

## Author Submission Guidelines

These guidelines have been developed to assist authors preparing a manuscript for submission to the peer-reviewed *Australasian Journal of Maritime Archaeology (AJMA)*. The following instructions replace the Notes to Authors published in volumes 40 and earlier of *The Bulletin of the Australasian Institute for Maritime Archaeology*. Authors should observe the following instructions when preparing manuscripts for submission to *AJMA*.

### Editorial Policy

This journal is the primary publication of the Australasian Institute for Maritime Archaeology (AIMA). It began in 1978 as the *Australian Maritime Archaeology Association Newsletter* and evolved quickly into a respected peer-reviewed journal. In 1980, after only four volumes, it was renamed *Bulletin of the Australian<sup>1</sup> Institute for Maritime Archaeology*, commonly referred to as the *AIMA Bulletin*.

In 2017, after another three decades, the journal was redesigned and renamed the *Australasian Journal of Maritime Archaeology (AJMA)* to better reflect the geographical span of its core readership. Whilst comprising contributions of broad scope on all aspects of maritime archaeology anywhere in the world, its primary focus is the maritime archaeology and cultural heritage of Australia, New Zealand and the Southwest Pacific Islands (Oceania), Southeast Asia and the Indian Ocean region. Today, the *AJMA* is the primary conduit for maritime archaeology research output for these regions.

The Editor welcomes the submission of manuscripts on any subject within the broad scope of maritime archaeology, conservation and cultural heritage. Submissions that announce discoveries, present new information or use innovative theoretical or methodological approaches are especially welcome, as are articles that deal with fieldwork and field methodologies, preservation and management of underwater cultural heritage, conservation of archaeological material from submerged environments, analysis of material culture, interpretation of archaeological data and legal or legislative frameworks related to maritime cultural heritage.

Contributions accepted to the *AJMA* include original articles (up to 12,000 words) and shorter articles, reports, technical notes or comments on recently published material (up to 5,000 words). In addition to these, AIMA publishes a quarterly newsletter on the archaeology and maritime cultural heritage of Australasia, which also may include short notes on field projects and archaeological artefacts; methods, tools and techniques of maritime archaeology; profiles of AIMA member maritime archaeology and heritage practitioners; obituaries; museum exhibition news and reviews; book reviews and other announcements of interest to AIMA members and *AJMA* readers.

Manuscripts submitted to the *AJMA* are reviewed by two appropriate scholars without exception. Members of the AIMA Editorial Committee often serve as reviewers, but manuscripts also can be reviewed by external experts from the world over. Submissions typically are read by the Editor or one of the Assistant Editors as well.

All submissions should conform to the format detailed below and must include a 100–300 word abstract and five keywords. All contributions should be submitted as Microsoft Word files with either the .doc or .docx extension. Portable Document Format (.pdf) files, OpenDocument (.odt) or other text files will not be accepted. An article prepared improperly will be returned to the author for revision in

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<sup>1</sup> Changed to 'Australasian' in 2000 (vol. 25).

accordance with these guidelines.

## **Ethical Statement**

The *AJMA* welcomes submissions from all persons engaged in archaeology or cultural heritage management with a maritime relevance anywhere in the world, whether AIMA members or not, but expects authors to have worked within the principles set forth in the AIMA Code of Ethics ([https://www.aima-underwater.org.au/files/AIMA\\_Documents/AIMA\\_Code\\_of\\_Ethics.pdf](https://www.aima-underwater.org.au/files/AIMA_Documents/AIMA_Code_of_Ethics.pdf)), the *Australia ICOMOS Burra Charter, 2013* ([openarchive.icomos.org/2145/1/ICOMOS-Australia-The-Burra-Charter-2013.pdf](https://openarchive.icomos.org/2145/1/ICOMOS-Australia-The-Burra-Charter-2013.pdf)) and the 2001 UNESCO *Convention for the Protection of the Underwater Cultural Heritage* and its Annex (<http://www.unesco.org/new/en/culture/themes/underwater-cultural-heritage/2001-convention/>). Collectively, these documents provide guidance for the investigation, research, conservation and long-term management and protection of materials, sites and places of cultural significance (cultural heritage). The 2001 UNESCO Convention and its Annex specifically aim to ensure and strengthen the protection of underwater cultural heritage (Convention Article 2.1), recognising that: in-situ preservation of underwater cultural heritage shall be considered as the first option (Annex Rule 1); recovered underwater cultural heritage shall be deposited, conserved and managed in a manner that ensures its long-term preservation (Convention Article 2.6); and the commercial exploitation of underwater cultural heritage for trade or speculation or its irretrievable dispersal is fundamentally incompatible with the protection and proper management of underwater cultural heritage and so underwater cultural heritage shall not be traded, sold, bought or bartered as commercial goods (Annex Rule 2). In keeping with these principles and item 1.2(e) of the AIMA Code of Ethics, the *AJMA* will not accept any submission that serves as the primary publication of any site subjected to commercial excavation or salvage, or of any object or archaeological material in a public or private collection that was obtained through illicit or unethical trade from any nation, including the commercial excavation, salvage or recovery of archaeological material for irretrievable dissemination and/or sale. An exception may be made if, in the view of the Editor, the article aims to emphasise the loss of archaeological context or other deleterious effects of these activities and their impact on cultural heritage and the public good.

Authors are responsible for obtaining any necessary permission to use any material for which they do not hold copyright and must provide proof of such permission to the Editor.

## **Preparation of Copy**

### *Initial Submissions*

- 1.1 Manuscripts must be submitted electronically via email to the Editor at [publications@aima-underwater.org.au](mailto:publications@aima-underwater.org.au). Any hard-copy correspondence should be addressed to *Australasian Journal of Maritime Archaeology* | Department of Archaeology | College of Humanities, Arts and Social Sciences | Flinders University | Bedford Park, SA 5042 | AUSTRALIA.

