Information for contributors

General

Australasian Historical Archaeology is published annually in December and accepts original articles relevant to the research and practice of Historical Archaeology in Australasia and the wider region. Contributions from other regions will also be considered by the editors. Papers are accepted in the following categories: Articles: 5000–6000 words and 6–8 figures/tables. Research Reports: 1000–4000 words (including references) and 4–5 figures/tables. Thesis Abstracts: 200–500 words.

Submission

Contributions may be submitted via email (preferred) or on disc as a word.doc. Manuscripts must be typed in 12 point font, double line spaced with wide margins and page numbers. A 150-word Abstract must be included for papers. Acknowledgements (if included) should precede References. Do not use more than three levels of heading and **do not** use footnotes. Figures should be provided as separate jpeg (or similar) files. Tables should be black and white (not colour). Historical artwork or photographs should be appropriately cited. A separate page listing captions for figures and tables must be provided. A cover page must be provided with author/s contact information including address, phone and email. A 50-word biographical statement including current affiliation should be attached. Submissions that do not follow these requirements will be returned to the authors.

In-text citations

Referencing is to follow the Harvard style. Author's surname, publication year and page (e.g. Arnold 1992:159-161). For three or more authors *et al.* should be used after the first surname (e.g. Lovejoy *et al.* 1985:16). Multiple references should be ordered alphabetically and then by publication year with authors' names separated by semicolon (e.g. Casey 1999, 2010; Casey and Winnett 2010:344; Fahy 1967:42; Kelloway *et al.* 2010:88). For newspapers, if the author is unknown, include name of paper, date and page (e.g. *Moreton Bay Courier* 24 Jan. 1862:4).

References

References should be on a separate page and include all and only those references cited in the manuscript.

Referencing software field codes should be removed prior to submission.

Journal articles

BROWN, K. and D. COOPER 1990 'Structural Continuity in an African-American Slave and Tenant Community', *Historical Archaeology* 24(4):7-19.

Books

LAWRENCE, S. and P. DAVIES 2011 *An Archaeology of Australia Since 1788*, Springer, New York.

BROOKS, A. 2005 *An Archaeological Guide to British Ceramics in Australia 1788–1901*, The Australasian Society for Historical Archaeology, Sydney, and the La Trobe University Archaeology Program, Melbourne.

Edited books

BIRMINGHAM, J., I. JACK and D. JEANS (eds) 1983 *Industrial Archaeology in Australia: Rural Industry*, Heinemann Publishers Australia, Melbourne.

Translated books

FOUCAULT, M. 1991 *Discipline and Punish: The Birth of the Prison*, Alan Sheridan, translator, Penguin, Harmondsworth, England.

Book chapters

JOHNSON, M. 1999 'Rethinking Historical Archaeology' in P. Funari, M. Hall and S. Jones (eds) *Historical Archaeology: Back From the Edge*, Routledge, London, pp. 23-36.

Newspapers

SYDNEY MORNING HERALD 1871 'Shipping', 4 February 1871:4.

if multiple citations from one newspaper

BRISBANE COURIER 4 February 1871:6, 5 June 1871:4, 4 September 1896:14.

Theses

GIBBS, M. 1996 The Historical Archaeology of Shore-Based Whaling in Western Australia 1836–1879, PhD thesis, University of Western Australia.

Consultants' reports

GODDEN MACKAY LOGAN 2000 Parramatta Historical Archaeological Landscape Management Study, unpublished report to NSW Heritage Office, Sydney.

Government reports

BRADY, A. and G. PERHAM 1993 Historic Places in the East Gippsland Forest Management Area, Department of Conservation and Natural Resources, Melbourne.

Parliamentary publications

GOLD FIELDS ROYAL COMMISSION OF ENQUIRY 1862–1863 Report of the Royal Mining Commission Appointed to Enquire into the Conditions and Prospects of the Gold Fields of Victoria, Parliament of Victoria, Melbourne.

Pamphlets and ephemera

HISTORIC HOUSES TRUST OF NSW nd Hyde Park Barracks Museum Plan, Sydney.

Internet resources

BUREAU OF METEOROLOGY 2013 Climate Date Online, http://www.bom.gov.au/climate/data, retrieved 19 Nov. 2012.

Archive material

CANDY, P.C. 1969 'The Victorian Cadet Movement. An outline history from 1867 to 1969', typescript held by the Baillieu Library, University of Melbourne.

EDUCATION DEPARTMENT 1864–1984 Classified Subject Index to Inward Registered Correspondence, VPRS 893, Public Record Office Victoria, Melbourne.

General

British spelling is to be used throughout. Remove codes created by referencing software e.g. EndNote, RefWorks prior to submission.

The following formats are used by *AHA:*

- Numbers over 10,000 with commas
- Numbers up to ten spelt e.g. two: 11 and above given as numerals
- Numbers with decimal places given as numerals to one decimal place
- Per cent spelt in-text; % used in tables
- Dates: 1865–1866 not 1865-66 or 1865-6
- Measurements should be given in metric unless from primary source where the metric conversion should follow in brackets e.g. three feet (0.9 m). Metric units abbreviated without full stop e.g. 9 m not 9 m. or nine metres. Imperial measurements can follow in brackets e.g. 0.9 m (three feet)
- Single quotation marks should be used in text e.g. 'Smythe's map – drawn before the *Hooghly's* arrival'.

Illustrations

All illustrations should be submitted in electronic form only. A separate page listing captions for figures and tables must be provided.

It is the author's responsibility to obtain permission to reproduce images.

Photographs:

Photographs can be reproduced in *AHA* in either colour or greyscale. Images should be submitted in common formats (JPEG or TIFF preferred) with a minimum resolution of 300 dpi.

Maps and plans:

Aim for clarity and simplicity in line drawings and avoid cluttering maps and plans with irrelevant detail. Minimise contour lines and use them lightly, if at all. Make land and water masses immediately recognisable. Always include a north arrow and linear scale. It may be necessary to redraw maps originally prepared in GIS.

Hand drawn lettering is not acceptable. Choose fonts, font sizes and letter placement with care.

Line art files should have a minimum resolution of 1200 dpi and minimum line weight of 0.25 mm. Bear in mind the effect of reducing maps and plans to the single or double column format of the journal. Acceptable file types include JPEG, TIFF and EPS.

Charts

Charts can be reproduced in *AHA* in either colour or greyscale. Include separate caption for each chart.

Tables

Tables should be in the format shown in the sample below. Use black and white formatting, not colour. Note that the table will be stretched across the column or page.

Each table should be on a separate page.

Table 1: Artefact types at Sites 1–4.

	Site 1	Site 2	Site 3	Site 4	Total
Type 1	1	25	2	6	34
Type 2		14	2	1	17
Total	**1**	**39**	**4**	**7**	**51**

Editorial process

Papers submitted to the editor will be sent to at least one independent referee for review, typically two. The Editors will undertake to ensure that both author and referees remain anonymous. Each referee will be asked to provide comments on the scholarly quality of the content of the paper and on its suitability for publication in *AHA*. If necessary, they will be asked to recommend revisions required to make the paper acceptable for publication. The Editor will then forward these comments to the author.

Once the author has addressed these comments, they will submit an electronic version of the final. This will be reviewed by the Editorial Assistant for stylistic consistency before the copy is type-set.

Authors will receive page proofs of their articles as a PDF, and are asked to return the corrected proofs promptly. No substantive changes can be made at that time.

Authors will receive a pdf copy of their paper.

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