

10.0 Guidelines for Authors

AMERICAN INDIAN ROCK ART

**American Rock Art Research Association
(ARARA)**

GUIDELINES FOR AUTHORS

July, 2004

The PUBLICATIONS COMMITTEE strives to maintain a high degree of professionalism in ARARA's publications. To this end, the committee **requires** that all authors follow the most recent *American Antiquity* guidelines or <http://www.saa.org/publications/styleGuide/styleGuide.pdf>. If a submitted manuscript does not meet ARARA's stated guidelines, the volume editor will require the author to make the necessary changes before the paper will be considered for publication. Please consult American Antiquity before preparing your draft copy for submission—a copy of the style guide will be provided to authors by the Committee upon request. Additionally, each submitted manuscript must satisfy basic requirements for completeness in order for the manuscript to be accepted. A checklist is provided along with these guidelines to assist authors in submitting manuscripts in proper form.

Manuscripts. Manuscripts should not exceed 2,500 words (about 10 double-spaced typed pages) exclusive of acknowledgments, tables, figures, references cited, and appendices. The Publications Committee feels this is a reasonable expansion of a 15-minute oral presentation. Longer manuscripts may be accepted, but we reserve the right to edit these to meet publication restrictions. We require **two** (2) clean hard copies of the paper (double spaced), including all figures and tables, and the **original** illustrations for review by the Editor and assigned Reviewer(s). All submissions should be mailed to ARARA unless an alternative address has been assigned by the Chair of the Publications Committee. Papers must be received by July 1 for consideration in that year's volume. At the discretion of the Publication Committee and/or Editor, papers received late or that are lacking in appropriate supporting evidence or preparation, may not be considered for publication. These will be returned to the author at ARARA's convenience. Authors are advised to retain a copy of their paper. Authors will be asked to submit their revised final manuscripts on computer disk and include two hard copies with **all** desired formatting and diacritical marks **clearly** high-lighted. All text files are reformatted in PageMaker or Quark; therefore, it is imperative that we have a final hard copy with all special characters displayed. Computer disks can be in either MS-DOS/ Windows or MAC 3.5 inch high-density, CD, or ZIP 100/250 Mb format, and text files can be in almost any currently supported word processing program, however RTF (rich text format) works best.

- Draft manuscript—submit two (2) hard copies, complete with all figures and tables.
- Final manuscript—two (2) hard copies and a computer disk copy (Mac or MS-DOS/Windows).

Quotations. It is the responsibility of the author to secure and submit permission to quote “substantial amounts” of copyrighted material. In general, permission from the publisher is required for quotations exceeding 50 words and such protection extends to the author or the author's heirs for quotation of any unpublished material.

Unless the author's exact words are necessary to make a point, it is usually preferable to paraphrase the original author's words (with the proper citation) or to use quoted phrases in the body of the text.

Figures, Captions & Tables. All figures are scanned into digital format; therefore, original illustrations must be less than 9 by 12 inches to fit on our scanner. Line art is scanned at high resolution, so be sure that illustration backgrounds are clean and white. Please provide original illustrations whenever possible. Any illustrations previously published must be accompanied by a copyright release. Clearly number each figure and match it with the corresponding caption. Authors who desire to aggregate illustrations into one figure should also submit a "mock-up" photocopy to get across their wishes.

Captions for illustrations must be submitted as separate hard copy and on computer disk as a separate text file.

Tables may be neatly handwritten or composed in a word processing program. If you are submitting your tables electronically, you must provide two hard copies. We typically retype each table because importing tables into PageMaker or Quark from standard word processing programs can be problematic. Create your tables with the vertical columnar format in mind — avoid horizontal ("landscape" mode) tables whenever possible.

Line Drawings & Maps. Use a smooth white paper such as plate finish Bristol Board or illustration board. Draw with black India ink, preferably with a Rapidograph-type pen (please, no fiber-tip or ball-point pens). **Note:** our high resolution scanning process will pick up and readily display imperfections. If it is necessary to present pencil or charcoal illustrations, they will be scanned in a gray-scale (photograph) mode. We will do our best to pick up the subtleties of your work.

We will accept computer generated illustrations saved in either EPS or TIFF format. Postscript (EPS) files must be accompanied by the fonts used in the image. Unless otherwise specified by the Editor, Helvetica is the default font for illustrations and maps. Limit usage of gray-fills and avoid gradient-fills. Do not use "hairline" width lines — set minimum line width to 0.5 point. Please consult with the Editor any proposed deviations from these guidelines.

For hand drawn illustrations, the following guidelines are provided:

- A vertically oriented image works best — it allows for the easiest layout placement and can be shown in a relatively larger size than landscape images.
- Fill in solid areas carefully — light spots or uneven fills will stand out in print.
- Printing is in black only. If colored painting is illustrated, use symbols for colors and code them to a key.
- DO NOT PLACE BORDERS AROUND ANY ILLUSTRATION OR MAP. We will place borders where appropriate.
- If shading is required (e.g., sunlight interactions), use a continuous tone fill instead of a half-tone fine dot pattern.
- Lettering in maps and illustrations may be added by us if provided clear guidelines by the author. If press-on lettering or numbers are to be used, find a font which most resembles Helvetica.
- Maps should be clear and uncluttered. Use standard USGS symbols whenever possible. Indicate North on the drawing. Normally, this is the top of the page.
- Please include general location maps of all sites. Locations need not be pinpointed.
- Mistakes and ink smears can be covered with white gouache or white acrylic paint. Both are water-base pigments and cover well, although several light coats may be needed to obscure the black.
- Keep drawings clean by covering them with a piece of tracing paper secured on the back with tape. Figure numbers and other identification (author's name, paper title, date) should be written **lightly** on the back of each illustration in pencil or attached to photo.

