



FOR AUTHORS

Final Manuscript Preparation and Submission

1. Provide one hard copy of the complete manuscript, including front- and backmatter, illustrations labeled with figure no., a list of captions, and permissions (for both quoted text and reproduced images). Also provide the electronic files from which the hard copy was generated; these can be saved on a CD, DVD, or USB drive or sent via a file sharing service (e.g., Box, Dropbox, or Google Drive) as long as they match the hard copy character for character.
2. For the electronic files use the same software throughout and label CDs, DVDs, or USB drives with your name, the date, and the software used. Save each chapter with its notes in a separate file labeled with your last name and the chapter number (e.g., Grant-Chapter1.doc). Illustrations must also be provided in electronic form (see below). Use consistent filenaming conventions throughout (e.g., Grant-Fig1.1 or Grant-Table1.1).
3. Print and fill out completely a **Manuscript Preparation Checklist** and submit this with the hard copy and electronic files.
4. EVERYTHING—text, block quotations, notes, references, captions, tables—should be double-spaced and in 12-pt. type (use the same font throughout, e.g., Times Roman or Garamond). Turn off automatic hyphenation and do not justify text (i.e., there should be a ragged right margin throughout). ➡Set up Normal style with these specifications double spacing, font choice, 12-pt. type size, left alignment—then use this style throughout. Allow a one-inch margin all around.
5. Number all pages consecutively (frontmatter with lowercase Roman numerals, text and backmatter with Arabic numerals). Do not start each chapter on page 1. ➡Use a section break to change from Roman to Arabic numbering (after the break, go to Insert→Page Numbers→Format).
6. Use minimal formatting: use underlining to indicate italics and superscript for in-text note numbers. All accents and any other special characters must be in place in the text (if you use a special font, please provide it). For uncommon accents not in your software, create a code for each. Put the code in curly brackets {} (e.g., {ha} for a hamza) and use the code throughout the manuscript, wherever you want the accented letter(s) to appear.
7. Block quotations (usually quoted material 10 lines or more in length) should be double-spaced and indented on the left, with an extra line above and below. Indent using paragraph formatting or the ruler, not with tabs.
8. Verify that proper names are spelled consistently throughout (including in map labeling), and that quotations, transliterations, and statistics are accurate.
9. Indicate the various levels of headings by preceding them with codes in bold curly brackets (e.g., {CH}, {A}, {B}). **Do not format the heads themselves.** Indicate placement of illustrations and tables by adding bold-face callouts in pointy brackets in the text (e.g., <Table 1.1 here>, <Figure 1.1 here>). **Do not embed tables and figures within the text.**
10. Notes should be numbered sequentially by chapter (3.1, 3.2, etc.). Use superscript Arabic numbers in the text. The numbers should follow directly the material referenced in the notes; for a block quote, the number should appear at the end of the quote. The notes themselves must be double-spaced and printed as endnotes, not footnotes. They may appear at the back of the book, but in the manuscript should be at the end of the individual chapters.
11. The Penn Museum prefers the author-date system for in-text documentation. The name of the author(s) and the date of the work's publication are given in parentheses. If page numbers are used, they follow the date, separated by a colon with no intervening space [e.g., (Grant 2004:15)].
12. The Penn Museum prefers a modified version of SAA's style guide for references cited (see below), but will allow alternate styles as long as they are followed consistently.

Book

Blanton, R., S. Kowaleski, G. Feinman, and J. Appel. 1981. Ancient Mesoamerica: A Comparison of Change in Three Regions. Cambridge: Cambridge University Press.

Chapter in edited book

Carneiro, R. 1981. The Chiefdom: Precursor to the State. In The Transition to the State in the New World, ed. G. Jones and R. Krautz, pp. 37–79. Cambridge: Cambridge University Press.

Article in journal

Kowaleski, R., R. Blanton, G. Feinman, and L. Finsten. 1983. Boundaries, Scale, and Internal Organization. Journal of Anthropological Archaeology 2:32–56.

Website

Penn Museum. 2014. University of Pennsylvania Museum of Archaeology and Anthropology. <http://www.penn.museum/> Accessed September 24, 2014.

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Compile a complete list of captions (double-spaced) which include both descriptive copy and credit lines for every table and illustration. Place in a separate file, appropriately labeled (e.g., Grant–captions.doc).

Printouts of all illustrations, labeled with figure number, should be gathered together in a folder. Check with us about the size your book will be (6" x 9", 7" x 10", 8½" x 11") and indicate the approximate size at which you'd like the illustrations to appear (full page, half page, quarter page).