Each submission must include:

- A. The manuscript as a Microsoft Word document (.doc or .docx extension);
- B. All figures as separate digital image files (see §§6.1–6.3, below) (preferably TIFF or EPS, but JPEG format will be accepted as well);
- C. A cover sheet with the full name, affiliation and contact information (mailing address and email address) of all contributing authors;
- D. A 100- to 300-word abstract of the article;
- E. Five keywords;
- F. Category (i.e., article, field report, short report, technical note or comment), geographical area and area of inquiry;
- G. The word count of the manuscript, not including references.

Each submission is reviewed by at least two referees with relevant expertise. After the reviews are received, authors will be informed via email of the Editor's decision to accept, reject or request

resubmission, and will be provided a copy of the consolidated reviewers' report.

- 1.2 *Document*. Manuscripts should be prepared using Microsoft Word. Create a separate electronic file for each component of the manuscript: (1) abstract, text, figure captions, table titles, acknowledgements, notes and references; (2) tables, appendices, etc.; and (3) figures. Do not embed tables or figures in the text; instead, insert the table title or figure caption as a separate paragraph in the text at the recommended location where each table of figure should appear.
- 1.3 *Page numbering*. All pages, including captions, notes, etc., should be numbered. Pages should be numbered consecutively throughout the text, not by individual sections.
- 1.4 *Headings*. All headings should be typed on a separate line, not run in with the text. Level 1 subheadings should be in bold text; level 2 subheadings should be in italics; level 3 subheadings should be avoided, but, when necessary, should be underlined. Thus:

**Introduction**

*Excavation Results*

Port Willunga

- 1.5 *Endnotes*. The *AJMA* uses in-text citation, so notes should be avoided as much as possible. If necessary, notes should be formatted as endnotes, not footnotes. They should be numbered in one series, single-spaced and assembled at the end of the text, after any acknowledgements and before the list of references. Endnotes must be formatted according to the guidelines given below (§§3.11, 4.2, 7.2–7.3).
- 1.6 *Acknowledgements*. Acknowledgements should be placed immediately before the first note and referenced by an asterisk at the end of the abstract. A judicious use of acknowledgements is encouraged.
- 1.7 *Tables*. Tables should replace text, not duplicate it, and should be numbered consecutively with Arabic numerals. All sections of tables should be single-spaced. A short title should accompany each table and be placed above the table. References to tables in the text must appear in consecutive order (e.g., Table 1 is called out before Table 2, which is called out before Table 3, etc.). Tables should be submitted as a separate Microsoft Word document, and each table should begin on a new page. Complex tables are best prepared by the author and submitted as illustrations; the editors reserve the right to ask for revisions.
- 1.8 *Figures*. References to figures in the text must appear in consecutive order (e.g., Fig. 1 is called out before Fig. 2, which is called out before Fig. 3, etc.; Fig. 2a is called out before Fig. 2b, which is called out before Fig. 2c, etc.). A list of figures with appropriate captions, legends, and credits should be provided on a separate page at the end of the text. Captions should be set as suggested below, with credits placed in parentheses and ending with a period (see also §6.2.5):  
  
Fig. 1. Aichi E13A (Jake) naval reconnaissance seaplane (G. Henderson, 2013).  
Fig. 2. Latte ruins found in the interior of Tinian, as drawn by Jacques Arago during Freycinet's visit in 1819 (original engraving from the author's collection).  
Fig. 3. Battery Nassau platform during the 2014/15 fieldwork, with cannon and portions of the platform, wall and embrasures visible (R. Cook, courtesy of SECAR).  
Fig. 4. Bajo de la Campana ancient shipwreck site, San Javier, Spain (P. Baker, 2009, courtesy of the Institute of Nautical Archaeology).  
Fig. 5. The island of Ternate. Etching by Johannes Kip, 1682 (courtesy of the Rijksmuseum, RP-P-OB-47.595).  
Fig. 6. Sketch of the *Ida* hull timbers as excavated at Port Willunga, South Australia (W. Hano, 2007).  
Fig. 7. Fragments of copper hull sheathing and tacks (van Duivenvoorde 2015:120 fig. 4-63; with permission).
- 1.9 *References*. A list of references cited in the text must accompany the submission, with full

bibliographic information according to the guidelines given below (§§4.3, 4.9–4.12, 5.1–5.3).

- 1.10 *Illustrations*. Authors should submit illustrations (drawings, maps, plans, photographs, etc.) of professional quality as high-resolution digital image files. Illustrations should be numbered consecutively and the corresponding digital file names should reflect this numbering (e.g., fig01.tiff). See also §§6.1–6.3, below.

#### *Revised Submissions*

- 2.1 If an article is accepted for publication, but requires revision, the author(s) will be asked to provide a revised version of the manuscript (including, if necessary, a revised version of the article abstract and list of references) that conforms to the guidelines outlined in this style guide. An article prepared improperly will be returned to the author for revision in accordance with these guidelines. A revised manuscript should be submitted within four weeks of acceptance or it may require further review. A manuscript will only be scheduled for publication once all files, illustrations and copyright permissions have been received and approved. After the revised manuscript has been submitted, no major changes to the text will be allowed.
- 2.2 *Checks*. Prior to submitting the revised manuscript, please check the following:
- An abstract (100–300 words) is included at the beginning of the text.
  - The text has consistency of spelling, punctuation and capitalisation.
  - Quotations are accurate.
  - All sources mentioned in the text or captions are included in the references list.
  - Page numbers cited fall within the ranges given in the references list.
  - References are accurate.
  - Author(s) full names(s), affiliation(s), address(es) and email address(es) are provided.

