentence. For example: “Five hundred years ago...; Twenty projectile points...”
- Spell out numbers that are used in a general sense. For example: “Hundreds of archaeological sites have been reported by amateurs.”
- For a series in the same category where the largest contains two or more digits use Arabic numerals for all. For example: “There were 7 flakes in Square A, 56 in Square B, and 117 in Square C.”
- Use Arabic numerals when referring to site numbers (e.g., 8HI27), proveniences (e.g., Square 110N500E), measurements (e.g., 3.1 cm, 6 km), or parts of books or articles (e.g., Chapter 7, page 3, Figure 1).

Ordinal Numbers. These are usually spelled out. For example: “the first example...” Exceptions are the use of ordinal numbers to refer to centuries in the text and meetings in the References Cited section. For example: “the 16th century...; Paper presented at the 45th Annual Meeting of the Florida Anthropological Society....”

Dates. Dates should be expressed as in the following examples: 450 years; on April 1, 1996; in the 16th century; during the 1850s (not 1850’s or fifties); from 1527 to 1540 (not 1527-40). The designation A.D. (anno Domini) or C.E. (Common Era) should be placed before a date using Gregorian calendar chronology, not after (e.g., A.D. 500 to 600). The designations B.C. (Before Christ) or B.C.E. (Before Common Era) should be placed after the numbers used to designate dates (e.g., 800 to 500 B.C.). The number of years followed by the designation B.P. (Before Present) may also be used.

Site Numbers. The conventional Smithsonian Trinomial System should be followed when referring to site numbers (e.g., 8PB22). Do not use hyphens between components of the trinomial system and use only capital letters for county designations.

Metric Measurements

All measurements, distances, area, volume, and weight should be expressed in the metric system. All measurements should be expressed with Arabic numerals except when they appear at the beginning of a sentence or appear nonspecifically. Metric units are abbreviated without periods except for liters which is spelled out to avoid confusion with the Arabic numeral “1.”

Exceptions include:

- If reference is made to measurements that were made or published originally in English units (e.g., in referenced publications, maps, etc.), these may be added in parentheses after their metric conversions for clarity.
- Retain Standard English units when they are contained in a direct quote. In this case, no metric conversions are necessary.
- Original maps must contain a metric scale but may also contain an English scale at the author’s discretion.
- Copies of previously published maps that have scales in English units are not required to have a metric scale added. To convert from English standard measuring units to metric use the formulae in Table 1 below.

Table 1. Formulae. These are for converting English units of measure to metric.

Multiply	By	To Get	Multiply	By	To Get
<i>Length</i>			<i>Mass</i>		
inches	2.54	centimeters	ounces	28.3495	grams
feet	0.3048	meters	pounds	0.4536	kilograms
yards	0.9144	meters	short tons	0.9072	metric tons
miles	1.6093	kilometers	<i>Volume</i>		
<i>Area</i>			cubic inches	16.3872	cubic centimeters
square inches	6.451	square centimeters	cubic feet	0.0283	cubic meters
square feet	0.0929	square meters	cubic yards	0.7646	cubic meters
square miles	2.59	square kilometers	<i>Capacity</i>		
acres	0.4047	hectares	cubic inches	0.0164	liters
			cubic feet	28.3162	liters
			gallons	3.7853	liters

Mathematical and Statistical Copy

All mathematical or statistical variables should be italicized (e.g., $F = 12.67$; $df = 1, 12$; $p = .05$). Mathematical equations should be set off from the text by a line space above and below the equation or formula, and centered. For example:

$$N(S - 1)^2 + (2N - S)$$

Radiometric Ages and Dates

Where radiocarbon dates are being presented for the first time, the following conventions should be followed: 1) The initial citation in the text should express the uncalibrated radiocarbon age in years B.P. followed by the 1-sigma standard error; 2) the sample identification number provided by the laboratory should be given; 3) state what material was dated (e.g., shell, bone, charred wood); 4) state whether the date has been corrected for isotopic fractionation and supply the $^{13}\text{C}/^{12}\text{C}$ ratio value. For example: 3680 ± 60 B.P. (Beta-79188; wood charcoal; $^{13}\text{C}/^{12}\text{C} = -23.8\text{‰}$). Note that the atomic weight of an isotope is indicated by a superscript preceding the atomic symbol (e.g., ^{14}C not C-14 or C¹⁴).

Calibrated dates must be identified as such (e.g., cal B.C. or cal A.D.) and the particular calibration program that was used must be identified (e.g., CALIB 2.0 [Stuiver and Reimer 1986]). The author should state whether calibrated dates are reported as a 1-sigma or 2-sigma range (or ranges when more than one is possible). For example: "For the age 3680 ± 60 B.P. the two possible calibrated date ranges are 2279 to 2232 cal B.C. and 2209 to 1905 cal B.C."

