

## GUIDELINES FOR AUTHORS

Papers from the 2004 AEA conference in Bad Buchau, *Economic and environmental changes during the 4<sup>th</sup> and 3<sup>rd</sup> millennia BC*, will be published as an Oxbow monograph in the AEA symposia series, edited by Ralf Baumeister, Sabine Karg, Helmut Schlichtherle, and David Robinson.

**Deadline for submission: 30 November 2004**

**Please submit your papers to:** Dr Sabine Karg, The National Museum of Denmark, Research and Exhibitions, Environmental Archaeology, Ny Vestergade 11, DK – 1471 Copenhagen K, Denmark.

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The following guidelines are based on those used by the AEA's journal, *Environmental Archaeology*.

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Conference papers should be typed well-spaced (1.5 word processor spacing) on A4 paper with at least 30 mm margins. The names(s) and address(es) of the author(s) should be included, as well as an **abstract of up to 200 words and up to six keywords**. Pages should be numbered and text should not use more than three grades of heading. Line drawings must be of publication quality, in black ink on white paper or drawing film, to fit within a frame 168 x 230 mm maximum (excluding caption) after appropriate reduction. Drafting (e.g. line width) should take account of the intended reduction. Computer generated drawings must be provided in hard copy and digital format (EPS and TIFF only). Captions for figures and tables should be supplied separately and appended to the disc copy of the text. Labelling on figures should be in publishable form. Half-tone photographs can be accommodated, but authors wishing to make extensive use of photographs, and particularly of colour, should note that they may be asked to contribute towards the high cost of production. Articles will be submitted to referees (normally two); authors may, if they wish, suggest suitable referees for their articles, although there will be no obligation to follow such suggestions.

TWO HARD COPIES and a 3.5" disk version or CD version (preferably in Word for Windows, though Word, Macintosh Word, WordPerfect and, if absolutely necessary, ASCII files can be accommodated - please do not use 'Track changes' option in Wordplease) of contributions must be submitted. Authors will subsequently be contacted by the editor/s, with the referees and editor/s comments on their paper. Text proofs of papers will be provided and these should be returned within one week of receipt.

For guidance as to the preparation and presentation of material for publication, inexperienced contributors are referred to the British Ecological Society's booklet *A Guide to Contributors to the Journals of the BES*, and The Royal Society's *General Notes on the Preparation of Scientific Papers* (3rd ed., 1974).

Authorities must be given to Latin names, either at their first mention or in a comprehensive list, and species lists should follow a named checklist. Taxonomic names above genus should not be italicised. In the text, references should be indicated by the author's name and the year of publication (with page numbers where necessary), as follows: Percival (1921, 178) or (Hall and Kenward 1980; Paap 1984). References should follow the 'modified Harvard' convention and should be listed in alphabetical order (with journal titles in full) at the end of the paper, as below:

#### **book**

Fenton, A. 1978. *The Northern Isles: Orkney and Shetland*. Edinburgh: John Donald.

Rackham, O. 1990. *Trees and Woodland in the British Landscape* (revised edition). London: Dent.

Thirsk, J. (ed.) 1985. *The Agrarian History of England and Wales 5(2)*. Cambridge: Cambridge University Press.

Duby, G. 1968. *Rural Economy and Country Life in the Medieval West* (translated from 1962 French edition by C. Postan). London: Edward Arnold.

Cobbett, W. 1979. *Cottage Economy* (reprint of 1850 edition). Oxford: Oxford University Press.

#### **journal article**

Ezzo, J. A. 1992. A test of diet versus diagenesis at Ventana Cave, Arizona. *Journal of Archaeological Science* **19**, 23-7.

Hillman G. C. 1984. Traditional husbandry and processing of archaic cereals in recent times, 1: the glume wheats. *Bulletin on Sumerian Agriculture* **1**, 114-52.

Campbell, B. 1983. Agricultural progress in medieval England: some evidence from east Norfolk. *Economic History Review* (2nd. series) **36**, 26-46.

#### **paper in edited volume**

Ambers, J. 1994. Stable carbon isotope values for Tofts Ness, pp. 125-8 in Luff, R. and Rowley-Conwy, P. (eds.), *Whither Environmental Archaeology?* Oxford: Oxbow Books.

#### **book series**

Schiffer, M. B. (ed.) 1986. *Advances in Archaeological Method and Theory* 9. Orlando: Academic Press.

Hall, A. R. and Kenward, H. K. 1990. *Environmental Evidence from the Colonia* (The Archaeology of York 14, 6). London: Council for British Archaeology.

Robinson, D. and Rasmussen, P. 1989. Botanical investigations at the neolithic lake village at Weier, north east Switzerland: leaf hay and cereals as animal fodder, pp. 149-63 in Milles, A., Williams, D. and Gardner, N. (eds.), *The Beginnings of Agriculture* (BAR International Series 496). Oxford: BAR.

Cherry, J. F. 1988. Pastoralism and the role of animals in the pre- and proto-historic economies of the Aegean, pp. 6-34 in Whittaker, C. R. (ed.), *Pastoral Economies in Classical Antiquity* (Supplementary Volume 14). Cambridge: Cambridge Philological Society.

#### **book in journal**

Salvi, G. 1982. La scalvatura della cerreta nell' alta valle del Trebbia. Note dalle fonti orali, in Moreno, D., Piussi, P. and Rackham, O. (eds.), *Boschi: Storia e Archeologia. Quaderni Storici* **49**, 148-56.

#### **specialist report in site report**

Greig, J. 1990. Plant and parasite remains from 16th century pits, pp. 139-49 in Burrows, I. (ed.), *Excavations at 5-8 Fore St., Taunton, 1979. Proceedings of the Somerset Archaeological and Natural History Society* **132**, 95-164.

#### **thesis**

Amorosi, T. 1996. *Icelandic Zooarchaeology: New Data applied to Issues of Historical Ecology*. Unpublished Ph.D. thesis, City University of New York.

#### **unpublished report**

Hall, A. R., Kenward, H. K. and Robertson, A. 1993c. Investigation of medieval and post-medieval plant and invertebrate remains from Area II of the excavations in The Bedern (north-east), York (YAT/Yorkshire Museum sitecode 1976-81.14 II). Unpublished Ancient Monuments Laboratory Report 58/93.

Buckland, P. 1995. St George's School, Margaret Street, Walmgate, York. The insect remains (appendix), in Foster, P. and Symonds, J., *An archaeological evaluation at St George's School, Margaret Street, Walmgate, York*. Unpublished ARCUS report 208, University of Sheffield.

#### **author(s) + other contributor(s)**

Brochier, J. E., Villa, P. and Giacomarra, M. with an appendix by Tagliacozza, A. 1992. Shepherds and sediments: geo-ethnoarchaeology of pastoral sites. *Journal of Anthropological Archaeology* **11**, 47-102.

#### **Latin binomials in title**

van Valkenburgh, B., Teaford, M. F. and Walker, A. 1990. Molar microwear and diet in large carnivores : inferences concerning diet in the sabre-toothed cat, *Smilodon fatalis*. *Journal of Zoology* **222**, 319-40.

Mainland, I. L. 1994. *An Evaluation of the Potential of Dental Microwear Analysis for Reconstructing the Diet of Domesticated Sheep (Ovis aries) and Goats (Capra hircus) within an Archaeological Context*. Unpublished Ph.D. thesis, University of Sheffield.

Where three or more authors are involved, use Davies *et al.* in the text but all of the authors' names in the list of references. Footnotes and endnotes should be avoided if at all possible.