#### *Revised Submissions Accepted for Publication*

- 2.3 *Proofs*. The Editor will email authors PDF-formatted page proofs of the copyedited and proofread article, with figures and tables in place. While authors may clarify or modify the text in minor ways at this point, no major revisions are permitted. It is therefore crucial that authors submit the revised text in its final form. Corrected proofs should be returned to the Publications Editor within one week of receipt.
- 2.4 *Offprints*. Authors are provided a digital PDF-formatted offprint of their article, including covers, and three complementary hard copies of the printed journal volume. The journal hard copies will be mailed to the author address(es) provided with the manuscript.

### **General Matters of Style**

- 3.1 *Language and spelling*. Manuscripts should be in grammatical, idiomatic English using Australian spelling; the Language setting in Microsoft Word should be set to English (AUS). Unless instructed differently in these guidelines, authors should adhere to the online or latest print edition of the *Macquarie Dictionary* (currently 8th ed.; Sydney: Macquarie Dictionary Publishers, 2020; [www.macquariedictionary.com.au](http://www.macquariedictionary.com.au)) on matters of spelling and punctuation. When there are alternative ways of spelling a word, the first choice in the *Macquarie Dictionary* is preferred.
- 3.2 *Numbers*. Roman numerals are to be avoided whenever possible. Cardinal and ordinal numbers less than 10 should be spelled out. Arabic numerals should be used for all numbers 10 and greater. If a number occurs in a list or phrase in which most of the numbers are above nine, use Arabic numerals for all:
- first millennium
  - three fragments
  - 17th century
  - 10 treenails, 18 spikes and 4 dowels

Use Arabic numerals when referring to parts of text:

Chapter 3 (Ch. 3)  
Appendix 1  
Table 2  
Plate 4 (Pl. 4)

- 3.3 *Measurements*. International (metric) units of measure are to be preferred. All measurements should be expressed with Arabic numerals and their units abbreviated (without a period; see §3.5, below), unless they appear at the beginning of a sentence. The measurement and its unit should be separated by a space, except for temperatures, for which no space is used:

2.5 cm  
Two kilometres off the coast...  
50°C

If multiple measurements are cited, they should be of the same unit of measure and brought to the same number of decimal places:

12 × 17 mm  
0.25–0.30 m high

Note that the multiplication symbol (×) is to be used to indicate associated dimensions rather than the letter x, and the en-dash (–) is to be used to indicate a span of numbers rather than a simple dash (-).

When dealing with ancient and historical ships (as well as pan-balance weights and other metrological devices), which typically were built to culturally specific systems of measurement, the original system may be used, but such measurements should be followed in parentheses by their metric equivalents. Thus:

...length within the endposts of 150 Amsterdam feet (42.5 m) and breadth of 36 feet (10.2 m) of 11 thumbs (2.57 cm) per foot.  
Lloyd's Scantling Table indicates that a vessel built with double frames measuring 7½ × 7¾ in (19 × 20 cm) would match the defined standard...

- 3.4 *Chronological references*. Era designations are to be set in capital letters without periods or spaces. The *AJMA* uses BC and AD. When dealing with years, BC should follow the year, while AD should precede it. For centuries, both BC and AD should follow the century:

450 BC  
AD 700  
fourth century AD

All numerical dates are to be written in their entirety:

150–75 BC  
AD 325–375  
1625–1629

References to decades should be identified by their century and expressed in numerals. No apostrophe is needed between the year and the s:

1820s  
500s BC

Modern dates should be cited as day/month/year, without punctuation:

12 March 1920

For proper conventions for reporting radiocarbon dates, see §§7.1–7.3, below.

- 3.5 *Abbreviations.* Periods should only be used with abbreviations that do not include the last letter of the word (thus, Fig., but Figs; Dr; Mr; ed., but eds; p. and pp.; c.; etc.):

Stylistically, the ceramics from the shipwreck can be dated to c. 1650 (see Figs 3–4).

Units of measure should be abbreviated in the text, but should never be used with a period (see also §3.3, above), unless at the end of a sentence:

The team estimated the keelson to be c. 7 m long and to have sided and moulded dimensions of 0.2 × 0.3 m.

Common abbreviations (such as Fig., Pl., e.g., i.e.) should be used in notes and parenthetical references within the text, but otherwise the word should be written in full:

A flat scarp fixed with drift bolts (e.g., Fig. 14) is typical of stem joints, whether between stem and keel or between the upper and lower pieces of the stem.

or

As can be seen in Figure 14, for example, a flat scarp fixed with drift bolts is typical of stem joints, whether between stem and keel or between the upper and lower pieces of the stem.

Names of countries, institutions, etc. that appear frequently in the text may be abbreviated. In such case, the full name should be used in the first instance, with the abbreviation following in parentheses (periods should not be used between the letters of such abbreviations). Thereafter, the abbreviation can be used alone:

The Commonwealth of the Northern Mariana Islands (CNMI) and Federated States of Micronesia (FSM) are sovereign nations within Micronesia. The CNMI Government adopted...

The Australasian Institute for Maritime Archaeology (AIMA) sponsored an exploratory expedition to the site to record the hull remains exposed on the foreshore. The AIMA team spent two weeks...

Some typical abbreviations:

<i>circa</i> , about (c.)	figure (fig.) / figures (figs)	plate (pl.) / plates (pls)
<i>confer</i> , compare (cf.)	folio (f.) / folios (ff.)	
editor (ed.) / editors (eds)	note (n.)	
<i>et alii</i> , and others (et al.)	number (no.) / numbers (nos)	
<i>exempli gratia</i> , for example (e.g.)	page (p.) / pages (pp.)	
<i>id est</i> , that is (i.e.)	paragraph (para.)	

