

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 Australian¹ 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 and comments on recently published material (up to 5,000 words). In addition to these, AIMA or 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 at least two members of the Editorial Committee.

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 accordance with these guidelines.

¹ Changed to 'Australasian' in 2000 (vol. 25).

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), the *Australia ICOMOS Burra Charter, 2013* (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-](http://www.unesco.org/new/en/culture/themes/underwater-cultural-heritage/2001-convention/)

[heritage/2001-convention/](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 and Jeremy.green@museum.wa.gov.au. Any hard-copy correspondence should be addressed to Jeremy Green, 29 Stevens Street, FREMANTLE WA 6160.

Each submission must include:

- 1 The manuscript as a Microsoft Word document (*.docx extension);
- 2 All figures as separate digital image files (see §§6.1–6.3, below) (preferably PNG or TIFF);
- 3 A cover sheet with the full name, affiliation and contact information (mailing address and email address) of all contributing authors;
- 4 A 100- to 300-word abstract of the article;
- 5 Five keywords;

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

- 1.2 *Document*. Manuscripts should be prepared using Microsoft Word. Create an electronic file (1) the manuscript including title, author(s), author'(s) affiliation, abstract, text, figure captions, table titles, acknowledgements, notes and references; (2) tables, 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 or figure should appear.

- 1.3 *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:

Level 1: **Introduction**

Level 2: *Excavation Results*

Level 3: Port Willunga

- 1.4 *Footnotes.* The *AJMA* uses in-text citation, so notes should be avoided as much as possible. If necessary, notes should be formatted as footnotes, not endnotes. They should be numbered in one series. Footnotes must be formatted according to the guidelines given below (§§3.11, 4.2, 7.2–7.3).
- 1.5 *Acknowledgements.* Acknowledgements should be placed immediately before the references. A judicious use of acknowledgements is encouraged.
- 1.6 *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.
- 1.7 *Figures.* References to figures in the text must appear in consecutive order (e.g., Figure 1 is called out before Figure 2, which is called out before Figure 3, etc.; Figure 2a is called out before Figure 2b, which is called out before Figure 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):

Figure 1. Aichi E13A (Jake) naval reconnaissance seaplane (G. Henderson, 2013).

Figure 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).

Etc.

- 1.8 *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).
- 1.9 *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. It should be noted that file size should on average be greater than 1 MB.

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:
- i. An abstract (100–300 words) is included at the beginning of the text.
 - ii. The text has consistency of spelling, punctuation and capitalization.
 - iii. Quotations are accurate.
 - iv. All sources mentioned in the text or captions are included in the references list.
 - v. References are accurate.

- vi. Author(s) full names(s), affiliation(s), address(es) and email address(es) are provided.

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.* If requested authors can be 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.* Microsoft Word should be set to English (AUS). Where appropriate, additional resources include the Oxford English dictionary online collection <<https://www.oed.com/?t=true>> and the *New Oxford Style Manual*, 2016. Oxford University press, Oxford and *Style Manual* (Australian), although less comprehensive than *Oxford Style Manual*). Authors are also encouraged to refer to the last edition of *AJMA* for examples.

- 3.2 *Numbers.* Numbers less than 10 should be spelled out and Arabic numerals 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

4 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.* Use metric units and measurements should use numerals and their units abbreviated (see also §3.5, below), unless 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. Multiple measurements have same number of decimal places: 12 × 17 mm; 0.25–0.30 m high.

Multiplication symbol (×) is to be used and the en-rule (–) is to be used to indicate a span of numbers.

When dealing with ancient and historical measurement systems the original system may be used, with metric equivalents in parenthesis. ...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.

- 3.4 Chronological references.

See *New Oxford Style Manual*. It is now recommended practice to place *AD* after the year as with *BC*, *CE* etc. For centuries, both *BC* and *AD* should follow the century. All numerical dates are to be written in their entirety: 75 BC; 325–375 AD. Modern dates should be cited as day/month/year, without punctuation: 12 March 1920

- 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; note *c.* 1650 (*c.* not italic and space before). Common abbreviations (such as *Fig.*, *Pl.*, *e.g.*, *i.e.*) used in notes and parenthetical references otherwise the word should be written in full:

... it can be seen in Figure 22 that the... but (Langley and Ungar, 1984: 19 fig. 4)

inch (*in*)

feet (*ft*)

gallon (*gal*)

pound (*lb*)

cubic feet (ft³)
pounds per square inch (psi) inches of mercury (in Hg)
year (yr)
degrees Celsius (°C) degrees Fahrenheit (°F)
See Chapter 14 in the *Oxford Style Manual*, pp. 266–289.