If many dates are being discussed, this information should be placed in a table. In this case, the uncalibrated age in years B.P. with the 1-sigma standard error followed by the calibrated date range (if available) are sufficient in the text. For more detailed information on the reporting of radiometric ages and dates, the reader is referred to *American Antiquity* 57:755-756.

Quotations

Quotations of fewer than three or four lines should be included in the text enclosed in quotation marks. All quotations require a citation. If the name(s) of the author(s) is included in the sentence that includes the quotation, then the year and page number(s) should be placed in parentheses following the author's name. If the author's name is not included in the text, then the name(s), year of publication, and page number(s) should be placed in parentheses after the quotation. For example: According to Tesar (1980:246), "following the DeSoto expedition in 1540 and prior to..." or The Late Archaic "...was a time of considerable population growth, clear regional adaptations, and interregional exchange of raw materials" (Griffin 1967:178).

Longer quotations should be set off from the text in a block, without quotation marks, with an empty line above and below. For example:

The available evidence suggests few if any differences in late Archaic lifeways before and after the appearance of fiber-tempered pottery. In fact, there appears to be great uniformity in local settlement patterns and artifact assemblages -- except for the absence or presence of fiber-tempered pottery -- wherever late Archaic sites are found [Milanich 1994:86].

When emphasis is added or was already in the original material, the source of the emphasis should be noted after the citation, within the parentheses. For example: (Boyd et al. 1951:101; emphasis added) or (Boyd et al. 1951:101; emphasis in original). Omissions in a quotation are indicated by using three ellipsis points (periods when typed) to indicate where one or more words have been omitted. If these occur at the end of a sentence, then a fourth point must follow as a period. For example: "The presence of projectile points... is not in itself evidence of use of the site during these early times...."

Spelling

Refer to *Webster's Collegiate Dictionary, 11th Edition*. If two or more spellings are given, use the first listed (e.g., archaeology, not archeology; catalog, not catalogue; judgment, not judgement). In all quotations and publication titles, the actual spelling in the original is used.

Italics

Words in foreign languages are italicized. Use standard orthographies, including diacritical marks (and explain unusual symbols in the text). Titles of books, periodicals, and other literary works are italicized, as are generic and species taxonomic names (e.g., *Neofiber alleni* or *Busycon* sp.).

Capitalization

Consult the *Chicago Manual of Style* for capitalization of nonarchaeological terms. Capitalize the names of specific archaeological or geographical places (e.g., Mesoamerica, the Southeast). Directional, topographical, and general geographic terms are not capitalized unless they are derived from proper names or political or ethnic entities (e.g., southeastern, central Florida; but Maya Lowlands, Eastern Woodlands). Capitalize taxonomic names of generic or higher rank but use lower case for species or lower rank (e.g., *Pinus elliotti* or *Homo sapiens*). Capitalize proper names when they are part of the name or chronological, cultural, or geographic divisions, but use lower case for taxonomic division names and restrictive modifiers. For example: late Holocene, Etowah site, Palmer Site, Kissimmee River, Lake Okeechobee basin, Hillsborough and Alafia rivers, but Lakes Tulane and Annie. Capitalize the proper names of archaeological classes or types, but use lower case for generic terms. For example: Waller knives, Clovis fluted points, St. Johns Check Stamped.

Hyphenation

For rules governing hyphenation of nonarchaeological compound words, consult the *Chicago Manual of Style* or *Webster's Collegiate Dictionary, 11th Edition*. Compound words are spelled without hyphens if they can be considered permanent combinations (e.g., rockshelter, subadult, Paleoindian, but mid-Pleistocene, post-Archaic, etc.). Hyphenate combinations of words that serve an adjectival function (e.g., check-stamped pottery, heat-treated lithics, use-wear analysis).

Abbreviations

Abbreviations are used infrequently. Exceptions include initialisms for long titles of agencies, institutions, or organizations that are referred to frequently in the text. These always follow the first introduction of the full name. For example: Soil Conservation Service (SCS), Florida Museum of Natural History (FLMNH). Metric units are given in abbreviated form when they follow numbers (e.g., 6.4 mm, 7.2 m, 10 km); the same is true for English units when they are used for clarity (e.g., 12 in, 3.5 ft, 25 mi). When referring to square meters or cubic meters use m² or m³. Other abbreviations that are permitted include et al., e.g., i.e., ca., cf., and vol.. Abbreviate "percent" with "%" when used with a value (e.g. 12%). Do not use *ibid.* or *op. cit.*.