*Units of measure* (note that singular and plural forms use the same abbreviation)

metre (m)	inch (in)	year (yr)
centimetre (cm)	feet (ft)	degrees Celsius (°C)
millimetre (mm)	gallon (gal)	degrees Fahrenheit (°F)
litre (l)	pound (lb)	
cubic metre (m <sup>3</sup> )	cubic feet (ft <sup>3</sup> )	
gram (g)	pounds per square inch (psi)	
kilogram (kg)	inches of mercury (in Hg)	

*Australian States and Territories*

Australian Capital Territory (ACT)	South Australia (SA)
New South Wales (NSW)	Tasmania (TAS)
Northern Territory (NT)	Victoria (VIC)
Queensland (QLD)	Western Australia (WA)

### *Countries*

Australia (AUS)

United Kingdom (UK)

New Zealand (NZ)

United States of America (USA)

Papua New Guinea (PNG)

- 3.6 *Ship names*. Ship names should be set in italics. If a ship's name appears within an italicised title, then it should be set in regular font style and not italicised.

When referring to a ship by its proper name, do not use the article 'the' in front of the name (*Alma Doepel*, not 'the *Alma Doepel*'). If using a ship's name as an adjective, then using the article 'the' is appropriate:

*Alert*, built in New South Wales in 1846, is one of the few surviving examples of its type.

*Batavia* wrecked on her maiden voyage to the Dutch East Indies.

The *Batavia* shipwreck exhibition at the Western Australian Museum...

RMS *Titanic* was thought to be unsinkable.

The ship *Titanic* was an Olympic class ocean liner built at the Harland and Wolff shipyard...

- 3.7 The formal title of any treaty, legislative act or ordinance that is cited in a manuscript should be italicised, including the year, if it is part of the formal title. It is not necessary to list treaties, legislative Acts or Ordinances in the reference list:

*Historic Shipwrecks Act 1976*

*Underwater Cultural Heritage Act 2018*

*The 2001 UNESCO Convention for the Protection of the Underwater Cultural Heritage*

- 3.8 *References to ancient shipbuilding treatises, hand-written journals and other ancient manuscripts*. Titles of unpublished manuscripts should be italicised and followed by the appropriate page numbers. Author names and manuscript titles should be written out completely when appearing in the text, but can be abbreviated when appearing in notes or parenthetical references within the text:

Michael of Rhodes describes in his manuscript, *Libro di Michele da Rodi*, an apparatus used to determine the proper curvature of the hull...

The apparatus, illustrated by Michael of Rhodes (*Libro*), was placed midway between the last moulded frame and the bow and a ribband (*maistra*) was bent around...

Published treatises can be referenced normally like any other source:

Cornelis van Yk (1697:148) notes that...

van Yk, C. 1697. *De nederlandsche scheeps-bouw-konst open gestelt*. Delft: Andries Voorstad.

- 3.9 *Foreign terms and phrases*. Isolated words in a foreign language that are likely to be unfamiliar to readers, such as technical terms, should be set in italics throughout the text. Familiar words or phrases in a foreign language should be set in normal Roman type unless there is a risk of confusion with an identically spelled English word, in which case they should be italicised. Single quotation marks should be used to indicate meaning:

*contra*

*et al.*

*in situ*

*per se*

*raison d'être*

*terminus post quem*

*terminus ante quem*

*vice versa*

*maistra*

...from the Dutch verb, *lezen*, ‘to read’.

- 3.10 *Quotations*. Quoted text shorter than three lines should be incorporated into the main text and set off by double quotation marks. Long quotations of four lines or more (c. 30 words) should be given without quotation marks as a separate paragraph, indented at least 1 cm from the left and right margins, with the source cited at the end of the quote (before the final period) in square brackets. Any editorial intervention in a quote should be indicated as such by means of square brackets (e.g., [sic], [...], [missing words], [emphasis added], etc.) (see §3.11, following).
- 3.11 *Translated Quotations and Inscriptions*. When a long quotation is given that has been translated into English from another language, the original text should be provided in an endnote. Ancient inscriptions and hand-written manuscripts, treatises, journal entries or other texts quoted in the text should be written with a division of lines corresponding to the original material. If appearing in an endnote, these may be written continuously, with a single upright line (|) used to mark the beginning of a new line:

Dutch Admiral Paulus van Caerden wrote:

[We have brought] the *Duyfken* here inside the reef because of its leaking and heeled [the ship] over on the [sea] bottom, [but] after great effort, and work done on it, [we] found that all its body [the hull] had given way and its old age no longer allowed for [repairs], as the knees have parted completely from sitting on the ground and two beams in the hold have burst and the sides have given way completely, so there is no help for [it] and it shall continue to lie [there] as a wreckage [De Booy 1970:185; translation by W. van Duivenvoorde].<sup>1</sup>

<sup>1</sup> Het Duyfken hebben hier binnen trecyff gehaelt Duyflken | om sijn leckheys wille en de aen de gront overgehaelt, naar veel moyten | ende werckx daaraen gedaen, bevinden dattet hem over alle sijn lijff | begeven heeft ende door ouderdom niet langer mede mach, want de | knies door tsitten aen de gront gants affgeweken sijn ende twee | balcken int ruym geborsten ende de sijde gants uutgeweken, soodatt | er geen helpen aen en is en de voor een wrack sal moeten blijven leggen.

Clues to the cannon’s casting are found in the dolphin lugs, decorative motifs and embossed inscription within the cartouche on the first reinforce, which reads:

[...] DE D IOAO NINHO DE  
TAVORA G[OBERNA]DOR DA PHILIPINAS.

## Bibliographical References and Endnotes

### *General Policy*

- 4.1 References should be cited in text by author’s surname, publication year and page number(s) (e.g., Richards 1994:31). For references with three or more authors, the citation should include the first author’s surname followed by ‘et al.’ (e.g., Anderson et al. 2016). When multiple references are cited, they should be ordered alphabetically and then by publication year, separated by a semicolon (e.g., Bowman 1988a:33–34; Horne 1984; Jeffrey 1990, 1994; Jeffrey et al. 2017; Langley and Ungar 1984:19 fig. 4; Taylor 2005:3–5, 12).