- 3.6 *Ship names.* set in italics. If name appears within an italicised title, it should be set regular.

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.

- 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:

- 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*.

- 3.10 *Quotations.* Quoted text shorter than three lines incorporated into the main text and set off by **single quotation marks**. Long quotations of four lines or more (c. 30 words) have separate paragraph, indented left and right margins, source cited in square brackets before the final period. Interventions [*sic*], [...], [missing words], [emphasis added], etc.) (see §3.11, following).

- 3.11 *Translated Quotations and Inscriptions.* When a long quotation translation the original text is 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:

Bibliographical References and Endnotes

General Policy

- 4.1 Author Date system as per *Oxford Style Manual*. Note: when a span of number is used an n-rule should be used, not a hyphen. References should be cited: Richards, 1994: 31. For references with three or more authors: 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).

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 *Footnotes* may be used to provide explanation, amplification or commentary, but should be used sparingly and bibliographical citations in footnotes should be avoided as much as possible (but, see also §§3.11, 7.2–7.3). Photo Credits (A. Bloggs, 2023)

Format and Style

4.3 *Reference system follows the Author–Date system as outlined in Oxford Style Manual.* 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: Thames and Hudson, London, but Wakefield Press, Mile End, SA). 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 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 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)

4.5 *Citations with short note or comment:* (Veth and McCarthy, 1999: 12; for criticisms of this approach, see, e.g., Gould, 1983; Richards, 2006).

4.6 *Personal communications.* (Ken Mulvaney, pers. comm. 2012).

4.7 *Page numbers.* Inclusive page numbers **should be given in full.**

4.8 *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.* Oxbow Books, Oxford. Cited as (Adams, 2013: 138 table 6c).

TWO OR MORE AUTHORS: Bennett, J. and Kelty, R., 2014. *Treasure Ships: Art in the Age of Spice.* Art Gallery of South Australia, Adelaide. Cited as (Bennett and Kelty, 2014: 83 cat. no. 148)

Balmuth, M.S., Tykot, R.H. and Andrews, T.K., 1992. *Sardinia in the Mediterranean: A Footprint in the Sea.* Monographs in Mediterranean Archaeology 3. Sheffield Academic Press, Sheffield. Cited as (Balmuth et al., 1992: 75–78)

EDITOR OR TRANSLATOR AS AUTHOR: Fornasiero, J., Lawton, L. and West-Sooby, J., eds 2016. *The Art of Science: Nicolas Baudin’s Voyagers 1800–1804.* Wakefield Press, Mile End, SA. Cited as (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.* Eisenbrauns, Winona Lake, IN. Cited as (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. Tavistock Publications, London. Cited as (Foucault, 1972: 126).

ORGANIZATION OR ASSOCIATION AS AUTHOR: Ministry of Education and Culture, 2012. *Forts in Indonesia.* Ministry of Education and Culture, Jakarta, Republic of Indonesia. Cited as (Ministry of Education and Culture, 2012: 271 fig. 293).

BOOK IN A SERIES: McNiven, I. and Hall, J., 1999. *Australian Coastal Archaeology.* Research Papers in Archaeology and Natural History 31. ANH Publications, Australian National University, Canberra. Cited as (McNiven and Hall, 1999: 98–100)

BOOK IN MORE THAN ONE EDITION: Green, J.N., 2004. *Maritime Archaeology: A Technical Handbook.* 2nd ed. Elsevier Academic Press, Amsterdam. Cited as (Green, 2004: 58 fig. 3.20)

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

Linder, E. and Kahanov, Y., eds, 2004. *The Ma’agan Mikhael Ship: The Recovery of a 2400-Year-Old Merchantman. Final Report.* 2 vols. Israel Exploration Society and University of Haifa, Haifa. Cited as (Linder and Kahanov, 2004.1: 172).