Note: A more detailed guide to illustrating is available from ARARA. Please request a copy if you do not know how to prepare illustrations.

Photographs. We will scan your photographs to ensure consistency. If you must submit digital files, please consult with the Editor *prior* to submitting them. If a digital camera was used for capturing the illustration the file must convert to 300 dpi or greater. A high quality, glossy print copy, of digital files, must accompany the manuscript. Photographs may be returned if, in the opinion of the Editor, they will not reproduce well. In general, good photographs should adhere to the following guidelines:

- Submit glossy finish only—please no matte photos.
- High contrast black-and-white photos exhibiting a full range of tones are preferred. Subtle shades of gray, light or dark, will not reproduce well.
- Send original prints only (photocopies okay for mock-ups).
- Color prints are acceptable if they reproduce well. A photocopy is a rough indicator of how well they will reproduce in black-and-white.
- Color slides will be accepted under certain conditions. Slides should be free of dust and finger prints and stored in archival sleeves. **Note:** authors may be advised by the Editor to obtain “Type-R” first generation glossy prints of each slide; or, incur the cost of having each slide scanned by a high-end dedicated scanner. Do not send your only slide have a photo made.
- Submit photos between 3x5 and 5x7 inches in size. Do not mount the photos. Allow a minimum of 1/4 inch on all sides for cropping.
- Attach a note or **lightly** write, in pencil, on the back of each photograph or transparency sleeve the figure and caption number. Take care not to indent the photograph. Indicate which side is up (very important).
- If you would like special cropping, or the addition of text or arrows, on the final printed photograph, indicate your wishes on a tracing paper overlay or Xerox copy.

Review & Publication Process. American Indian Rock Art (AIRA) has changed from a dedicated conference volume to an annualized publication. This change was made in order to achieve a more consistent publication process and to accommodate authors unable to make submission deadlines; or, for those who wish to submit suitable material not formally presented at ARARA’s annual conference. The goal of the Publication Committee is to have a volume available in the spring of each year. Each manuscript will be reviewed by the volume Editor and at least one additional reviewer with experience in the particular avenue of research. The review process is designed to serve an advisory and supportive role for the authors. The Reviewer’s objective is to ensure that the author’s evidence and viewpoint is clearly developed and stated, and that all pertinent assertions and/or interpretations are presented fairly and supported by research when appropriate. This process ultimately makes for better papers and helps protect the interests of each author, the volume Editor and ARARA. It is important for each author to thoroughly comply with the submission checklist. Failure to do so will delay the process and risk non-acceptance of the manuscript by the volume Editor. It is the sole responsibility of the author(s) to ensure that all text, illustrations, maps and photos meet the criteria set forth in the guidelines of ARARA and American Antiquity. Exceptions and special requests **must** have prior approval of the volume Editor. Remember, this process can only succeed by having mutual adherence to its goals and procedure.

Author’s manuscript submission checklist on next page.

AMERICAN INDIAN ROCK ART AUTHORS' CHECK LIST

Thank you for your support of ARARA. The following check list will allow you to prepare your manuscript in a manner acceptable to the Publication Committee. It is essential that authors carefully address each of the items on this check list to ensure ARARA's ability to efficiently process their papers. Incomplete manuscript submissions will be returned to the author for correction. If you have any questions, please contact the volume Editor.

Name of Author(s): _____

Author to be Contacted: _____

Address: _____

City: _____ State: _____ Country: _____ Zip: _____

Phone (day): _____ Phone (evening): _____ E-mail: _____

Title of Manuscript: _____

Manuscript Text

- Two (2) hard copies—double spaced; **all** special characters highlighted
- All quotations double-checked, referenced, and include page number(s)
- American Antiquity style followed
- Computer text file—Mac or PC format
- Program used: _____

Captions/Tables

- Two (2) hard copies each
- Separate computer file for captions
- Double-check each text call-out and figure/table for accuracy

References Cited

- Double-check for accuracy—**no** omissions; those in text & References Cited all match

Illustrations

- Originals properly labeled & numbered
- Clean white backgrounds
- Text labels & special mark needs indicated
- If computer generated, TIFF files (if digital photo must reproduce at 300dpi for a 3" x5" picture) glossy print of file included.
- Program used: _____

Photographs

- Glossy prints—do not mount
- Checked for contrast (photocopy test)
- Slides—consulted Editor (Type-R vs. Scan)
- Properly numbered—matched to text Figs.

Loose Ends

- Permission obtained for usage of all copy-righted material—verification included
- Brief bio of each author included along with research abstract (may not be used)