Note that when citing a figure, table, note or other element, the number of the page on which the item is located should be included, without a comma between it and the referenced element (e.g., Sengupta 2012:117 fig. 1).

- 4.2 *Endnotes*. Endnotes may be used to provide explanation, amplification or commentary, but should be used sparingly and bibliographical citations in endnotes should be avoided as much as possible (but, see also §§3.11, 7.2–7.3).

### *Format and Style*

- 4.3 *References*. A full bibliographical listing of all and only those references cited in the text should be provided at the end of the manuscript. Papers may be cited as ‘in press’ only if they have been

accepted for publication. When giving the place of publication, include the state initials where there is any obscurity or ambiguity in the city (thus, London: Thames and Hudson, but Mile End, SA: Wakefield Press). For general publication categories, the format should follow the examples below (§§4.9–4.12, 5.1–5.3). Particular attention should be paid to capitalisation, punctuation and spacing.

4.4 *Citations*. In-text citations may consist of bibliographical citation only or bibliographical citation with a brief note or comment. Bibliographical citations should appear in alphabetical order and be drawn from the list of references appearing at the end of the article. These citations should consist of the author's last name, the year of publication, and relevant inclusive pages, sections, figures, plates, tables, etc. For references with three or more authors, the citation should include the first author's surname followed by 'et al.' (e.g., Richards et al. 1994:31). When multiple references are cited, they should be ordered alphabetically and then by publication year, separated by a semicolon (e.g., Bowman 1988a:33–34; Horne 1984; Jeffrey 1990, 1994; Jeffrey et al. 2017; Langley and Ungar 1984:19 fig. 4; Taylor 2005:3–5). Sample citations are provided in §§4.5–4.7, 4.9–4.12, 5.3, below.

4.5 *Citations with bibliographical references only*. Citations containing no supplementary information should be formatted as follows:

**SINGLE-VOLUME WORKS CITED**

(Allen 2012:314–315)  
(McCann and Oleson 2004:43 n. 4)  
(Staniforth 2003:140 fig. 7.2)

**MULTIPLE-VOLUME WORKS CITED**

(Pulak 1996:2:318–322)

**MULTIPLE WORKS CITED**

(Coroneos 1991; O'Reilly 2007; Tracey 2007, 2009)  
(Richards 2006; see also Nash 2004; Orme 1988)  
(Langley and Ungar 1984:10; Taylor 2005:3–5)

**MULTIPLE REFERENCES TO THE SAME WORK OR AUTHOR**

(Bullers 2006, 2007)  
(Jeffrey 1989:54; 1992:210–211)  
(Nash 2004a: 89–90, 94)

4.6 *Citations with short note or comment*. Citations containing secondary discussion in addition to source documentation should be formatted as follows:

(Veth and McCarthy 1999:12; for criticisms of this approach, see, e.g., Gould 1983; Richards 2006).

4.7 *Personal communications*. If citing a personal communication in the body of the manuscript, include the source's first and surname, the words 'pers. comm.' and the year:

(Ken Mulvaney pers. comm. 2012).

4.8 *Page numbers*. Inclusive page numbers, whether Arabic or Roman numerals, should be given in full (do not abbreviate the second number in the range). Do not use abbreviations such as f. or ff. for 'following page(s)' (the *AJMA* uses f. and ff. as abbreviations for folio numbers assigned to unpaginated manuscripts; see §3.5); inclusive page references, separated by an en-dash, must be cited.

- 4.9 *Sample references to books in references list.* The reference list entry is given first, followed by a sample citation:

**ONE AUTHOR**

Adams, J. 2013. *A Maritime Archaeology of Ships: Innovation and Social Change in Medieval and Early Modern Europe*. Oxford: Oxbow Books.

(Adams 2013:138 table 6c)

**TWO OR MORE AUTHORS**

Bennett, J., and R. Kelty. 2014. *Treasure Ships: Art in the Age of Spice*. Adelaide: Art Gallery of South Australia.

(Bennett and Kelty 2014:83 cat. no. 148)

Balmuth, M.S., R.H. Tykot and T.K. Andrews. 1992. *Sardinia in the Mediterranean: A Footprint in the Sea*. Monographs in Mediterranean Archaeology 3. Sheffield: Sheffield Academic Press.

(Balmuth et al. 1992:75–78)

**EDITOR OR TRANSLATOR AS AUTHOR**

Fornasiero, J., L. Lawton and J. West-Sooby, eds. 2016. *The Art of Science: Nicolas Baudin's Voyagers 1800–1804*. Mile End, SA: Wakefield Press.

(Fornasiero et al. 2016:108)

Bierling, M.R., ed. and trans. 2002. *The Phoenicians in Spain: An Archaeological Review of the Eighth–Sixth Centuries B.C.E.* Winona Lake, IN: Eisenbrauns.

(Bierling 2002:xiii)

**EDITOR OR TRANSLATOR WITH AUTHOR**

Foucault, M. 1972. *The Archaeology of Knowledge*. World of Man Series. Translated by A.M. Sheridan Smith. London: Tavistock Publications.

(Foucault 1972:126)

**ORGANIZATION OR ASSOCIATION AS AUTHOR**

Ministry of Education and Culture. 2012. *Forts in Indonesia*. Jakarta: Ministry of Education and Culture, Republic of Indonesia.

(Ministry of Education and Culture 2012:271 fig. 293)

**BOOK IN A SERIES**

McNiven, I., and J. Hall. 1999. *Australian Coastal Archaeology*. Research Papers in Archaeology and Natural History 31. Canberra: ANH Publications, Australian National University.

(McNiven and Hall 1999:98–100)

**BOOK IN MORE THAN ONE EDITION**

Green, J.N. 2004. *Maritime Archaeology: A Technical Handbook*. 2nd ed. Amsterdam: Elsevier Academic Press.