Common Errors

The words "data" and "strata" are plural. The proper usage is "The data are" not "The data is." Similarly, "strata" is used to refer to two or more stratigraphic zones or lenses; "stratum" is used to refer to a single zone or lens. "Stratigraphy" is the study of soil strata. The word is often misused to refer to the various strata at a site as in "The stratigraphy of the site consists of..." Instead, use "stratigraphic sequence" or "stratification" as in "The stratification of the site is best represented by the profile in Figure 1."

Citations

Citations, including personal communications, are placed in the body of the text, not in notes at the bottom of the page or following the article. The typical citation includes the author(s) last name(s) followed by the year of publication and, where necessary, the page or page numbers. For example: (Willey 1949), Willey (1949), or Willey (1949:345-347). Parentheses are used to enclose the citation except when used with text material that is set off in parentheses or with quoted text material that has been set off as a block quote, in which case the citation is enclosed in brackets. Three or more authors are designated by the use of "et al." after the first author's name. For example: (Milanich et al. 1984) or Milanich et al. (1984). The use of "et al." is limited to text citations; all of the authors' names must be listed in the References Cited section.

When several different authors are referenced in a citation, the authors should be listed in alphabetical order with the works of different authors separated by semicolons. For example: (Bullen 1975; Carr et al. 1995; Deagan 1979; Luer and Almy 1982; Milanich 1972, 1994). Note that two or more works by a single author or authors are separated by a comma. Two or more references by an author or authors in a single year are designated by lower case letters (e.g., Lee 1995a, 1995b). All citations should provide a date if possible. The use of "n.d." should be kept to a minimum and is used only to refer to unpublished works where a date of completion is impossible to determine. Personal communication includes written or spoken correspondence to the author and should also include a date. For example: (Sam Upchurch, personal communication 1993) or Sam Upchurch (personal communication 1993). Personal communications are not included in the References Cited section.

References to publications by government agencies, private companies, or other organizations should include the full name of the organization in the citation along with the year of publication and page numbers, if necessary. If the citation will occur more than once, then an initialism may be placed in brackets following the first full citation and these may be used thereafter. For example: (United States Army Corps of Engineers [USA COE] 1991) and (USA COE 1991) or USA COE (1991).

When figures, plates, or tables are included in a citation, these words are spelled out. For example: (Purdy 1981:Figure 2) not (Purdy 1981:Fig. 2). Do not include the page number on which the figure, plate, or table occurs unless there is additional information on the page that should be cited as well.

Notes

Notes are in a section at the end of the text. Number them consecutively in the order they appear in the text. Notes should be used judiciously and be limited to essential information required for clarification when inclusion of that information in the text would prove disruptive to the flow of the manuscript or would be tangential to the discussion in progress. Footnotes are not accepted.

Acknowledgments

Acknowledgments are after the Notes section. Acknowledgements are not required; however, all support that went toward completion of a manuscript should be cited including intellectual, institutional, financial, and technical.

References Cited

The References Cited section follows the Acknowledgments. It includes only the publications that are cited in the text; it is not a bibliography. All entries must be listed alphabetically by the last name of the senior author and chronologically for two or more entries by the same author(s). Use the names as they appear on the publication. Do not abbreviate first names unless they appear as abbreviations on the publication. All authors' names are included; do not use "et al." or "and others." Titles of books, periodicals, monographs, titled volumes or monographs in a series, and dissertations are italicized. Theses and contract reports are not italicized. Typical examples of the more common reference formats include:

Book Title

Purdy, Barbara A.

1981 *Florida's Prehistoric Stone Technology: A Study of the Flintknapping Technique of Early Florida Stone Implement Makers.* University Presses of Florida, Gainesville.

Chapter in a Book

Lewis, Clifford M.

1978 The Calusa. In *Tacachale: Essays on the Indians of Florida and Southeastern Georgia During the Historic Period*, edited by Jerald Milanich and Samuel Proctor, pp. 19-49. University Presses of Florida, Gainesville.

Article in a Periodical

Dunbar, James S., Michael K. Faught, and S. David Webb

1988 Page/Ladson (8Je591): An Underwater Paleo-Indian Site in Northwestern Florida. *The Florida Anthropologist* 41(4):442- 453.

Volume in a Series

Willey, Gordon R.

1949 *Archeology of the Florida Gulf Coast.* Smithsonian Miscellaneous Collection, Vol. 113, Washington, D.C.

Dissertation

Johnson, Kenneth A.

1991 *The Utina and Potano Peoples of Northern Florida: Changing Settlement Systems in the Spanish Colonial Period.* Ph.D. dissertation, Department of Anthropology, University of Florida, Gainesville.

