

# **Australasian Institute of Maritime Archaeology**

## *Newsletter Submission Guidelines*

These guidelines are to assist authors preparing a submission to the *AIMA Newsletter*.

From 2022, all newsletter submissions will also be shared as a blog on the AIMA website and across AIMA's social media platforms (Facebook, Instagram and Twitter). Blogs and social media will be prepared and scheduled at any time after receiving the submission. The *Newsletter* will collate content over a three-month period to distribute as a quarterly email to AIMA members. If an author wishes for a different system of dissemination, please discuss it with the *Newsletter* Editor.

### **Ethical Statement**

The *Newsletter* welcomes submissions from all AIMA members engaged in archaeology or cultural heritage management with a maritime relevance anywhere in the world. AIMA expects authors to have worked within the principles set forth in the [AIMA Code of Ethics](#), the [Australia ICOMOS Burra Charter, 2013](#) and the 2001 [UNESCO Convention for the Protection of the Underwater Cultural Heritage](#) and its Annex.

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

### **Preparation of Submission**

Content must be submitted electronically via email to [newsletter.editor@aima-underwater.org.au](mailto:newsletter.editor@aima-underwater.org.au). No hard copy submissions will be accepted.

Each submission must be 200-800 words of main text with at least one figure and include:

1. The manuscript as a single Microsoft Word document (.doc or .docx extension) including main text, figure captions and references (if applicable)
2. All figures as separate digital image files labelled with their figure number (.jpeg files)
3. The full name, title, affiliation and contact information (email address) of all contributing authors.
4. Any hashtags or handles to be used on social media (including image credits).
5. An optional <50 word summary of the article to be used on social media posts.
6. Do not embed tables or figures in the text; instead, include the table title or figure caption as a separate paragraph in the text at the recommended location where each table or figure should appear.
7. Illustrations are to be included as figures and listed with figures.
8. 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.
9. General matters of style are to be consistent with the AJMA Submission Guidelines (sections 3.1-3.11).
10. Reporting radiocarbon dates should follow the guidelines set out for AJMA (sections 7.1-7.3)
11. Regarding references, bibliographic references, citing internet resources, and citing images authors should follow the guidelines in the AJMA submission guidelines (sections 4.1-6.3.3). References are not included in the word count.