(Green 2004:58 fig. 3.20)

Hourani, G.F. 1995. *Arab Seafaring in the Indian Ocean in Ancient and Early Medieval Times*. Rev. and exp. ed. Princeton: Princeton University Press.

(Hourani 1995:pl. 8)

**BOOK IN MORE THAN ONE VOLUME (citing the work as a whole)**

Linder, E., and Y. Kahanov, eds. 2004. *The Ma'agan Mikhael Ship: The Recovery of a 2400-Year-Old Merchantman. Final Report*. 2 vols. Haifa: Israel Exploration Society and University of Haifa. (Linder and Kahanov 2004:1:172)

**BOOK IN MORE THAN ONE VOLUME (citing a particular volume)**

Karius, R., P.M. Merifield and D.M. Rosencrantz. 1965. Stereo-mapping of underwater terrain from a submarine. In *Transactions of the Joint Conference and Exhibit, 14–17 June 1965, Washington, D.C. Vol. 2, Ocean Science and Ocean Engineering*, 1167–1177. Washington, D.C.: Marine Technology Society. (Karius et al. 1965:1170–1172)

**ONE VOLUME IN TWO OR MORE BOOKS**

Culican, W. 1991. Phoenicia and Phoenician colonization. In *The Cambridge Ancient History*. Vol. 3, pt. 2, *The Assyrian and Babylonian Empires and Other States of the Near East, from the Eighth to the Sixth Centuries B.C.*, edited by J. Boardman, I.E.S. Edwards, N.G.L. Hammond, E. Sollberger and C.B.F. Walker, 461–546. Cambridge: Cambridge University Press. (Culican 1991:490)

**REPRINT EDITION**

Chapelle, H.I. 1988. Reprint. *The Baltimore Clipper: Its Origin and Development*. New York: Dover. Original edition, Salem, MA: Marine Research Society, 1930. (Chapelle 1988:79 fig. 16)

4.10 *Sample references to parts of books in references list.*

**CHAPTERS OR OTHER TITLED PARTS OF A BOOK**

Pomey, P. 2011. Defining a ship: architecture, function, and human space. In *The Oxford Handbook of Maritime Archaeology*, edited by A. Catsambis, B. Ford and D.L. Hamilton, 25–46. Oxford: Oxford University Press. (Pomey 2011:32)

McKee, A. 1972. The influence of British naval strategy on ship design: 1400–1850. In *A History of Seafaring Based on Underwater Archaeology*, edited by G.F. Bass, 225–252. London: Thames and Hudson. (McKee 1972:251 fig. 31)

**CHAPTER ORIGINALLY PUBLISHED ELSEWHERE**

Ramón, J. 2002. The ancient colonization of Ibiza: mechanisms and process. In *The Phoenicians in Spain*, translated and edited by M.R. Bierling, 127–152. Linona Lake, IN: Eisenbrauns. Originally published as *La colonización arcaica de Ibiza: mecánica y proceso*, in G. Rosselleo Bordoy, ed., *La prehistòria de les Illes de la Mediterrània Occidental: X Jornades d'Estudis Històrics Locals* (Institut d'Estudis Balearics: Palma de Mallorca, 1992). (Ramón 2002:145–147)

**PREFACE, FOREWORD, INTRODUCTION AND SIMILAR PARTS OF A BOOK**

Green, J. 2015. Foreword to *Dutch East India Company Shipbuilding: The Archaeological Study of Batavia and Other Seventeenth-Century VOC Ships*, by W. van Duivenvoorde, ix–x. Ed Rachal Foundation Nautical Archaeology Series. College Station: Texas A&M University Press.

(Green 2015:ix)

#### 4.11 *Sample references to journal articles.*

##### JOURNAL ARTICLES

Clark, P., E. Conese, N. Nicolas and J. Green. 1989. Philippines archaeological site survey, February 1988. *International Journal of Nautical Archaeology* 18(3):255–262.

(Clark et al. 1989:258)

Nix, M. 2005. Silk gloves and cast iron boilers: a study of cargoes from Scotland to Australia, 1820–1824. *Australasian Historical Archaeology* 23:25–39.

(Nix 2005:30)

Evans, A.M., M.A. Russell and M.E. Leshikar-Denton. 2010. Local resources, global heritage: an introduction to the 2001 UNESCO *Convention on the Protection of the Underwater Cultural Heritage*. *Journal of Maritime Archaeology* 5(2):79–83.

(Evans et al. 2010:80–81)

##### HISTORICAL NEWSPAPER ARTICLES

*Adelaide Times* [South Australia]. 1857. Shipping Intelligence. Tuesday, 13 January, vol. 11, no. 1938, p. 2, col. a.

(*Adelaide Times* 1857)

*The Mercury* [Hobart Town, Tasmania]. 1872b. Shipping Intelligence: Ship and boat building. Saturday, 7 September, vol. 21, no. 3650, p. 2, col. b.

(*The Mercury* 1872)

##### BOOK REVIEWS

Ormsby, T. 2005. Review of *Archaeological Theory and the Politics of Cultural Heritage* by Laurajane Smith. *Australasian Historical Archaeology* 23:139.

(Ormsby 2005)

Dhoop, T. 2017. Review of *The Ship that Held Up Wall Street* by Warren C. Riess with Sheli O. Smith. *Journal of Maritime Archaeology* 12(2):147–148.

(Dhoop 2017:147)

#### 4.12 *Sample references to unpublished materials.*

##### THESES

Howard, B. 1991. Fortifications of St. Eustatius: an archaeological and historical study of defence in the Caribbean. MA thesis, Department of Anthropology, College of William and Mary, Williamsburg.