If you consult a University Microfilms copy

Mitchem, Jeffrey M.

1989 *Redefining Safety Harbor: Late Prehistoric/Protohistoric Archaeology in West Peninsular Florida.* Ph.D. dissertation, Department of Anthropology, University of Florida. University Microfilms, Ann Arbor.

Contract Report

Austin, Robert J., and Jacquelyn G. Piper

1986 A Preliminary Cultural Resource Assessment Survey of the Avon Park Air Force Range, Polk and Highlands Counties, Florida. Report prepared for Martin-Marietta Energy Systems, Inc., by Piper Archaeological Research, Inc., St. Petersburg. Copies available from the Natural Resources Division, Avon Park Air Force Range.

Paper Presented at a Meeting

Johnson, Robert E., and Dana Ste. Claire

1988 Archaeological Investigations in the St. Johns Region of Florida. Paper presented at the 40th Annual Meeting of the Florida Anthropological Society, Winter Park.

When listing an unusual reference, include all information needed to enable a reader to identify and to locate the source. For example:

Austin, Robert J.

1993 Unpublished field notes, maps, and data sheets from the excavation of the Dragline site in Highlands County, Florida. On file, Janus Research, St. Petersburg.

Web pages and electronic documents

Glascoek, Michael D.

2001 Archaeometry Laboratory at MURR. Electronic document, <http://missouri.edu/~glascock/archlab.html>, accessed April 12, 2002.

Northwest Research Obsidian Studies Laboratory

2001 XRF Information. Electronic document, <http://www.obsidianlab.com>, accessed April 12, 2002.

Figure Captions

Use Arabic numerals and number all figures sequentially in the order that they appear in the text. Provide a concise title (capitalize primary words) for each figure. A description can follow in complete sentences, using sentence-style capitalization.

For example:

Figure 1. Sherd Plot. Map of the excavation area shows the distribution of decorated sherds.

Use lower-case letters to identify sections of a figure. For example:

Figure 2. Sample of Decorated Sherds. These ceramics are from sites in the Kissimmee River valley. a: St. Johns Check Stamped; b: unidentified cord-marked; c: Matecumbe Incised.

Type all captions together in bold on a separate page before the figures in the manuscript.

Graphic Elements

Figures

All illustrative material (i.e., maps, photographs, illustrations, graphs) are referred to as “Figures.” Do not use “Plates,” “Maps,” or other such terms. Each file name sent should be labeled with its appropriate figure number.

For publication, authors are responsible for supplying high resolution (300dpi or higher, and as large as 8x10 inches) digital JPEG, PNG, PDF, or TIFF format figures suitable for COLOR digital and subsequent grayscale printing. (A note about 300dpi versus 600dpi: only send 600dpi if your image is larger than 5 inches. Sometimes a 2 inch 600dpi image won't look any better than a 5 inch 300dpi image.) Printing of color figures is at the discretion of the Editors and at the expense of the author. Be aware that your image may be enhanced (lightened, sharpened, colorized, background removed, etc.) for purposes of design and to make it appear clearer for the printed version.

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All Figures with line and text elements must be heavy/dark enough, and spaced widely enough, to be legible for up to 50% reduction. Large figures may be reduced before publication. The maximum dimension of a published figure is 7.25 inches wide by 8.75 inches high. Please do not resize your images based on this maximum size; however, providing figures with this size in mind will be more helpful to the Editors.

Large, complex illustrations with considerable detail and small lettering will not reduce well. Therefore, when possible, send these as PDF for press printing, as well as JPEG. All maps should include a north arrow and scale in metric. Do not use the form “1 cm = 400 m” because many figures are reduced before publication and such scales will not be accurate after reduction.

Tables

All tabular material should be separated from the text. Each table should be on a separate page or file and should be labeled with its appropriate table number. Use Arabic numerals and provide a short title for each table followed by a descriptive sentence. For example:

Table 1. Tool Relationships. Cross-tabulations of raw materials are by functional use wear.

When constructing a table, keep in mind the size limitations of the journal. Tables must be in Microsoft Word or Excel format and be editable. Tables with many columns may have to be placed sideways on the page, broken up, or fonts reduced. Provide horizontal rules above and below the column headings and below the last line of data. If a table exceeds 7 by 9 inches or 17.8 by 22.9 cm in size, the table should be split into two separate pages. The table title goes above the first horizontal rule. Each column and row should have a brief heading in bold. Footnotes for the tables should be placed below the bottom horizontal rule. Use superscript, lower-case letters for specific notes.

Author Biographical Sketch

A brief biographical sketch (3 to 5 lines) is required for each author of an article. This is placed on a separate page at the end of the manuscript.