BOOK IN MORE THAN ONE VOLUME (citing a particular volume): Karius, R., Merifield, P.M. and Rosencrantz, D.M., 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. Marine Technology Society Washington, D.C. Cited as (Karius et al., 1965: 1170–1172)

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

REPRINT EDITION: Chapelle, H.I., 1988. *The Baltimore Clipper: Its Origin and Development* (reprint). Dover, New York. Original edition: Marine Research Society, Salem, MA, 1930. Cited as (Chapelle, 1988: 9 fig. 16).

4.9 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: A. Catsambis, B. Ford and D.L. Hamilton (eds), *The Oxford Handbook of Maritime Archaeology: 25–46*. Oxford University Press, Oxford. Cited as (Pomey, 2011: 32)

JOURNAL ARTICLES: Clark, P., Conese, E., Nicolas N. and Green J., 1989. Philippines archaeological site survey, February 1988. *International Journal of Nautical Archaeology*, 18(3): 255–262. Cited as (Clark et al., 1989: 258)

HISTORICAL NEWSPAPER ARTICLES: *Adelaide Times* [South Australia]. 1857. Shipping Intelligence. Tuesday, 13 January, vol. 11, no. 1938, p. 2, col. a. Cited as (*Adelaide Times*, 1857).

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

4.10 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. Cited as (Howard, 1991: 253).

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. Cited as (Khan, 2017)

Newspaper References

As per *Oxford Style Manual*

p. 197 Newspaper articles often provide no details of authorship. When this is the case, the in-text citation should provide the name of the newspaper, the date of its publication—day, month and year—and the page reference (see page 206 for examples).

pp. 206 & 212 If the authorship of a newspaper article is evident, follow the procedure described for magazines. For example:

Towers, K., 2000. ‘Doctor not at fault: coroner’, *Australian*, 18 January, p.3.

If **authorship is not obvious**, provide all the details in the in-text citation. For example:

(*Sydney Morning Herald*, 24 January 2000, p.12).

...in the *Sydney Morning Herald* (24 January 2000, p. 12).

(*Financial Review* 18 January 2000, editorial)

It was alleged in the *Sydney Morning Herald* (24 January 2001, p.7) that ...

In this case there is no need for an entry in the reference list (p. 206).

If a work contains frequent references to newspaper material, it may be best to abbreviate the newspaper titles: SMH, for example, could replace *Sydney Morning Herald*. The abbreviation, like the full title, is italicised.

p. 134 Legislation and periodicals (journals, magazines and newspapers) are conventionally given maximal capitalisation, for example:

Environment Protection and Biodiversity Conservation Act 1999

Business Review Weekly

the *Courier-Mail*

the *Journal of English Linguistics*

When *The* is shown on a periodical’s masthead as part of the title—*The Age*, for example—it can be capitalised when it does not coincide with the ordinary use of the definite article:

He writes for *The Age*.

but

... in the *Courier-Mail* editorial on Monday.

p.145 Books and periodicals (Titles of books and periodicals are italicised to differentiate them from the surrounding text.)
It appeared in an article in *The Australian*.
The *Style manual* recommends ...
The *Style manual* ...the manual

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., McKeand, S.E. Whetten, R. and Jett J.B., 2018. Loblolly pine (*Pinus taeda*). Tree Improvement Program, North Carolina State University, Raleigh, NC. 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>.

(USMCF, 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>>. Cited as (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>. Cited as (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/>>. Cited as (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>>. Cited as (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 PNG (preferred), TIFF, 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 PNG 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	pica s	point s
1-column width	80	18.9	226.8
2-column width	165	38.9 8	467.7
Column length	249	58.8 2	705.8
Printable area (width)	165	38.9 8	467.7
Printable area (length)	262	61.8 9	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}C) age estimate in BP. The abbreviation 'BP' means 'before present', but, more precisely, 'conventional ^{14}C years before 1950 AD'. Uncalibrated ^{14}C determinations should be reported as ^{14}C years \pm the laboratory's estimated error at 1σ 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}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.

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 or 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}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)