(Howard 1991:253)

Hunter, J.W. 2012. Throwaway navies: naval transition, abandonment processes, and the archaeology of Australasia's torpedo boat defences, 1884–1924. PhD thesis, Department of Archaeology, Flinders University, Bedford Park.

(Hunter 2012:92–105)

Pulak, C.M. 1996. Analysis of the weight assemblages from the Late Bronze Age shipwrecks at Uluburun and Cape Gelidonya, Turkey. 2 vols. PhD thesis, Department of Anthropology, Texas A&M University, College Station.

(Pulak 1996:1:117)

#### PAPERS READ AT CONFERENCES

Khan, A. 2017. Carry on down the coast—the adaptive reuse of riverine and coastal watercraft in South Australia. Paper read at the 2017 AIMA Conference: Claimed by the Sea, 22–23 September, Adelaide.

(Khan 2017)

### Citing Internet Resources

#### General Policy

- 5.1 The citing of material from the Internet (webpages, files, images, media, web applications, services, etc.) should be treated, as much as possible, as bibliographic references to printed sources, with sufficient information provided to allow readers to locate original documents or sources of information. If printed versions of Internet resources exist, references should be made to the most recent and complete versions, otherwise printed versions are preferred.

#### Format and Style

- 5.2 *References to files on websites.* The list of references should contain full citation of the web page when citing information on that page, or of the article, image or other file located on the Internet. This should include the full URL (domain name, subdomain (if applicable), protocol, path/file and parameters), not just the domain name of the website. The basic format for citing electronic sources in the reference list is as follows:

Author's Last Name, Initial(s) *or* Maintainer *or* Sponsoring Institution. Year of publication *or* last update. Title of document *or* article *or* webpage. Title of website *or* *Online Journal Name* volume number [if applicable] *or* date of article [day month year]. "Retrieved" Date site visited *or* document retrieved [day month year] "from" <complete URL (web address)>.

- 5.3 *Sample references to electronic media in list of works cited.* The reference list entry is given first, followed by a sample citation:

#### WEB PAGE OR AN ONLINE FILE OR DOCUMENT

Heritage Victoria. 2017. Shipwreck protected zones. Retrieved 12 March 2017 from <<http://www.dtpli.vic.gov.au/heritage/shipwrecks-and-maritime/shipwreck-protected-zones>>.

(Heritage Victoria 2017)

Isik, F., S.E. McKeand, R. Whetten and J.B. Jett. 2018. Loblolly pine (*Pinus taeda*). Raleigh, NC: Tree Improvement Program, North Carolina State University. Retrieved 2 August 2017 from <<http://www.treeimprovement.org/public/about/species-interest/loblolly-pine/loblolly-pine>>.

(Isik et al. 1999:fig. 3)

U.S. Marine Corps Forces Pacific (USMCFP). 2010. *United States Final Guam and CNMI Military Relocation Environmental Impact Statement (EIS)*. Vol. 3, *Marine Corps—Tinian*. United States Department of the Navy, Washington, D.C. Retrieved 11 November 2016 from <[http://www.guambuildupeis.us/documents/final/volume\\_3/Vol\\_03\\_Ch12\\_Cultural\\_Resources.pdf](http://www.guambuildupeis.us/documents/final/volume_3/Vol_03_Ch12_Cultural_Resources.pdf)>.

(USMCFP 2010:12-11)

#### ARTICLE IN AN ONLINE JOURNAL

Aldred, O. 2005. Out with the old in with the new? Online presentation of excavation archives. *Internet Archaeology* 18(2). Retrieved 30 September 2014 from <<https://doi.org/10.11141/ia.18.2>>.

(Aldred 2005:7)

Catarevas, M. 2016. Connecticut's heroes aboard the doomed USS *Indianapolis*. *Connecticut Magazine* 4 November 2016. Retrieved 12 May 2017 from <[https://www.connecticutmag.com/the-connecticut-story/connecticuts-heroes-aboard-the-doomed-uss-indianapolis/article\\_22699165-1487-59b9-af8e-88c1ec791af0.html](https://www.connecticutmag.com/the-connecticut-story/connecticuts-heroes-aboard-the-doomed-uss-indianapolis/article_22699165-1487-59b9-af8e-88c1ec791af0.html)>.

(Catarevas 2016)

#### REVIEW IN AN ONLINE JOURNAL

Lewis, J. 2010. Review of *Lords of the Sea: The Epic Story of the Athenian Navy and the Birth of Democracy* by J.R. Hale. *Bryn Mawr Classical Review* 2010.01.57. Retrieved 22 July 2012 from <<https://bmcr.brynmawr.edu/2010/2010.01.57/>>.

(Lewis 2010:para. 9)

#### ONLINE GRAPHIC

Department of Environment, Land, Water and Planning (DELWP). 2019. Shipwreck protected zones. State Government of Victoria. Retrieved 3 August 2019 from <<https://www.heritage.vic.gov.au/archaeology-and-shipwrecks/shipwreck-protected-zones>>.

(DELWP 2019:Protected zone locations <MHR-fig-5-protect-zones-beige.jpg>)

## Images

### *General Policy*

- 6.1 Before an article can be published in the *AJMA*, authors must supply high-resolution digital images and illustrations of professional quality that meet the specifications outlined below.

### *Format and Style*

- 6.2 *Format*. Authors should refer to a recent *AJMA* article's figures for suggested layout and style. Authors should submit figures at final size if possible (see sizing guidelines below). All figures should be final and submitted according to the guidelines below.

6.2.1 *Naming*. Image files should be named by figure number and file extension (e.g., fig03.tif). Any multi-panel figures (i.e., figures with parts labelled a, b, c, d, etc.) should be submitted as the desired composite figure, but each constituent image also should be submitted as an individual file (fig03a.tif, fig03b.tif, etc.). Note that the *AJMA* does not use plates.

6.2.2 *Format*. The *AJMA* accepts TIFF (preferred), JPEG or EPS formats, as well as Adobe Illustrator and Photoshop native file formats (.ai and .psd, respectively). Please note the resolution requirements below (§6.2.4).

Vector-based EPS files (i.e., Adobe Illustrator) or EPS files exported from page layout applications should have all fonts converted to outlines, or fonts must be included with file submission. Raster (image) files (i.e., Adobe Photoshop) saved as TIFF or EPS formats can be saved from any of the image-editing software programs.

6.2.3 *Colour*. *AJMA* is printed in full colour, so authors are encouraged to make use of colour figures, although both colour and black-and-white (Greyscale) figures are acceptable. CMYK colour model is preferred, but RGB is also acceptable.

6.2.4 *Resolution*. It is extremely important that authors use the correct resolution for all figures. The editors will NOT accept any image file that has a resolution lower than 300 dpi. The minimum requirements for resolution in raster files are:

- 1,200 dpi (dots per inch) for line art (Bitmap [.bmp] or Greyscale mode)
- 350 dpi for halftones (i.e., black-and-white photos) (Greyscale mode)

- 350–400 dpi for colour photos
- 600 dpi for combination halftones (i.e., images containing illustrations/photos and text labelling) (Greyscale mode)

6.2.5 *Crediting sources.* If illustrations are copied from another publication, acknowledgments must be made. Authors are responsible for obtaining any necessary permission to reproduce copyrighted material. The following conventional designations should be noted:

- ‘after’ = possible redrafting, but no change in information
- ‘modified from’ = minor change
- ‘adapted from’ = significant changes

If no change is made to the figure, authors should only reference the source.

6.2.6 *Placed/imported images.* All images that have been placed or imported into your figure file must accompany the file (e.g., if a photograph named photo1.tif is imported into Photoshop, this photo1.tif file should be submitted along with the Photoshop file).

### 6.3 Style

6.3.1 *Lines and Labels in graphs, maps, and keys.* Use clean black lines. On maps, include a north arrow, scale and key, if appropriate. Charts and graphs must have all axes and lines labelled. General titles of illustrations should appear in the figure caption, not in the figure itself.

6.3.2 *Lettering.* All lettering should be 8–12 point type size in a clear sans serif typeface. Authors should aim to keep all text in a figure (e.g., labels, inset text, scale text, axis labels, etc.) approximately the same size to aid reducibility and/or enlargement, and avoid making the lettering too large for the figure. Avoid the use of boldface lettering, as the open spaces in the letters tend to fill when reduced. Black text is preferred, but white text can be used if the text is on a dark background. Alternatively, use black text and place a white background behind lettering that crosses a dark or textured area.

6.3.3 *Size.* Figures and tables normally will be sized either 80 mm or 165 mm wide to fit across one or both columns of text, respectively. Thus, images (photographs, illustrations, maps, charts/graphs, tables submitted as images, etc.) should be sized at a minimum 165 mm wide and 350–400 pixels (dots) per inch (dpi) or 137.8–157.5 pixels per cm. Maximum dimensions based on columns and print area spaces are as follows:

	mm	picas	points
1-column width	80	18.9	226.8
2-column width	165	38.98	467.7
Column length	249	58.82	705.8
Printable area (width)	165	38.98	467.7
Printable area (length)	262	61.89	742.7

## Reporting radiocarbon dates

### *General Policy*

7.1 A date is a specific point in time (e.g., Thursday, 14 April 2016), whereas an age is an estimate of an intervening time and has an associated error (e.g., 1,000 ± 30 BP). In all instances where radiometric dating assays are reported for the first time, the following conventions should be observed.

### *Format and Style*

7.2 *Laboratory measurements:* The laboratory measurement should be reported as a conventional

(uncalibrated) radiocarbon ( $^{14}\text{C}$ ) age estimate in BP. The abbreviation 'BP' means 'before present', but, more precisely, 'conventional  $^{14}\text{C}$  years before AD 1950'. Uncalibrated  $^{14}\text{C}$  determinations should be reported as  $^{14}\text{C}$  years  $\pm$  the laboratory's estimated error at  $1\sigma$  confidence BP, followed by the laboratory code and sample ID number in parentheses:

2,580  $\pm$  25 BP (OZ-T060)

For the current list of AMS/radiocarbon ( $^{14}\text{C}$ ) labs and their codes, refer to *Radiocarbon's* linked PDF at <[http://radiocarbon.webhost.uits.arizona.edu/sites/default/files/Labs-2020\\_Apr24.pdf](http://radiocarbon.webhost.uits.arizona.edu/sites/default/files/Labs-2020_Apr24.pdf)>.

To avoid confusion and errors, no attempt should be made to convert an uncalibrated determination to another timescale by simple subtraction or addition of a fixed offset (e.g., subtracting from 1950 to get a date in BC/AD).

Additional contextual information about the sample dated (type of material, including genus and species where known; condition of the sample; and the sample's association with the event being dated), details of the pre-treatment and measurement methods, whether the date was corrected using an AMS, IRMS or assumed  $\delta^{13}\text{C}$  value (provide the value if known), and details to confirm the quality of the material dated (e.g., %C, stable isotope values, C:N ratio, etc.) should be provided in an endnote.

- 7.3 *Calibrated  $^{14}\text{C}$  dates.* Calibrated ages should be reported as cal. BP using the latest available international calibration curve (currently IntCal09). Where calibration produces more than one age range, all the ranges or a summary of their overall span should be reported. Calibrated ages can be converted to BC or AD dates by subtracting from 1950. In either case, the calibrated age or date should be presented as a range, and must include the 68% and/or 95.4% probability range. The calibration curve or, if a computer program was used, the name and version of the calibration program should be given in an endnote, along with references.

2,560–2,550 cal. BP (95.4% probability)

610–600 cal. BC (95.4% probability)